



The San Mateo County Event Center is seeking a qualified Parking Supervisor to oversee all operations of computer controlled parking lots and parking enforcement functions.

Apply Here: <https://bit.ly/2VrMwz5>

Responsibilities include but are not limited to:

- Supervision of parking staff including the recruiting, interviewing and hiring of parking attendants and cashiers. Provides oral and written communication of job assignments, monitors job performance, motivates, trains and counsels personnel.
- Works with event clients to assess their parking needs and to inform them of parking procedures and policies. Designs transportation plans for shows that require it, including shuttle pick up/drop off logistics for large amounts of people.
- Supervise the RV parking lot operation including reservations, payments, software administration and customer service.

- Performs cash management duties including loss control, distributing and logging change funds, verifying revenue, depositing funds, preparing reports, auditing cashier reports and tickets and making recommendations for employee shortages.
- Provides direct oversight for the parking enforcement function by supervising controlled parking system, applying facility parking regulations, and being familiar with effective traffic management.
- Performs maintenance on parking equipment including registers and gate arms to ensure working order at all times. Maintains an on-going equipment inventory and storage system.
- Order and arrange for placement of all parking lot and directional signage and parking supplies. Ensures the cleanliness of parking lots at all times.
- Perform additional duties as assigned.

REQUIREMENTS

- Associate's degree or equivalent from two-year College or technical school; and two years related experience and/or training; or equivalent combination of education and experience.
- Possession of or ability to obtain a valid California driver's license and current automobile insurance.
- Ability to pass a criminal background check.
- Knowledge of parking lot management operations including revenue collection and parking ticket procedures.
- Principles of effective supervisory skills.
- Excellent computer skills including proficiency with Microsoft Office. Knowledge of EBMS software a plus.
- Cash management skills.

- Requires a willingness to take on new responsibilities and challenges as well as being open to change and to considerable variety in the workplace.
- Requires being responsible, reliable and dependable to fulfill job obligations.
- Communicate clearly and concisely, both orally and in writing.
- Ability to build and maintain positive working relationships with management, co-workers, clients and customers using principles of good customer service.
- Must be available to work long and irregular hours including evenings, weekends and holidays.