



**Job Title:** Parking & Transportation Division Assistant Superintendent

**Reports to:** Program Manager

**Department:** Operations Parking and Transportation Division

**Terms:** Part-time / Seasonal Signature Events

**Hours per week:** up to 40 hours

**Wage:** \$18-20 per hour

**\*Must be 18 to apply**

**Summary:** Responsible for support of the administrative needs of the Operations Parking Lot Attendants & Livestock Division

The Parking Assistant Superintendent will work directly with the Parking Lot Attendant & Livestock Parking Division Superintendent in seeking out, interviewing, and hiring both new and returning staff for Signature Events.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

This position requires experience which includes interviewing in person and over the phone, completing new hire forms, scheduling assignments, and excel data entry. Be able to steadily process high volumes of paperwork.

Qualified candidates will be responsible for planning and implementing new hire orientation and pre-fair staff meetings. Strong office organizational skills and the use of basic office equipment are essential. Answer telephones, correspondence, and e-mail for the department.

Effective communication skills, both written and verbal skills are required. Candidates must have the ability to work independently with little supervision.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Office Suite, including Excel.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee must occasionally lift and/or move up to twenty-five pounds. While performing the duties of this job, the employee is regularly required to sit.

**Experience/Skills**

Experience equivalent to 2 years working in an office environment.

High school diploma preferred but not required. Friendly, energetic, and excellent communication skills are essential for all interested candidates. Education may substitute for required experience. Experience may substitute for required education.