



**The Parking Authority of the City of New Brunswick
106 Somerset Street, 6th Floor
New Brunswick, NJ 08901**

Human Resource Office
(732) 545-3118

EXECUTIVE DIRECTOR – PARKING AUTHORITY OF CITY OF NEW BRUNSWICK

The New Brunswick Parking Authority (NBPA) located within a dynamic urban center with a population of 56,000+ seeks an experienced parking professional to serve as the authority's Executive Director (ED). New Brunswick is a destination from surrounding areas as it is the home of Rutgers University, the Middlesex County administrative complex and the county Superior Court in addition to 3 regional theaters offering live performances and a vibrant nightlife fueled by many fine restaurants. It is a statewide medical destination with two hospitals, a medical school and New Jersey's only NCI designated Cancer Center. The NBPA's parking system includes nine parking garages consisting of approximately 7,000 spaces, 800+ on street metered parking spaces and over 7,000 residential parking permits. The ED reports directly to the Authority's Board of Commissioners. The NBPA has a current revenue budget of \$24,000,000. The ED is responsible for all financial and operational activities of the authority, including the development and maintenance of programs and systems. Duties include overseeing the authority's CFO, Human Resources Manager and Director of Operations. The ED is responsible for planning, administering, directing, and coordinating all phases and activities of the New Brunswick Parking Authority, including both program development and program execution once approved by the NBPA Board of Commissioners. Other responsibilities include assisting in the preparation and monitoring of the annual budget; and managing contracts, leases, rentals, and income sources. The ED will also be required to analyze the parking needs of New Brunswick and develop both short- and long-range plans for the overall direction of the Authority. The position of ED works with city departments and agencies, tenants, and businesses to promote the NBPA parking system. Candidate must have comprehensive knowledge of the principals and practices of business management, project management and financial management. Strong experience with accounting and public financing is favored.

Minimum requirements include BS/BA in Finance, Accounting or Business Administration from an accredited college or university; CAPP certification is desired. MBA/MPA or CPA/RMA a plus. Consideration is for full-time applicants.

NJ residency is required, candidates should email hr@njbpa.org a cover letter, resume, and references.