



**Provisional Civil Service Appointment Pending Exam**

**Starting Salary: \$61,472**

**Excellent Benefit Package**

**Preference in appointment shall be given to City of Newburgh residents**

**DIRECTOR OF PARKING VIOLATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the City Manager, this administrative position directs, plans, supervises and has responsible charge of all activities within the Parking Violations Bureau of the City of Newburgh. Does related work as required.

**TYPICAL WORK ACTIVITIES (Illustrative Only)**

- Directs, coordinates and administers the fiscal management program including financial planning & reports, budget control, contract administration and remittance of all penalties, fees or revenues received as provided by local law;
- Develops and supervises the operation of a computerized management information system to compile, maintain and retrieve complete and accurate records relating to towing and storage of impounded vehicles and all charges and dispositions of parking violations;
- Creates, develops and enacts new procedures to streamline the collection process of outstanding tickets and fines;
- Prepares financial reports, transfers/deposits for the City Manager or Comptroller;
- Maintains automated records of contracted/permit parking spaces, meter receipts and meters in need of repair or replacement;
- Issues subpoenas for people and documents required at hearings;
- Responds to written correspondence, phone requests and complaints about parking operations and programs;
- Evaluates and recommends changes to the automated information system used to record and track the issuance and payment of parking tickets.
- Instructs and trains staff in all procedures and policies, customer service, responses to inquiries and all other matter related to the Parking Violations Bureau.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS AND ABILITIES :**

- Knowledge of parking lot electronic tracking equipment using current technologies.
- Knowledge of word processing and spreadsheet applications.
- Knowledge of basic accounting related to billing and invoices.
- Ability to communicate effectively, orally and in writing.
- Ability to manage time and workload effectively which includes planning, organizing and prioritizing.
- Ability to establish and maintain effective working relationships.
- Ability to read, analyze and interpret data, proposals and contracts.
- Ability to maintain confidentiality.
- Ability to use sound judgment.
- Ability to supervise subordinates and to plan and organize their work.
- Ability to establish and maintain a good working relationship with other departments, governmental officials and the general public.
- Must possess a valid New York State driver's license and acceptable MVR.

**MINIMUM QUALIFICATIONS: Either;**

**A.** Bachelor's Degree from a NYS accredited college or university in Accounting, Business Administration, Political Science, Public Administration or closely related field, and 2 years experience in management of delinquent receivables, accounting, budget analysis, public finance or management utilizing and automated record keeping system.  
Or;

**B.** Associate's Degree from a NYS accredited college or university in Accounting, Business Administration, Political Science, Public Administration or closely related field and 4 years experience in management of delinquent receivables, accounting, budget analysis, public finance or management utilizing and automated record keeping system.

**Interested candidates should submit resume with cover letter to [mmills@cityofnewburgh-ny.gov](mailto:mmills@cityofnewburgh-ny.gov) by February 15, 2013.**

**The City of Newburgh is an Equal Opportunity Employer.**