



## Department of Transportation & Environmental Services

# Principal Parking Planner

## Job Description

### Overview

The Principal Parking Planner for the Mobility Services Division performs highly visible and responsible professional work in directing and managing the City's Parking Program. The employee in this position is responsible for administration of several parking programs and projects, including the development of a curbside management policy, management of the parking technologies grant, and planning for new parking meter locations and pricing policies to improve on-street parking availability. The Principal Planner also tackles challenging policies related to TNCs, taxicabs, shared mobility, food trucks, parklets, and other curbside management topics. Work is performed under the administrative direction of the Division Chief of Mobility Services within the Department of Transportation and Environmental Services (T&ES) and is performed with considerable latitude for independent judgment. The employee is actively involved in the determination, formulation, and execution of T&ES programs and policies related to parking.

### Minimum & Additional Requirements

Bachelor's degree in Urban Planning, Public Administration, Civil/Transportation Engineering, or related program; and five (5) years of progressively responsible experience in transportation planning and/or engineering, or operations analysis; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

### Preferred Qualifications

Master's Degree in Urban Planning, Public Administration, Civil/Transportation Engineering, or closely related field; AICP Certification; one year of supervisory experience; five (5) years of experience in project management; and five (5) years of experience presenting technical information effectively, both orally and in writing, to large groups and senior management.

## About T&ES

The Department of Transportation and Environmental Services (T&ES) strives to improve the overall quality of life within the City of Alexandria through the development of a superior infrastructure.

In order to contribute to the physical, social and economic growth of the City of Alexandria, the T&ES employee team provides services of the highest quality in the areas of engineering, environmental quality, traffic control, transit, construction and inspection, surveying, street, sewer and fire hydrant maintenance, and resource and recovery collection.

Within T&ES and across the City, we work together to foster a thriving Alexandria and work toward a culture that supports each of us and inspires excellence.

**To apply, click here**

## What You Should Bring

The ideal candidate embraces the core values of the City: **Respect, Integrity, Teamwork** and **Continuous Improvement**. They are open minded and treat all people with dignity, embrace diversity and welcome individual perspectives, backgrounds and opinions, listens well and always exhibit civility. They are honest and fair in their interactions, are strategic and transparent about how they make decisions and value the public's trust. They hold themselves accountable for their decisions and actions and follow through on their commitments. They work well with other to achieve great things and they personally challenge themselves to learn and grow.

In addition to exhibiting the core values of the City, an ideal candidate would have comprehensive knowledge and understanding of transportation planning systems and parking policy; engineering and design; knowledge of municipal, state, and federal laws and policies relating to parking and development; ability to establish and maintain effective working relationships with elected officials, boards, commissions, businesses, civic groups, and the general public; ability to present technical information effectively, both orally and in writing.



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## Job Description (cont.)

This position requires work in the four categories listed below and provides the following **Opportunities**:

### LEADERSHIP

- Demonstrates behavior consistent with the vision, mission, and values of the City of Alexandria, and provides excellent customer service.
- Encourages innovation and creativity and looks beyond the City for best practices.
- Contributes to the continuous improvement of self, division, department and City through participation in professional and personal growth and development opportunities.
- Seeks opportunities to initiate improvement in organizational processes and effectiveness.
- Leads an interdepartmental team to ensure coordination and collaboration among City departments that are involved with parking issues.

### MANAGEMENT

- Oversees the Parking Program for the City, including identifying new projects and planning for implementation.
- Works closely with City boards & commissions to achieve departmental goals and develop policy.
- Manages contractors and consultants that support specific parking programs or projects.
- Supervises the Urban Planner for Parking and Development Review and supports and encourages their professional growth within the department.

### TEAMWORK

- Coordinates with other T&ES divisions and City Departments to align the goals and mission of the Parking Program with other City programs.
- Fosters relationships with the community to ensure positive partnerships.
- Supports the Division Chief of Mobility Services in administration of the Division's mission and to manage work flow.
- Supports other parking projects that are led by the Urban Planner for Parking and Development.
- Coordinates with counterparts in the region to discuss best practices, opportunities for collaboration and challenges.

### TASKS

- Oversees the Parking Program and works with the Division Chief to set the direction of the Parking Work Plan.
- Develops a curbside management policy, through a public process, to help guide the City on addressing competing demands for finite curb space, including new mobility uses such as dockless devices and TNCs.
- Manages the City's meter location and pricing policies to prioritize efficiencies of on-street spaces.
- Executes the Parking Technologies project which includes grant coordination, prioritizing, budgeting, and planning for specific technologies to implement, and overseeing consultants and vendors.
- Prepares and reviews docket items, reports and/or analysis for the City Manager, City Council, Boards & Commissions and the T&ES Director.
- Oversees taxicab regulations, including performing a biennial review, identifying policies for TNCs, enforcing City Code requirements, and working with other departments to identify opportunities for efficiencies.
- Analyzes the existing on-street food truck vending policies and works with other departments and the community to improve the program.
- Performs other relevant duties as assigned.