# Florida Agricultural and Mechanical University

## ADMINISTRATIVE & PROFESSIONAL

### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>2. Transaction Type:</th>
<th>3. Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Affairs</td>
<td>☑️ Establishment ☑️ Update ☑️ Reclassification ☑️ Transfer</td>
<td>20018</td>
</tr>
<tr>
<td>4. School/College/Department</td>
<td>5. Department Number:</td>
<td>6. Effective Date: (Personnel Use Only)</td>
</tr>
<tr>
<td></td>
<td>0417 000 08</td>
<td></td>
</tr>
<tr>
<td>Public Safety (Police)</td>
<td>1.00</td>
<td>0320-000-62</td>
</tr>
<tr>
<td>Parking Services</td>
<td>9218</td>
<td>Tallahassee</td>
</tr>
<tr>
<td>15. Class Code:</td>
<td>Class Title:</td>
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</tbody>
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### STATEMENT OF FUNCTION

Describe in detail the specific duties and responsibilities assigned this position. Identify Essential and Marginal functions. Attach additional sheets if necessary, to properly describe the position.

#### A. STATEMENT OF FUNCTION

Under the direction of the Assistant Director/Business Manager this position is responsible for supervising the day to day appeals, administrative, and research (employee and student) operations for the department to include but not limited to:

- Confirm scheduling for the University Traffic Authority Review Board through consent of the Board’s chairperson
- Coordinate written notices to board members and appellants concerning scheduled hearings and to appellants with final order of infraction hearing (Board’s Final Decision)
- Meet with students, employees and the general public, at the direction of the Assistant and/or Director, to inform and resolve program issues
- Coordinate activity of First and Second Levels of Appeals with Appeal Clerks, Accounts Receivable research, reporting, billings, and data entry.
- Serve as alternate liaison in processing of all requisitions, vendor invoices for payments, and maintain all administrative files for the department, to include purchase orders and receiving reports.
- Coordinates the Employee Gated Parking Lottery Process and maintains the reserve/reserve handicap parking spaces approval list.
- Assist in the quality control initiatives in the areas of electronic reporting, data management, and data entry.
- Prepares and/or enters accounts receivable, charge adjustments, or charge reversals.
- Assist the Assistant Director/Business Manager in resolution of disputed billings, outstanding account balances, and inquiries.
- Screens all billing documents, student holds and employee outstanding accounts for accuracy prior to mail outs and or account posting

#### B. POLICY-MAKING AND/OR INTERPRETATION

Provide administrative support to the Assistant Director/Business Manager in establishing internal controls pursuant to standard operating procedures, Florida Statutes, and Florida Administrative Code Rules, FAMU Parking and Traffic Regulations, FAMU Administrative Parking Services Standard Operating Procedures. Assist the Assistant Director/Budget with parking rules promulgation, financial reporting, management of computer tracking information software resource systems and internal audit compliance.

#### C. PROGRAM DIRECTION AND DEVELOPMENT

Assist with formulation of Parking Services standard operational procedures, fiscal and administrative policies, and resolution of problems to achieve the program goals and objectives to include conducting special cost and/or budgetary studies, and analyzes findings.
17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

N/A

18. SUPERVISOR’S POSITION: Number: _20211 Class Code Class Title Business Manager

Responsible to the Business Manager (University Parking Services) – supervision is oral and written. Daily contact with supervisor in addition to staff meetings and conferences. Goals and objective are established each Fall Semester and are assessed periodically.

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

- Senior Clerk – No. 20021
- Senior Clerk – No. 20219
- Sr. Fiscal Asst. – No. 20014
- Work Study Students – (2)

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

The incumbent will be responsible for assisting with budget and all accounting functions of Parking Operations, including monitoring all revenue collections. The incumbent will also be responsible for assisting with the data gathering in the preparation of the annual Bond Finance Auxiliary Data Report with relevant documents.

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

The position has access to all accounting, financial and audit functions of Parking Services, which include records containing confidential and/or sensitive information. The incumbent will be responsible for dealing with sensitive parking concerns, complaints, employees and student issues. The improper disclosure of such information could result in serious consequences to the University.

22. KNOWLEDGE/SKILLS/ABILITIES:

Incumbent shall meet educational requirements and possess general knowledge, skills and abilities (KSA’s) required to perform fiscal and administrative task (software applications, office procedures, organization, etc.). Additionally, incumbent should possess characteristics/KSA’s that display professional decorum, flexibility and cooperation.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW: Please review statements below check all that apply.

- This position requires a background check and/or fingerprinting, Florida Statues.
- This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statues.
- This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.
- This position requires licensure, certification or other special requirements described below.

SIGNATURES: Incumbent: Gwendolyn Staten ____________________________ Date:_______

Reviewing Officer: Mary Adams ____________________________ Date:_______

Reviewing Officer: James W. Lockley, Jr. ____________________________ Date:_______

Director of Personnel: ____________________________ Date:_______