



## City of Missoula Parking Service Manager

<b>SALARY</b>	\$36.03 - \$41.42 Hourly \$74,942.40 - \$86,153.60 Annually	<b>LOCATION</b>	Missoula, Montana
<b>JOB TYPE</b>	Regular, Full-Time	<b>JOB NUMBER</b>	00566
<b>DEPARTMENT</b>	Missoula Parking Commission	<b>OPENING DATE</b>	07/18/2025
<b>CLOSING DATE</b>	8/18/2025 11:59 PM Mountain		

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### Overview

Missoula's parking system is about more than meters and garages - it's a key part of how people connect to local businesses, neighborhoods, and community spaces.

As our **Parking Services Manager**, you'll help lead the strategy behind the scenes, overseeing everything from budgets and staff to data analysis and policy development. Your work will help ensure our parking operations are efficient, financially sound, and aligned with the City's goals for access, sustainability, and smart growth.

If you're someone who thrives in a leadership role, enjoys solving problems with real-world impact, and wants to help shape a more accessible and vibrant downtown Missoula, this could be the perfect opportunity for you.



**Screening of applications will begin on Tuesday, August 19, 2025.**

**To Apply:** Submit the **City of Missoula Application** AND a **Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

**Resumes will not be reviewed. All details should be entered on the application.**

**Starting Pay:**

New hires start within our entry-to-market range, depending on experience and qualifications.

The starting range for the position is \$36.03 - \$41.42/hour and will increase each year for longevity and cost of living adjustments.

**Full Pay Range:**

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living.

The full range for the position is \$36.03 - \$43.90/hour.

\*Cost of living increase for fiscal year 2026 dependent upon Council approval.

The anticipated start date for this position is tentatively mid-October.

**Essential Functions**

This position exists within multiple departments each with varying duties and responsibilities specific to the business needs of the department and/or division; not all items listed will apply to every position; some departments may have multiple Business Manager positions dividing the responsibilities into their area of focus.

- Oversee departmental/division annual budgets and funding sources, including budget preparation and execution, expense and revenue reporting, Community Investment Program (CIP) planning/financing, Special Improvement Districts (SIDs), municipal bond financing, grant and loan applications/funding, expenditure and revenue projections, governmental auditing processes, etc.
- Confer with the department director and other stakeholders on organization, management, and fiscal oversight of the department, including recruitment, retention, and the planning and implementation of services, activities, and programs.
- Oversee accounts receivable and accounts payable functions, including monitoring purchasing procurements and contracts, approving and/or preparing invoices for approval, overseeing processes related to monitoring and reconciling transactions, etc.
- Supervise various department administrative and service employees, including assigning and reviewing work, performance evaluations, and training; participate in hiring, discipline, and termination decisions; provide support by correcting deficiencies, and building strengths to ensure effective working relationships.
- Manage department/division payroll, including acting as payroll coordinator, communicating, and training staff on policy and procedure changes.
- Support efforts to increase sustainability and fiscal stewardship within the department.
- Research, analyze, and interpret collected data for a variety of areas within the department/division.
- Assist in the development of the strategic plan for the department, including assessing necessary service levels, organizational structure and priorities, and financial planning; advise options and best practices to optimize efficiencies.
- Develop and implement administrative policies, goals, and objectives to meet the City's strategic priorities; prepare and review ordinances, referrals, and/or resolutions.
- Manage various department contracts, including maintenance, security, collective bargaining agreements (CBAs), etc., including legal document routing processes.
- Ensure department and/or projects adhere to the required regulations, policies, and procedures.
- Serve as project coordinator, manager, and/or liaison for the department in City Council, interdepartmental, community, and other professional meetings.
- Manage office space, equipment, materials, and building maintenance for various facilities.
- Perform various department/division specific projects and/or functions to ensure effective and efficient operation of department/division.
- Respond to various public complaints and queries.
- Other duties as assigned, based on training and qualifications.

**Knowledge, Skills and Abilities**

- Knowledge of business administration policies, procedures, and practices including procedure development and implementation, operations management, staff supervision, training, risk mitigation, evaluating the effectiveness and efficiency of department operations and proposed programs, etc.
- Knowledge of or the ability to learn public administration principles and practices, including strategic planning, Generally Accepted Accounting Principles (GAAP), financial analysis, auditing, reporting, budgeting, collective bargaining agreements, etc.
- Knowledge of contract and grant administration principles and procedures, including preparing, developing, and interpreting contracts/agreements, and auditing practices.
- Knowledge of various project management principles, procedures, and techniques.
- Knowledge of and ability to promote and ensure compliance with department safety considerations and City safety policies.
- Skill in financial planning, labor and indirect rate setting and revenue enhancement strategies.
- Skill in conducting research, performing statistical, content and/or cost-benefit analysis and evaluating options based on findings.
- Skill in analyzing a variety of moderate to complex administrative and/or operational problems, with the ability to make recommendations.
- Skill in managing various complex and diverse programs or projects.
- Skill in operating office equipment, various computer software and databases, including Microsoft 365, and the ability to learn job-specific applications and equipment.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working relationships with diverse individuals.
- Ability to develop and implement various policies, procedures, and guidelines (e.g., budgetary, financial, managerial, etc.)
- Ability to address public inquiries and complaints, problem-solve, and resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive information.
- Ability to maintain current knowledge, developments, and trends related to specific area of focus and/or assigned projects.
- Ability to learn departmental and City of Missoula practices and procedures, including the ability to understand and interpret various federal, state, and local laws, ordinances, regulations, policies, and guidelines related to specific area of focus.

#### **Working Conditions:**

- Work environment may involve occasional exposure to unavoidable seasonal weather conditions, occupational hazards, and construction hazards, which require basic safety precautions.
- Position may require on-call and/or overtime shifts, as needed.

## **Qualifications and Additional Application Materials**

- Any combination of education and experience equivalent to seven (7) years' experience in office management, financial planning and analysis, or another relevant field, including prior supervisory experience.
- Public Sector experience, preferred.
- International Parking and Mobility Institute, Parking, Transportation and Mobility Professional (PTMP), or similar parking certification, preferred.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

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#### **Employer**

City of Missoula

#### **Address**

435 Ryman Street  
Human Resources

Missoula, Montana, 59802

**Phone**

406-552-6130

**Website**

<https://www.ci.missoula.mt.us/>

## Parking Service Manager Supplemental Questionnaire

### \*QUESTION 1

Have you uploaded your Cover Letter to complete your application? Failure to attach the Cover Letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

☐ Yes

☐ No

\* Required Question