



Job Title: Executive Director

Department: Huntington Municipal Parking Board

Status: Full-time

Salary Range: \$63,804-\$70,733

Job Description: see below

Candidates should submit cover letter and resume to Human Resources Director Sherry Lewis via email: lewiss@huntingtonwv.gov. They may also apply in person at City Hall, Room 145 - HR Office, or complete the online application at www.cityofhuntington.com. Click on "City Government," and then "Employment Opportunities." The deadline for submission of applications/resumes is the close of business on Friday, 11/15/24. EOE/M/H/F

EXECUTIVE DIRECTOR – HUNTINGTON MUNICIPAL PARKING BOARD

Job Category: Administrative
Department: Municipal Parking Board

Job Code No.: HMP-01
Pay Grade: P21
FLSA Status: Exempt

NATURE OF WORK

This is a highly responsible administrative position managing the overall operation of the Huntington Municipal Parking Board (HMPB).

Work involves responsibility for performing a variety of administrative duties of a staff nature and includes the performance of administrative-related activities, such as fiscal, personnel, research or management and continuous review and development of applicable policies and procedures. Work entails supervision of staff and clerical employees. Initiative and independent judgment are exercised within the framework of stated objectives, established policies and practices, and major decisions are subject to approval of the Board and/or the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises the daily operation of the HMPB and its employees.

Prepares and presents the annual fiscal year budget to the Board, Mayor and City Council for approval.

Works with the Huntington Municipal Development Authority (HMDA) and other development agencies to assist and provide quotes concerning parking to new potential businesses within the city.

Maintains Federal leases and complies with all lease requirements including active standing in the SAM (System for Award Management) online system.

Attends monthly board meetings, creates and presents an agenda and provides the agenda, financial statements and profit/loss reports to board members prior to the meeting.

Posts copies of the monthly agenda at the City Clerk's office and via the City of Huntington website calendar a week prior to the board meetings for public viewing.

Responsible for maintaining records of the official board meetings on both recorded audio/video and via typed monthly minutes.

Responsible for preparation and coordination of the annual financial audit of all HMPB funds each fiscal year.

Serves as an administrative officer for functional activities and specific programs; reviews and analyzes operating procedures; evaluates and assists in ensuring compliance with rules and regulations, directives and procedures.

Undertakes such special functions as carrying out federal or state programs; directs and implements such programs upon approval.

Prepares various statistical, financial and special reports; reviews and replies to correspondence.

Performs various staff duties, including those relating to personnel, planning, budgeting, systems analysis, methodology, operations research and complaints.

Handles all fiscal operations, including supervision of all deposits, preparing all income and expense reports, payment of all invoices and investment of excess funds.

Acts as liaison with other departmental units and governmental agencies regarding administrative matters; provides information to the public.

Coordinates with downtown businesses and acts as liaison in attracting new businesses.

Coordinates special events signage.

Promotes courtesy and professionalism throughout the City of Huntington.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with a degree in accounting, finance or related field; considerable management experience; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and practices of modern public or business administration.

Considerable knowledge of modern office management methods.

Knowledge of financial software and spreadsheets.

Skill in the operation of standard office equipment.

Ability to plan, organize and direct the work of others and coordinate a variety of projects and activities.

Ability to develop and implement administrative procedures and operations related to events and evaluate their efficiency and effectiveness.

Ability to exercise judgment and discretion in applying and interpreting City policies and procedures.

Ability to establish and maintain effective working relationships with administrative officials, employees and the general public.

Ability to communicate effectively, both verbally and in writing.

Ability to handle confidential information and matters in a discreet and professional manner.

SPECIAL REQUIREMENTS

Valid driver's license from state in which employee resides.

TOOLS AND EQUIPMENT USED

Motor vehicle, telephone, computer, calculator, copy machine, fax machine, credit card machine and two-way radio.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, talk, see, hear and smell.

The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet in the office and moderately loud in the field.

SUMMARY

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the City of Huntington and the employee and is subject to change by the City as the need arises.