



VACANCY ANNOUNCEMENT

Job Title: Supervisor

Department: Security

Union: Non Represented

Salary Range: A10 \$38,510 - \$51,536

Posted: Thursday January 10, 2019 – Wednesday January 23, 2019 (Internal Posting Only)

Persons Eligible:

Current employees of the Philadelphia Parking Authority (PPA) who have been employed by the Philadelphia Parking Authority and in their current position for at least six (6) months. Must have a valid Driver's License.

General Description:

The Philadelphia Parking Authority is seeking a qualified individual to fill the vacancy of the Supervisor position of the Security department. This is a front line supervisory position, the supervisor will oversee the security staff to ensure all departmental procedures, policies and protocol are being followed to keep operational standards effective. The Supervisor shall report to the department's Manager.

Principal Duties:

- Direct supervision of Security Officers in the field, ensuring all personnel are in proper uniform and complying with departmental procedures.
- Assist in coordinating work schedules and reports
- Provide administrative assistance and support.
- Communicate with management on daily operations, carry out and complete assignments delegated to you in a responsible and proficient manner.
- Monitor and run video surveillance systems, generate and submit weekly status reports.
- Attend the vehicle auctions.

Required Knowledge, Skills and Abilities:

- Knowledge of security procedures and protocol.
- General knowledge of computer programs e.g. Microsoft Word, Excel, and EmpowerTime Attendance system
- Proficient writing skills
- Ability to create reports for management based on departmental needs
- Ability to supervise and hold staff accountable, demonstrate good problem solving skills.
- Good communication and interpersonal skills when conferring with staff, other agency personnel, and the general public.

Working Hours: Tuesday to Friday 3:00 PM – 11:30 PM, Saturday 10:00 AM – 6:30 PM.

MUST BE ON CALL 24/7, SEVEN DAYS A WEEK.

Minimum Acceptable Training, Experience, and Education:

- High School Degree or equivalent
- Valid Driver's License
- Minimum of one (1) year experience in a supervisory role and administrative setting, strongly preferred

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 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**