



VACANCY ANNOUNCEMENT

Job Title: Manager, Communications

Department: Communications

Representation: Non-Represented

Salary Range: \$73,104 - \$97,834

Posting Period: Friday, April 26, 2019 – Thursday, May 9, 2019 (Internal Posting Only)

Persons Eligible:

Current employees of the Philadelphia Parking Authority who have been in their current position for at least six months.

General Description:

The Authority is looking for an individual to fill the vacancy of the Manager of the Authority's Communications department. The Manager, Communications directs the functions of the Communications department. Ensures that all communication operations are running efficiently and effectively at all times and that the PPA is complying with and maintaining all radio procedures and FCC regulations. This position has supervisory responsibilities: directly supervising 16 employees. Oversees the work activity of the Head Supervisor, Dispatchers, and Administrative Clerks.

Principal Duties:

- Initiates planning and recommends policies and procedures for the department necessary to achieve Department objectives.
- Initiates and participates in discussions and meetings with the Director of Parking Enforcement to resolve work-related problems or issues and/or recommend new ideas.
- Schedules communication priorities to be accomplished and establishes a means of control and accountability for such priorities.
- Monitors staffing, material and equipment needs of the Communications department.
- Prepares an operating budget for the fiscal year.
- Schedules bids for new radio equipment as needed.
- Meets and discusses issues of concern with the union.
- Oversees the work activity of the Head Supervisor, Dispatchers, and Administrative Clerks.
- Ensures proper operations of all radio systems at full capacity. Maintains inventory of all radio equipment.
- Interacts with all other Managers of multiple departments on overall improvement of On-Street operations.
- Counsels employees as needed or requested.
- Reviews all Communication functions to ensure accuracy and professional use of air time at all times.
- Serves as liaison for administrative situations requiring upper management decisions.
- Ensure the department is properly staffed on the daily basis.
- Performs related work as required.

Required Knowledge, Skills and Abilities:

- Demonstrated leadership abilities.
- Ability to maintain calm in stressful situations

Working Hours: TBD – *Communication Manager is considered Essential Personnel

Minimum Acceptable Training, Experience, and Education:

- BA/BS degree preferred
- 5 - 7 years of related experience
- Previous experience with radio and or other forms of dispatch services.

SELECTION CRITERIA:

TESTING: YES

TESTING CRITERIA:

50% - ASSESSMENT TEST, (COMPUTERIZED)

35% - ORAL INTERVIEW,

05% - ATTENDANCE,

10% - LATEST ANNUAL PERFORMANCE EVALUATION.

APPLICANTS WHO HAVE AT LEAST TEN (10) YEARS OF SERVICE WILL HAVE FOUR (4) POINTS ADDED TO THEIR TOTAL SCORE. APPLICANTS WHO ACHIEVE A COMBINED SCORE OF 36 POINTS FROM THE ASSESSMENT TEST, EMPLOYEE EVALUATION AND ATTENDANCE, BASED ON THE WEIGHT EACH CATEGORY IS GIVEN, WILL BE INVITED TO THE ORAL INTERVIEW PHASE OF THE PROCESS. ONLY THOSE APPLICANTS WITH A COMBINED TOTAL SCORE OF 70 OR HIGHER WILL BE PLACED ON THE ELIGIBILITY LIST.

The Philadelphia Parking Authority is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status.

PLEASE SUBMIT RESUME TO:

**MR. DARRYL WHITE, DEPUTY MANAGER
HUMAN RESOURCES DEPARTMENT
PHILADELPHIA PARKING AUTHORITY
701 MARKET STREET, SUITE 5400
PHILADELPHIA PA 19106**