

Executive Director

patersonparkingauthority.com

POSITION SUMMARY

The Executive Director serves as the Chief Executive Officer (CEO) of the Parking Authority of the City of Paterson (the “Authority”) and is responsible for the overall leadership, strategic direction, financial management, and daily operations of the Authority. This role ensures efficient, customer-focused parking services while advancing revenue growth, operational excellence, and community engagement. The Executive Director reports directly to the Board of Commissioners and is accountable for implementing Board policies, advising on strategic initiatives, and ensuring compliance with all applicable local, state, and federal regulations.

QUALIFICATIONS

- Bachelor’s degree in Public Administration, Business Administration, Finance, or a related field (Master’s degree preferred), or equivalent professional experience.
- Minimum of 6–10 years of progressive management experience, preferably in public sector, transportation, parking, or municipal operations.
- Strong financial management, budgeting, and revenue development experience.
- Demonstrated leadership, organizational, and decision-making skills.
- Excellent written and verbal communication skills, including public presentation experience.
- Proven ability to collaborate with governing boards, government agencies, and community stakeholders.
- Experience with technology systems, parking management systems, and data-driven decision-making.
- Knowledge of labor relations and collective bargaining preferred.

RESPONSIBILITIES

Leadership & Administration

- Provide executive leadership and direction for all Authority operations and personnel.
- Hire, supervise, evaluate, discipline, and discharge employees in accordance with policies and applicable laws.
- Foster a positive, accountable, and high-performing organizational culture.
- Serve as liaison between staff and the Board of Commissioners.

Strategic Planning & Development

- Develop and implement short-term and long-term strategic plans.
- Identify and pursue new development opportunities, partnerships, and revenue streams.
- Lead planning initiatives, feasibility studies, and expansion of parking facilities.
- Recommend and engage professional and technical consultants as needed.

Financial Management

- Develop, administer, and monitor the Authority's annual budget.
- Establish and maintain strong financial controls and accountability systems.
- Oversee revenue collection, expenditures, and financial reporting.
- Collaborate with accountants/auditors to ensure accurate reporting and compliance.
- Provide regular financial updates and comprehensive reports to the Board.

Operations Management

- Oversee daily operations, maintenance, and performance of all parking facilities.
- Develop operational standards, policies, and procedures.
- Ensure efficient deployment of staff and resources.
- Implement and oversee contracts, bids, and procurement processes.
- Manage capital assets, including equipment and vehicles.

Governance & Board Relations

- Advise and make recommendations to the Board on policies, staffing, compensation, and operations.
- Prepare agendas and attend all Board of Commissioners meetings.
- Ensure timely and transparent communication with the Board.
- Execute documents and contracts as authorized by the Board.

Legal, Compliance & Contract Management

- Ensure compliance with all applicable laws, regulations, and Authority policies.
- Oversee public bidding processes and contract administration.
- Negotiate and manage contracts, leases, and agreements.
- Lead the Authority in union negotiations and labor relations.

Community & Public Relations

- Serve as the public face of the Authority.
- Build and maintain relationships with city agencies, stakeholders, and the community.
- Develop and implement marketing and public outreach initiatives.
- Promote positive public relations and customer service excellence.

Additional Duties

- Perform other duties as assigned by the Board of Commissioners in accordance with applicable laws.

COMPENSATION & BENEFITS

Salary Range: **Approximately \$165,000 to \$220,000** (commensurate with experience)

BENEFITS INCLUDE:

✓ 4 Weeks of Vacation

✓ 10 Sick Days

✓ 3 Personal Days

✓ Health Benefits

✓ Retirement Plan

✓ Use of Company Vehicle

HOW TO APPLY

Please submit a cover letter, curriculum vitae, and three references by email to the Authority's general counsel:

Jennifer L. Credidio, Esq.

McManimon, Scotland & Baumann, LLC

75 Livingston Avenue, 2nd Floor

Roseland, NJ 07068

Email: JC@msbnj.com

Resumes must be submitted no later than 4:00 PM on July 1, 2026