CLASS TITLE: TULSA PARKING AUTHORITY ADMINISTRATOR

PURPOSE OF THE CLASSIFICATION: Under general direction manages the representation of the authority in general contract management and the direction and administration of construction/demolition, architectural and engineering services, maintenance/security agreements related to public improvement, commercial building, demolition projects and parking facilities and other related assigned duties.

ESSENTIAL TASKS:

- Manages and directs the work of the support and contract staffs
- Directs and coordinates activities of outside professional firms
- Develops, administers, monitors and evaluates professional services agreements
- Oversees the preparation and administration of contract documents to ensure standards within state, federal and City guidelines for multiple funding’s coverage
- Establishes contract timeframes and negotiates contractor’s fees
- Develops, maintains and improves procedures for monitoring contract requirements
- Reviews correspondence, reports and resolutions on behalf of Tulsa Parking Authority (TPA)
- Assists with the selection of professional services firms on behalf of TPA and the City
- Reviews environmental audits and monitors compliance with disposal plans
- Oversees public improvement, commercial building and demolition projects and coordinates with planning projects
- Prepares, monitors and manages the section’s budget and preparation of renewal/replacement budgets for parking garage facilities
- Analyzes development trends and enables strategic plans to support infrastructure development
- Facilitates support project development, financial packaging and cost estimates related to public improvements
- Oversees technical specification development
- Reviews, analyzes and manages progress estimates and parking authority budgets
- Develops new programs and recommends policy on behalf of authority and joint city projects
- Plans the ensuing year’s workload
- Directs staff presentations
- Oversees contract database development for TPA
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business or public administration, construction management, architectural engineering or related field, and five (5) years of experience in contract administration, design or construction management, including four (4) years experience in budget preparation; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the federal, state and local laws relating to authority and municipal operations; comprehensive knowledge of the principles and practices of management and administration; comprehensive knowledge of contract compliance, monitoring procedures, building codes and construction techniques; considerable knowledge of the applications of various computer software packages and LAN systems; and working knowledge of authority. Ability to plan, manage and coordinate activities of both internal and external personnel effectively; ability to assess various records; ability to clearly and effectively communicate both verbally and in writing; ability to analyze development trends and effect strategic infrastructure plans to support new development; ability to interpret plans, specifications and blueprints; ability to develop, prepare and manage budgets; ability to interpret authority policy; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.
Physical Requirements:  Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending and kneeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:  Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT:  Working environment is primarily indoors in an office setting.

Class Code:  1095  
EEO Code:  E-07  
Pay Code:  EX-44  

Group:  Labor and Trades  
Series:  Labor and Trade Supervision  

Effective date:  October 07, 2013