



PARKING AUTHORITY OF BALTIMORE CITY  
 JOB DESCRIPTION  
 ANNOUNCEMENT #OPERPN157 & 112



**General Position Information**

<b>Job Title</b>	Parking Planner II		
<b>Position Reports to:</b>	Division Manager, Parking Planning		
<b>Department</b>	Operations	<b>Salary</b>	\$64,569.00
<b>Division</b>	Planning	<b>FLSA Status</b>	Exempt
<b>Work Location</b>	211 North Paca Street	<b>Pay Grade</b>	112
	Baltimore, MD 21201	<b>Employment Type</b>	Full-Time

**Job Summary**

The Parking Planner II will examine parking issues at a neighborhood level and work with community stakeholders in developing solutions. The position will also conduct parking studies, evaluate on-street parking regulations, and provide recommendations to improve upon current operations. In addition, will collect and maintain data using GIS (Geographical Information System) and other software.

**Essential Duties and Responsibilities**

- Meet with community members, other City staff, and/or developers about events or developments that may affect parking in a particular area, including multiple planning meetings, developing agendas and facilitating/leading meetings;
- Act as liaison and representative at inter-agency meetings such as Site Plan Review, Planning Commission Hearings, and Task Force meetings;
- Investigate City Council Bills that require comments from the PABC, draft comments for the Executive Director’s signature, submit, and attend associated hearings at City Hall;
- Conduct site visits, reaching out to other agencies for information, and researching current legislation;
- Design and conduct field investigations and analyze data to assess the occupancy of parking supply;
- Based on observations made by community members, other City staff, or developers, design a method of investigation: create map of study area, design study table, and select times of study. Synthesize data and conduct basic statistical analysis using Excel;
- Provide updates to community stakeholders as study is being conducted and create presentation of results;
- Investigate best practices in parking, as well as recommendations made by community members, and make recommendations based on results;
- Gather geographic data and develop files and database structures and data collection methods for geographical software (GIS);
- Create and maintain a GIS-based parking supply database; create utilization maps that include results from field investigations;
- Make stylistic decisions regarding symbols, colors, and labels for easy to read maps used at meetings and in reports;



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- Make overall recommendations for equipment needed for parking studies or policy changes;
- Research and make overall recommendations for tools and equipment (example License Plate Recognition (LPR) equipment and software) needed for parking studies or policy changes and help train staff on new equipment and foster the implementation of new policies;
- Perform other duties as assigned.

### **Supervision Received and Exercised**

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This position provides occasional functional guidance to others performing essentially the same job duties. Position functions under broad direction of a supervisor or manager and uses a wide range of procedures to meet job responsibilities. The position plans and arranges own work and refers only rare and unusual cases to supervisor or manager.

### **Qualifications**

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- Master's degree in related field and no experience required; or
- Bachelor's degree in related field and minimum of 2 years related experience; or
- Minimum of 8 years related experience required if no degree held.

### **Knowledge, Skills, and Abilities Requirements**

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- Knowledge of all aspects of the Parking Authority such as off-street operations, on-street regulations, and other City codes regarding parking;
- Knowledge of current City code and staying abreast of current trends in parking from reading industry publications;
- Knowledge of City neighborhoods including development projects and land use changes as well as events in the communities;
- Knowledge of and ability to use Microsoft Office Suite in its entirety;
- Ability to provide solutions to a wide range of parking related problems, including those that are imaginative;
- Ability to work on and solve problems that can be complex;
- Knowledgeable of presentation style and ability to represent the company as a primary contact on projects to other employees and members of the public;
- Ability to interact with media and other external sources;
- Skilled research techniques with ability to apply technically and strategically to company procedures and policies;
- Team management and task assignment skills to oversee the work of others;
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations;
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Ability to write reports, business correspondence, and procedure manuals;



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- Ability to effectively speak, present information and respond to questions from groups of managers, clients, customers, and the general public;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables;
- Ability to respond effectively to the most sensitive inquiries or complaints;
- Ability to write speeches and articles using original or innovative techniques or style;
- Ability to make effective persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors;
- Ability to work occasional nights and weekends to conduct parking studies;
- Ability to work a telework or hybrid work schedule.

**Physical Requirements**

The office environment is conducive with regulated office temperatures and lighting. The noise level can occasionally be moderate. The position frequently requires the employee to sit, stand, walk, stoop, bend, use hands and reach with hands and arms. Occasional light lifting, such as three or four reams of paper or other materials up to 40 pounds may be required. Specific vision abilities required are close and distance vision and ability to adjust focus. The out-of-office environment is conducive to outdoor weather conditions.

	<b>Additional Requirements</b>
<input type="checkbox"/>	Computer Skills Assessment
<input type="checkbox"/>	PABC Job Application
<input type="checkbox"/>	Criminal Background Check
<input type="checkbox"/>	Proof of Education, Training Qualifications, and Certifications
<input type="checkbox"/>	In order to be considered for this position, an individual must possess (and maintain) a valid Class C, Noncommercial Driver’s License with good standing of 3 points or less. Qualified candidates will be required to provide a certified copy of their most recent Motor Vehicle Record, minimum 3 years, before or at the time of an interview.
<input type="checkbox"/>	Must be able to obtain and maintain a City of Baltimore Driving Permit from the Division of Occupational Safety, Bureau of Risk Management Office and must maintain the permit during employment with the Parking Authority of Baltimore City.



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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

This is an at-will position; the position may be eliminated at any time, and your employment within the position may be terminated at any time by you or by the Parking Authority. This and all organization positions are subject to transfer, based on company need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Parking Authority of Baltimore City is an Equal Opportunity Employer and considers qualified applicants without regard to race, color, creed, religion, national origin, sex, age, veteran status or any other protected status under federal, state, or local law.

**Submit Resume and Cover Letter by Closing Date to  
PABC c/o Employment Opportunities, 211 N. Paca Street,  
Baltimore, MD 21201 or via email to  
[EmploymentOpportunities@bcparking.com](mailto:EmploymentOpportunities@bcparking.com)**

The Parking Authority, a quasi-city agency of the City of Baltimore, is an equal employment opportunity employer and strictly prohibits discrimination and unfair employment recruitment, hiring, selection, transfers and promotion. The Parking Authority is a smoke-free and drug-free workplace. We encourage a diverse work environment.

An excellent benefits package is offered to include paid personal, sick and vacation leave, as well as 13 paid holidays. Health care benefits (single or family) are available the first day of the following month of hire. Auxiliary employer-paid benefits include life insurance, accidental death and dismemberment insurance, short-and long-term disability insurance. A 401(k) plan with employer match and profit sharing is available after 6 months of employment.