



POSITION: *Executive Director*
LOCATION: *Offices of the Plymouth Growth & Development Corp. and Park Plymouth*
REPORTING TO: *Plymouth Growth & Development Corp. Board of Directors*
CLASSIFICATION: *Full-time, Salaried Exempt*

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SUMMARY

The Plymouth Growth & Development Corporation (PGDC) is seeking an Executive Director with the experience, skills and vision to develop and manage parking, transportation and mobility services essential to the economic prosperity and growth of Plymouth, MA. Responsibilities include overseeing the Park Plymouth parking program, coordinating efforts to increase parking and mobility services in the downtown/ waterfront areas of Plymouth, managing the finances of Park Plymouth as well as projects undertaken and properties acquired by the PGDC, negotiating agreements and preparing RFPs and grant applications, and making presentations to Town boards and committees and the general public regarding the objectives and accomplishments of the PGDC. The Executive Director must be an effective leader, have strong commitments to the Town and public being served, and have a history of competent organization and strong financial management skills. To be considered, email a letter of interest, full professional resume and list of three (3) references to JOBS@parkplymouth.com by 5 PM Friday, May 22, 2020.

RESPONSIBILITIES

PGDC Board and Town of Plymouth

- Works in collaboration with the PGDC Board of Directors to define parking and mobility needs within the Town; takes the lead in developing and updating the Parking Management Master Plan
- Ensures PGDC compliance with all requirements of the Memorandum of Agreement (MOA) executed between the PGDC and Town of Plymouth on 01-15-2020
- Serves as the key public relations influence in promoting parking/mobility programs and keeping the public and governmental agencies informed on how the PGDC/Park Plymouth is integrating parking with mobility services and alternate modes of transportation including buses, rail, and bicycles
- Communicates with Town officials, Town Departments, and Plymouth boards and committees regarding decisions that impact parking
- Prepares and posts agendas for PGDC meetings in accordance with Open Meeting Law requirements
- Attends PGDC meetings and provides analyses, evaluations and reports in support of agenda items requiring action by the PGDC Board of Directors
- Prepares presentations on behalf of the PGDC for meetings with governmental bodies and the public

Parking/Mobility Program Management

- Maintains and updates the content of the Park Plymouth/PGDC website and periodically prepares and inserts news and announcements on the website; maximizes the use of on-line technologies and media as communication tools
- Oversees the administrative and technical operations of the Park Plymouth program and its 5 full-time and 5 part-time staff, including hiring, training, development of performance standards and discipline
- Maintains an updated employee manual and employee job descriptions

- Coordinates with the Parking Operations Manager on the implementation of technology improvements and on third-party contracts related to the collection of parking fees and fines
- Ensures compliance with privacy and security related regulations, including PCI-DSS regulations
- Prepares and negotiates agreements and contracts
- Prepares RFPs in accordance with prevailing procurement laws, gathers and evaluates bid proposals for potential work to be performed
- Recommends improvements in operations, regulations, revenue enhancement and other programs in response to Town and staff needs
- Monitors the development of private residential/commercial projects in PGDC's jurisdiction and evaluates their impact on Plymouth's current and future parking space inventory
- Assumes an active role in implementing the parking provisions specified in the Massachusetts General Laws; the parking rules and regulations adopted in the Town of Plymouth; the Parking Citation Appeal Procedures adopted by PGDC/Park Plymouth; and general administrative procedures set forth under Massachusetts General Law

Financial Management

- Responsible for the financial administration of the organization and the preparation of an annual audit of financial condition conducted by an independent auditing firm
- Creates annual operating/capital budgets, manages budgets, monitors variances throughout the year, and creates short and long-term strategic forecasts upon request by the PGDC Board
- Maintains accurate financial records, prepares regular financial reports for the Board, and ensures timely payment of expenses in accordance with PGDC policies
- Oversees all legal documents of the corporation, including insurance contracts, property leases, maintenance contracts

Contractor and Consultant Oversight

- Works in close collaboration with consultants, OPMs and contractors on the design of future parking structures and then monitors construction to ensure successful, timely completion of projects in line with budget projections.
- In coordination with the Town of Plymouth, oversees the annual maintenance of, and evaluates the need for future improvements to, all current and future parking lots and structures.
- Investigates and pursues grant funding opportunities for financing expanded parking and alternative transportation options
- Oversees the implementation of new programs to improve parking in the Town, including planning for and implementing new technologies and policies

Customer Relations and Oversight

- Organizes and schedules public meetings to ensure public engagement and awareness of PGDC projects
- Interacts, communicates, and builds relationships with parking customers and constituents to increase customer satisfaction
- Answers correspondence related to operations of the parking program and requests for public information in accordance with prevailing laws

Property Management

- Provides for the administration of all activities related to the physical operation of PGDC commercial property including operations, engineering, cleaning, repair, remodeling, parking, security and landscaping
- Manages the day-to-day fiscal activities of PGDC property including invoice approval, general ledger review, accounts receivable management, accounts payable management, and budget management

- Oversees emergency procedures and plans and maintains the equipment required by the Plymouth Fire Department for ensuring safety at PGDC commercial property
- Produces vendor repair agreements, supervises vendor work, and monitors vendor insurance compliance for all work performed at all parking or commercial property owned by the PGDC
- Oversees regular property inspections, and prepares periodic inventory of the contents of buildings owned and managed by the PGDC
- Manages the leasing activity of PGDC commercial property, including the preparation and execution of tenant leases, tenant rent collection, the tracking of tenant insurance certificates, and tenant relations
- Coordinates tenant move-ins including disbursement of keys and access cards, establishment of mail services, walk-through and other tasks as required
- Assists operations manager as needed with capital improvements and tenant improvement projects

JOB REQUIREMENTS

- 8 or more years of parking experience
- 8 or more years of managerial experience
- 8 or more years of budget and financial management experience
- 8 or more years of procurement and project management experience
- Minimum one (1) year property management experience preferred
- Minimum Bachelor's Degree or equivalent experience in a relevant field; Master's Degree in Public Administration, Business, Planning, Finance or relevant field preferred
- High level of integrity and professionalism, strong interpersonal skills and demonstrated leadership ability
- Excellent communication, organizational skills, writing and speaking abilities
- Successful proposal and grant writing experience
- Ability to integrate analysis of data to discover facts and develop knowledge, and to exchange ideas, information and opinions with others to arrive at decisions, conclusions, and solutions
- Must be a self-starter, assertive, enthusiastic, results-driven and self-motivated
- Demonstrated ability to assess return on investment as it relates to operating expenses, capital improvement decisions, and leasing
- Excellent computer skills including proficiency with MS Office (Word, Excel, Outlook, PowerPoint); familiarity with Microsoft Visio also desired
- Must be familiar with Open Meeting law, public record requirements, and Chapter 30B procurement laws
- Subject to CORI background check as well as drug and alcohol testing

The PGDC is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identify or expression, veteran status, or any other status protected under federal, state or local law.

Interested candidates should send a letter of interest, professional resume, and list of 3 references by no later than 5 PM Friday, May 22, 2020 to JOBS@parkplymouth.com.

SALARY RANGE

\$90,000 to \$120,000 depending upon qualifications and experience plus health and dental care options.

April 2020