

Special Events Supervisor (6294U), Parking &  
Transportation - 75461  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252343>

Downloaded On: Jan. 30, 2025 6:00pm

Posted Jan. 29, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Special Events Supervisor (6294U), Parking & Transportation - 75461
<b>Department</b>	Parking & Transportation
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Facilities/Maintenance/Transportation Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5961245">https://apptrkr.com/5961245</a>

**Apply By Email**

**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## Departmental Overview

The UC Berkeley Parking & Transportation Department provides a full range of parking and transportation services, serving a diverse community of more than 35,000 students and 15,000 faculty and staff, and many campus visitors annually. Ensure and facilitate vehicular access to the campus and furnish parking to meet the demands of the campus community. Maintain optimal condition and safety of campus vehicles, roads and facilities. Administer parking enforcement to protect the parking privileges of permit holders and visitors. Provide sustainable transportation alternatives in transporting the UC Berkeley community, reduce vehicle congestion and promote clean air. The Special Events Program involves the arrangement of parking for approximately 1,500 events annually, event sizes ranging in 15,000 - 60,000 in attendance. The emphasis is placed on providing parking for special events while continuing to accommodate the parking needs of campus permit holders.

## Position Summary

Involves the planning and organizing of Event parking for as many as 1,500 events per year for campus departments and non-affiliate events. Oversee the day to day operations of the Special Events Unit. Supervisor in charge of the day/night shifts, with primary responsibility to plan work schedules, assign staff to schedules and tasks, direct and review the work of the Event Parking Coordinator, Student Leaders and Parking Assistants, Loop Drivers and the Kiosk operation. Supervisor is responsible for maintaining a roster of 35 - 40 students, to include hiring training and mentoring student employees.

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### **Application Review Date**

The First Review Date for this job is: February 10, 2025

### **Responsibilities**

#### Supervision of Student Program

- Interviews, selects, and oversees training of staff in accordance with the university Personnel policies and procedures.
- Update training materials as needed, evaluate schedules, and as required take corrective action with staff.
- Oversees background check for all staff involved in Special Event program.
- Sole supervisory staff in charge of day/night shifts of special events, with primary responsibility to plan work schedules, assign staff to schedules and tasks, direct and review the work of the Student Leaders and parking Assistants, Loop drivers and the campus Kiosk operation.
- Approve employees time in Caltime, resolve issues such as missed punches, and discrepancies to employees pay as needed through creating tickets in HR Hub and or communication with the Payroll Department as needed.
- Direct Field oversight when large events occur such as, Athletic events, Cal Performances concerts, and Cal Move-In.
- Ensures event is executed flawlessly (plan space capacity, available staff, coordinate break schedule, address customer complaints, and other issues as they occur.
- Supervises the activities of the Parking Assistants during hours of operation. This includes conducting pre-shift informational briefings, and ensuring that staff is provided with materials and equipment to carry out their assignments.
- Monitors the issuance of special event permits to campus visitors.
- Resolves customer complaints regarding permit issuance by special event staff.
- Ensures parking permits are properly issued to visitors within established procedures and standards.
- Provides training and monitors the use of equipment and vehicles for compliance with department and State safety standards, unit operational guidelines of P&T/Field Operations services.
- Conducts regular field inspections of attendant lots, kiosk, vehicles, field operations equipment, parking lots and structures; takes corrective action in areas requiring follow-up.
- Operates two-way radio using phonetic alphabet and radio codes in accordance with Federal Communications Commission guidelines to communicate with staff; ensures that staff uses the radios properly.

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- Keep track of all department related equipment and inventory, maintain equipment check-out and return records, to include uniforms, vehicles, handheld devices, two-way radios, chairs, etc.
- Monitors congested areas for availability of parking spaces during peak hours and resolves issues that may disrupt events.

