

## BETHLEHEM PARKING AUTHORITY EXECUTIVE DIRECTOR

Bethlehem Parking Authority (Authority) was established in 1988 under the city ordinance 2196, authorizing formation of the Parking Authority under the provisions of the Parking Authority Law by the City of Bethlehem (City) to acquire, construct, equip, and operate parking facilities. The City, through ordinance No. 3218, has delegated to the Authority the responsibility to administer, supervise, and enforce an efficient system of off-street and on-street parking. The property and business of the Authority shall be managed and controlled by a board of the Authority composed of five members appointed by the Mayor of the City in accordance with Parking Authority Act, Act of June 5, 1947 P.L. 458, as amended.

The Executive Director is responsible for directing a public corporation that operates, manages and enforces approximately 4,000 off-street and 1,400 on-street municipal parking spaces. Additional duties include on-going maintenance and capital repairs of all surface lots and 5 existing garages. The Director will also oversee and manage the construction of a new 600-space garage beginning in 2020. The Director is required to maintain and promote a good working relationship with the citizens, merchants, special interest groups, educational institutions, City of Bethlehem administration and City Council. This position reports directly to the Board of Directors appointed by the Mayor.

### DUTIES

- Develop a sound organization to integrate all parking activities in the City.
- Develop and implement policies and operating procedures for staff to operate efficiently.
- Negotiate with legislative and administrative officials to develop support for the Authority to function.
- Presents Authority position at public hearings, special interest group meetings and committees.
- Develops process for obtaining public opinion on parking changes; provides information on parking regulations and the promotion of safe legal parking policy
- Develops and submits operating budgets and revenue projections to the Board of Directors.
- Reviews each department's goals and objectives, equipment requests, and personnel recommendations.
- Responsible for all staff hiring, reviews and staff development.
- Responsible for disbursement of funds, approves invoices, negotiates contracts, develops bid documents.
- Ensures the Authority operates under state and local laws governing authorities, traffic, and parking.

## REQUIREMENTS

- Thorough knowledge of management principles and practices.
- Ability to plan and delegate assignments, to direct a multifaceted organization with diverse goals.
- Skill in effective and cost-efficient management of resources.
- Knowledge of authority, traffic, and parking laws.
- Ability to analyze, evaluate, and resolve complex organizational, administrative, and managerial problems.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Completion of a Bachelor's Degree in business administration or related field at an accredited college or university.
- Seven years of progressively responsible professional experience in planning, policy development, program implementation, administration, or related work; four years which were managerial in parking-related field.

## DESIRABLE QUALIFICATIONS

- CAPP certification.
- Or, a reasonable equivalent combination of acceptable education and experience.
- Master's Degree in business administration or related field.

## HOW TO APPLY

Qualified candidates should email their letter of qualifications, resume, and at least three professional references to [tara@broughal-devito.com](mailto:tara@broughal-devito.com). Candidates who have submitted their completed materials by January 2, 2020 will be considered first for review.