

Albany Parking Authority

25 Orange Street, Albany, NY 12207 | P.O. Box 799, Albany, NY 12201-0799
www.ParkAlbany.com | Phone: 518-434-8886 | Fax: 518-434-0509



PLEASE POST CONSPICUOUSLY
Tuesday, October 18, 2022

TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening – **ENP Coordinator/Enforcement Analyst**

The **Albany Parking Authority** has vacancies for **ENP Coordinator** a rate of **\$47,500-\$49,500 annually**. The schedule for the position will be the following:

Hours to be Determined

Applicants must meet the requirements as outlined in the attached job description.

Anyone who is interested in applying for the position will need to visit the City of Albany Civil Service Employment Portal to apply online. <http://jobs.albanyny.gov>.

Section 62-1 of Chapter 62 of the Code of the City of Albany (Residency Requirement) is not a requirement for the position.

An Equal Opportunity Employer

ENP Coordinator / Enforcement Analyst

DISTINGUISHING FEATURES OF THE CLASS: Involves confidential work duties related to the operations of the Albany Parking Authority, as specifically requested, and overseen by the Director of Enforcement. The ENP Coordinator/Enforcement Analyst will contact all persons scheduled to meet with the Director of Enforcement to inform them of time, date, location, and subject of meetings. The work is performed under the supervision of the Director of Enforcement. Supervision over PSOs and TSAs is necessary when the Director of Enforcement is away.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinate with various city agencies, vendors, construction companies, & the public emergency parking in Albany.
- Scheduling of Public Safety Officers (PSOs) and Traffic Safety Aides (TSAs), as well as Director of Enforcement; also assists Director of Albany Parking Authority.
- Ensure the accuracy of invoices corresponding to reserved parking, following up on outstanding payments & resolving any billing related issues.
- Read incoming mail, answer general correspondence, and handle customer complaints.
- Track & report time off requests, overtime hours & employee deduction changes.
- Review hours worked and accurately submitting payroll for weekly processing.
- Cross match payroll data from ADP to Tyler Technologies accounting software ensuring accuracy for accounting, tax, and auditing purposes.
- Develop and present recommendations to management for enforcement spending requests through evidence-based authenticity.
- Conducting cost-benefit analyses to determine value.
- Work with different areas of management to gather data for ways to maximize and improve utilizations of funds that directly impact enforcement's budget.
- Analyze enforcement's past and present financial data for to estimate future revenues & expenditures.
- Organize and manipulate data in weekly & monthly reports, graphs, charts, and spreadsheets for enforcement output, financial results, variance reporting, and reconciliation.
- Provides support to management with office methods, procedures and other non-technical fields for planning and administering programs. Verifies information regarding parking enforcement and for required towing.
- Prepares files for daily appointments, records all appointments on calendar and handles the Director's phone messages.
- Works with correspondence of a confidential nature.
- Develops training materials, trains, and orients PSOs and TSAs on related enforcement parameters, operating procedures, administrative requirements, radio use, etc.
- Works with correspondence of a confidential nature.
- Prepares related documentation and conducts daily briefings.
- Performs related administrative activities to include the collection of program data, maintain attendance records, performs related payroll functions, and assists Director of Enforcement with employee complaints.
- Maintains, records and updates automated parking enforcement system (T2) data.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the fundamentals of modern office practices and procedures.
- Good knowledge of the use of radio dispatch, personal computers and office equipment.

- Knowledge of office record keeping practices.
- Ability to interpret and apply office policies, practices, applicable laws and regulations.
- Ability to schedule and organize work.
- Ability to understand and follow complex oral and written instructions.
- Ability to enter data, maintain records, prepare reports.
- Ability to prepare related administrative reports and to assist in unit management.
- Ability to provide necessary coordination between supervisors and enforcement staff.
- Ability to utilize computers in retrieving related programmatic information.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships often under adverse conditions.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master’s degree in finance, accounting, economics, or related and at least (1) year of full-time, paid experience providing direct supervision in a mid-size office environment; OR
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s degree in finance, accounting, economics, or related and at least two (2) years full-time paid experience, providing direct supervision in a mid-size office environment OR
- C. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in finance, accounting, economics, or related and at least three (3) years full-time paid experience, providing direct supervision in a mid-size office environment

SPECIAL NOTE:

- Possession of a valid NYS Driver’s license is required at the time of appointment and for the duration of employment.

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