

## Facilities Job Function

### Mail and Transportation Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
59E	Transportation Manager III	Bachelor's degree preferred  8+ years of transportation experience	<ul style="list-style-type: none"> <li>• Manages the annual allocation and distribution of faculty, staff, student and visitor parking</li> <li>• Participates in long term strategy development for integrated parking and transportation initiatives</li> <li>• Develops parking strategies to meet changes in demand and special needs</li> <li>• Develops, administers and analyzes the department business plan and operating budget</li> <li>• Prepares monthly, quarterly and annual financial reports</li> <li>• Develops management information systems strategies for Parking Services and oversees database management, parking access control and on-line services</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides transportation management for multiple areas</p>	<p><b>RECEIVED</b> <b>Under Limited Direction:</b> Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are occasionally reviewed upon completion.</p> <p><b>GIVEN</b> <b>Manages:</b> Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion