

## Position Description

Hartford Parking Authority

Director Strategic Growth & Finance

## Organization

The Hartford Parking Authority (HPA), a quasi-municipal agency of the City of Hartford, which is overseen by a five member appointed board of directors, leads the operations and maintenance of Hartford's municipal garage, multiple surface parking lots, public library parking, and all the on-street parking within the city. HPA is an active participant in the City of Hartford's transformation into a more walkable, playable, and vibrant city. While supporting the needs of a blossoming downtown, the HPA also provides support and outreach to the local neighborhoods in order to help resolve resident parking needs. Please visit [www.hartfordparking.com](http://www.hartfordparking.com) to learn more.

## Position

The Director Strategic Growth & Finance (DSGF) will report to the Chief Executive Officer (CEO) and is responsible for identifying, planning, directing, and coordinating the strategic growth initiatives of the organization, which includes both short and long term initiatives such as implementing a shared parking program with private lot owners.

The (DSGF) will play a critical role in collaborating with the senior leadership team in strategic decision making as HPA continues to enhance and grow its operations and community outreach throughout the city.

S/he will also oversee budgeting, financial forecasting, cash flow and coordination of audit activities, as well as accounts payable and receivable activities.

The (DSGF) will be a hands-on and participative leader in order to effectively oversee the following areas:

Specific responsibilities include:

- Identify HPA parking growth opportunities/partnerships with the city, state and or private entities.
- Lead projects from concept through deployment, identifying schedules, scopes, budget, implementation plans including risk mitigation.

- Coordinate internal and external resources, such as the Department of Public Works (DPW), Development Services (DDS), Neighborhood Revitalization Zones (NRZ), as an example, ensuring projects remain within scope and viable.
- Contribute to the operations strategic plan by applying knowledge of functional areas.
- Establish and define project deliverables and objectives.
- Develop strategies for future financing of capital projects in conjunction with Director Parking Facilities..
- Represent the company to financial partners, including financial institutions, city agencies, board members, auditors, etc.
- Oversee and lead annual budgeting and planning process in conjunction with the CEO; administer and review all financial plans and budgets.
- Implement a robust contracts management and financial management/reporting system.
- Oversee the organizations procurement processes.

### Qualifications

The of Strategic Growth/Project Manager will have progressive operational experience and a minimum of five years of experience in project management. S/he will have experience creating and driving the analytic framework for planning and managing organizational change.

The SGPM will have the following experience and attributes:

- A minimum of a BS in Business, Finance, Accounting, or similar area of study.
- PMP, CPA, CMA and/or MBA would be a plus.
- Excellent communication skills and the ability to build and grow relationships, particularly with business owners, city council, neighborhood groups, downtown organizations, customers, and other stakeholders.
- Excellent analytical, abstract reasoning and problem-solving skills, which allow for strategic data interpretation.
- Technologically savvy, with demonstrated resourcefulness in setting priorities, proposing new ways of creating efficiencies, and guiding investment in people and systems.
- Have an in-depth understanding of parking systems and their relationship to economic and community vitality.
- Experience in a senior management role, partnering with executive staff, resulting in the development and implementation of creative management strategies.
- Excellent analytical, abstract reasoning and problem-solving skills, which allow for strategic data interpretation.
- Excellent organization, as well as written and oral communication skills.

To Apply: Please send resume with cover letter to [mingo.gomes@hartfordparking.com](mailto:mingo.gomes@hartfordparking.com)

The Hartford Parking Authority is an Equal Opportunity Employer.