

OPEN POSITION ANNOUNCEMENT

Parking Coordinator (ASA 4)

State of Tennessee Real Estate and Asset Management Division

Job Location

WRS Tennessee Tower
312 Rosa L. Parks Ave.
Nashville, TN 37243

To apply, please submit
a cover letter and
resume to
DGSHR.Services@tn.gov

Requests for ADA
accommodation should
be directed to the
Human Resources
Office @ 615-253-3966.

The State of Tennessee,
Department of General
Services, is an Equal
Opportunity Employer.

Job Class:
Executive

www.tn.gov/generalservices/

The Tennessee Department of General Services is accepting applications for a Parking Coordinator (ASA 4) position in the STREAM Division. We are seeking a candidate that is highly interested in learning and growing in the parking management field.

Starting annual minimum salary is \$36,636

Primary Responsibilities of Position:

- Assists parking manager in developing policies and procedures for implementing new or modifying existing administrative services programs and activities as they relate to state parking.
- Serves as a liaison between the agency and business partners, legal, and the general public in order to explain, interpret, and enforce pertinent laws, regulations, policies, and procedures.
- Responds timely to reservation requests; input and distribute daily reserved Visitor Parking reservations for multiple locations
- Administers the Reserved Parking data for multiple locations, coordinating with multiple departments; reviews records and reports in order to ensure accuracy, completeness, and adherence to standards.
- Manages documentation of General Parking database, coordinating with multiple departments; reviews records and reports in order to ensure accuracy, completeness, and adherence to standards.
- Provides training to parking contacts in multiple departments.
- Serves as the secretary of the Parking Advisory Committee
- Analyzes the organization, economy, efficiency, and quality of parking operations and services to make recommendations for improvements.
- Resolves problems independently according to agency policies and procedures or with the aid of manager.

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Primary Resp Cont.

- Oversees all parking office supply purchases to ensure accuracy, completeness, and compliance.
- Maintains appropriate records of inventory and property.
- Conducts garage and lot parking audits as required by management.
- Files and retrieves documents, records and reports.
- Provides cross coverage for Badging Services as needed
- Supports manager and other leadership with special projects
- Performs other necessary functions as assigned

Minimum Qualifications

- Bachelor's Degree and four years of professional administrative work.

Preferred Qualifications

- Bachelor's Degree and two years of parking management experience

Additional experience may substitute for the education on a year for year basis up to four years

Additional Competencies

- Excellent customer service and public relation skills
- Excellent organizational and prioritizing skills
- High personal accountability
- Extreme attention to detail
- Highly professional
- Excellent verbal and written communication skills
- Must be a team player
- Ability to work independently
- Excellent prioritizing skills
- Proficiency using Microsoft Office Suite
- Strong analytical skills
- Excellent time management skills
- Ability to multi-task
- Excellent problem solving skill
- Excellent leadership skills