

CITY OF INGLEWOOD

Human Resources Department

ANNOUNCES A CAREER OPPORTUNITY FOR A:



SALARY: \$7,452 - \$10,556 per month plus excellent fringe benefits.

APPLY IMMEDIATELY: Applications will be accepted by the Human Resources Department until Thursday, August 28, 2014 @ 5:00 pm. A copy of the degree requirements must be attached to application. Resumes are accepted but **NOT** in lieu of any part of the City's application materials.

THE PARKING AND ENTERPRISE SERVICES MANAGER is the department head engaged in the administration of the Inglewood Citation Management Service (ICMS) Program and Inglewood's outsource parking enforcement, traffic control and parking meters operations. This position is critical to planning and directing the activities of employees and contractors providing parking services and meeting the department goals and objectives. Responsibilities include, advising the City Council and Inglewood Management team on parking enforcement and meters policy, procedures, systems and operating business rules. The Manager of Enterprise Services has a unique set of responsibilities due to the nature of providing services to other government agencies and the City of Inglewood. This service is provided by using both internal staff and contract staff resources. Success can be measured by meeting key performance indicators and customer satisfaction. This position is the City's Contract Administrator for both the ICMS Program and Outsourced Parking Services contracts. The position also provides services for the City's parking permit districts, rental of parking spaces and to the City's Successor Agency and managing the parking structures and parking lots. This position is responsible for the department's Budget, HR, Accounts Payable, distribution of funds, staff reports, systems development and maintenance, and facilities management.

MINIMUM QUALIFIATIONS: Bachelor's degree in Business Administration, Public Administration, Computer Science or other programs leading to program management education with five (5) years or more of progressively responsible experience in a municipality parking enforcement, parking meter operations or traffic control services including two (2) years of management experience OR at least fifteen (15) years of progressive management experience. Must be computer literate in all the Microsoft programs, (Word, Excel, Power Point, Outlook Calendar and Email) and ability to learn other systems used in Parking Services. Must possess at the time of application and maintain a valid California Driver's License.

THE SELECTION PROCESS begins with a complete review of all application materials submitted. Only a limited number of applicants determined to be "**MOST QUALIFIED**", as reflected in their application materials, will be invited to participate in the Selection Process for this position.

The Selection Process for this position, depending on the number of qualified applications received, may consist of a qualifications/application review, written exam, skills assessment, and/or a technical interview. Candidates must be successful on each test part to have his/her name placed on an eligibility list. A comprehensive character reference check and work background review will be conducted in addition to a complete medical examination prior to appointment.

VETERAN'S PEFERENCE: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five (5) points added to their final score. To claim preference points, qualifying applicants must submit their DD 214 by the final closing date.

OPENS: Monday, August 11, 2014

HIRING PROCESS

The City of Inglewood is a Civil Service Organization, requiring all full-time appointments to be selected from an active employment eligibility list. Once an eligibility list has been established for a specific job classification, the top three ranks of the employment eligibility list that are willing, ready and able to accept the position shall be certified to the hiring authority for a selection interview.

The Hiring authority may select any one of the top three ranks to recommend for appointment to the vacant position. Once a selection is made the candidate will receive a conditional offer of employment contingent on passing a complete medical physical examination to include blood work, proof of authorization to work in the United States, and character / professional reference check. All new appointments shall serve a probationary period of one-year and newly hired employees can be terminated with or without cause during probation period.

If you are not selected for the current open position, your name remains on the employment eligibility list for a period of one year or whatever is stated on the eligibility letter. The Human Resources Department will continue to send your name to hiring departments for which you have not interviewed that have vacancies for the job classification for which you have applied until the eligibility list expires or is exhausted.

The provisions of this job bulletin do not constitute an expressed or implied contract. Any provisions in this bulletin may be modified or revoked without notice.

In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation such as a US Passport or valid California Driver's license and a Social Security Card.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

Applications can be downloaded by visiting our website at: http://www.cityofinglewood.org