



**USF Job Class Description**

CLASS CODE: 4431

CLASS TITLE: Assistant Manager, Parking  
& Transportation

JOB FUNCTION: Campus Operations & Services

PAY PLAN: 21

CAREER BAND: E

FLSA: Exempt

**Job Title: Assistant Manager, Parking and Transportation**

**Job Summary**

The Assistant Manager, Parking and Transportation, oversees an area of daily administrative operations for the Parking and Transportation Department and supervises assigned staff.

**Nature of Work**

This position typically reports to an Assistant Director, Director, or other appropriate leadership position. The position is responsible for assisting with the management of daily operations for an area of Parking and Transportation's transit and parking services; the development of operational policies, procedures and standards; and staff recruitment, training and supervision. This position is distinguished from the Parking Services Supervisor and the Transportation Supervisor, which are first level supervisors for parking and transportation staff, by the broader scope of responsibilities and the ability to recommend and implement policies, procedures and training.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Assists with the development of operational policies and procedures.
- Coordinates and reviews Parking and Transportation public information, web and social media communications, and sponsorships.
- Reviews and manages requests for charter, transportation or parking for special events. Schedules and bills for services.
- Monitors and responds to customer correspondence. Serves as department liaison as needed.
- Initiates and maintains relationships with university customers, vendors and guests.
- Manages department schedules to ensure appropriate coverage.
- Assists with maintenance of department records. Collects and analyzes data. Develops and maintains operational reports.
- Coordinates the recruitment, hiring and training of staff.
- Assists with the development and evaluation of current employees.

### **Transportation Duties**

- Oversees administrative daily operations of the Transportation department, including oversight of dispatchers, training, safety, charters and maintenance.
- Oversees the administration of DOT physicals.
- Serves as a Commercial Driver's License (CDL) third party examiner.
- Develops, implements and monitors quality and safety standards.
- Monitors and inspects daily upkeep and maintenance of vehicles, bus yard, building, bus shelters, stops and routes.
- During peak demand, serves as relief or backup transit driver.

### **Minimum Qualification Requirements**

This position requires a high school diploma and four years of related work experience. Appropriate college course work or vocational/technical training may substitute at an equivalent rate for the required experience.

### **Legal, Licensure, & USF Requirements**

Transportation positions require a valid Florida CDL, Class B with passenger endorsement without air brake restriction. Proven ability to maintain a clean driving record.

### **Special Working Conditions**

Transportation positions require the ability to operate a steering wheel 18" to 20" in diameter, 7/8" to 1.25" rim diameter, with a minimum steering effort of 55 foot pounds. Must be able to negotiate left and right hand intersection turns. Full head movement required. Must be able to lift 25 pounds and push objects such as doors, windows, emergency hatches, wheelchairs and wheelchair lifts.