



BUSINESS PROCESS LEAD (PARKING)

Posted: Monday March 8, 2021

Job Number: TN-21-10

Job Type: Temporary, Full-time (Up to 2 Years), Non-union

Closing Date: Monday March 22, 2021

Choose Barrie

The City of Barrie is a vibrant, progressive and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Transit and Parking Strategy Department strives to provide customer focused, efficient, reliable and affordable public transportation and parking services that link people, workplaces and the community and promotes economic development within the City of Barrie.

Under the general guidance and direction of the Manager of Business Services, the Business Process Lead (Parking) position is responsible for the implementation and development of parking technologies including the parking application (app), digital parking permitting, and license plate recognition systems. Specifically, this position is responsible for researching parking technologies, developing procurement documents, and successfully leading the implementation of key technologies through collaboration and engagement with internal departments, senior management and Council, external stakeholders, and the general public. The position is responsible for creating, updating, and maintaining documentation, processes, and the maintenance of parking systems.

Additionally, this position receives, investigates, and resolves parking system and/or process issues and problems; and provides functional advice and guidance to all internal and external users. Overall, this position plays an integral role in enhancing the paid parking experience for all users through the development, implementation, and improvement of parking systems and processes.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of **Strive, Share and Care** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Four (4) year University Degree in Commerce, Economics, Planning, Information Technology and/or a related discipline

Experience

- Two (2) years of experience performing duties related to the above mentioned major responsibilities, including demonstrated leadership/supervisory experience

Knowledge/Skill/Ability

- Working knowledge of the following principles and standards: Parking principles, Ontario Traffic Manual, Privacy impact assessments
- Demonstrated Ability to:
 - build cohesive and motivated project teams
 - maintain a high standard of public relations at all times
 - interact effectively and courteously with all levels of staff and contacts in a political and community/client service environment
 - conduct research and prepare reports
 - develop, promote and maintain effective relationships with internal and external stakeholders
 - identify complex problems, develop and evaluate options, and implement solutions utilizing reason, judgment and prescribed resources
 - identify how system and process changes will affect operations and functionality
 - interpret and analyze data, identify challenges or opportunities, and make recommendations
 - present recommendations and make presentations to various stakeholders
 - think and act strategically in a political and community service environment
- Intermediate skills include: Analytical; Interpersonal; Leadership; Organizational; Presentation; Prioritization; Problem Solving; Report-writing; Time Management; Written Communication
- Intermediate computer literacy using the following systems and software: Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, Publisher and Word), Microsoft Project, Microsoft Visio, Microsoft Publisher, Adobe Acrobat, financial systems/software, ArcGIS, and the Internet
- Availability to attend evening/weekend meetings or to work outside of designated normal hours per week

Conditions of Employment

- Satisfactory Criminal Record Check

Other Important Information

Location: Transit Garage, 133 Welham Rd, Barrie

Hours: Normal hours of work are Monday to Friday from 8:30 a.m. to 4:30 p.m., 35 hours per week, with overtime occasionally

Wage: This position is a temporary full-time, non-union position with the following pay level and 2021 pay range:

- **Pay Level:** Level 12
- **Hourly Pay Rate:** \$43.99 to \$56.16 per hour
- **Yearly Pay Rate:** \$80,063.90 to \$102,204.93 per year

Benefits: This position includes single health and dental benefits, prorated paid sick time based on the expected duration of employment, and prorated vacation time based on calendar year and in accordance with the *Employment Standards Act*.

The Application Process

Please submit your resume electronically by quoting file # **TN-21-10 Business Process Lead (Parking)** in the subject line (*MS Word or pdf format only*) to email Hire.Me@Barrie.ca by Monday March 22, 2021.

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's [Education Equivalency Procedure](#) to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: F

Please note that verification of educational credentials will be required at the interview stage of the selection process.

The City of Barrie is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) for the purpose of candidate selection.

Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this job title. It may not contain a comprehensive inventory of all duties and responsibilities required of employees to do this job. For full position details, please request a copy of the Job Description by emailing Hire.Me@Barrie.ca

We thank all applicants and advise that only those selected for an interview will be contacted.