#### Analysis and Financial Control

- Maintain accurate records of permits issued.
- Review and process the bi-weekly billing, recharges (for campus departments, check and credit card sales for all events.
- Review event contracts to ensure sponsors are charged appropriately.
- Check departmental recharges and non-recharge billing for accuracy.
- Produce monthly reports that show event activity and income.
- Send monthly spreadsheets of all events to ParkHub two-weeks in advance.
- Oversees ParkHub credit card transactions from Special Events and ensures the ParkHub After-Event Reports are submitted to Customer Services for reconciliation immediately following the events.
- Review all credit card sales for accuracy and balances are consistent with the number of credit card transactions that took place in the field, and monitors compliance with credit card procedures.
- Assist Customer Services Manager with completing the required PCI Compliance annual reports (i.e. serial numbers for the ParkHub handheld devices).
- Prepare parking contracts with event sponsors including area assignment and space utilization.
- Ensure the events do not conflict with weekday permit holders use or other event parking arrangements.
- Recommend alternate parking locations when campus areas are not available.
- Maintain a good working knowledge of departmental policies and procedures governing parking permit regulations, parking enforcement and attendant parking procedures.
- Make recommendation for Special Event rate increases. Advise supervisor of modifications needed for database to maximize efficiency.

#### Supervision of Staff (For Loop and Football golf carts)

- Direct filed oversight of Cal Football golf cart operations during every home game.
- Schedules the delivery and pick-up of the golf carts and coordinates their storage and security with Athletics.

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- Ensures effective communication exists during golf cart operations.
- Ensures all drivers adhere to established procedures and standards that are in their manual.
- Supervises the activities of the drivers during hours of operation. This includes conducting pre-shift informational briefings, and ensuring that staff is provided with materials and equipment to carry out their assignments.
- Develops and updates training materials (including written manuals and videos) and maintain employee records.
- Assume leadership role in emergency situations such as, vehicle accidents, safety and medical issues; including evacuations or other safety related procedures; and calls for UCPD and/or other agencies as appropriate.
- Orders and maintains necessary supplies.
- Provides training and monitors use of equipment and vehicles for compliance with department and State safety standards, unit operational guidelines and California Vehicle codes.

### Loop Program

- Monitors how rides are conducted and track customer satisfaction.
- Resolves customer complaints about the Loop service (i.e., ETA's, cancellations, etc.).
- Troubleshoots issues that arise with the driver and rider applications and work with software vendors to resolve any pending issues.
- Manually dispatches rides as necessary and create outages during emergencies or closures.
- Conducts regular field inspections of the drivers, designated stops, routes, bollards, and other Loop operations equipment.
- Corresponds with appropriate offices to verify eligibility of Loop patrons as needed.
- Administer surveys to drivers and riders, and be involved in strategic planning efforts.
- Monitors congested areas for drivers during peak hours and direct drivers to less congested pathways.
- Serves on unit or department committees, represent department in serving on the Chancellor's Advisory Committee on Disability/Campus position on issues; responds to questions as required.
- Performs other duties as assigned.

### Required Qualifications

- 3-5 years in Event Management and supervisory experience (i.e., hiring, training and mentoring staff).
- Working knowledge of supervisory principles, concepts and best practices and skill to select,

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lead, direct, mentor, guide and evaluate staff, taking corrective action as necessary.

- Project management and organizational skills.
- Interpersonal communication skills to build and foster a collaborative and cooperative work environment to build and maintain good working relations at all organizational levels and with outside constituencies.
- Familiar with scheduling programs and electronic timekeeping databases
- Creating and presenting PowerPoint presentations.
- Skilled in Microsoft Suites (i.e., Word documents, creating Excel spreadsheets and reports for financial analysis).
- Written and verbal communication skills.
- Political acumen and skill in judgment, decision-making and problem recognition, avoidance, and resolution, including skill to take charge as required and direct people in a calm and professional manner.
- Relevant computer skills.

Education/Training:

- Bachelor's degree in related area and/or equivalent experience/training.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$29.31 - \$39.85.

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- This is a full-time, Career position that is eligible for full UC benefits.
- This is non-exempt, bi-weekly paid position.

### How to Apply

- To apply, please submit your resume and cover letter.

### Driving Required

- A valid driver's license and DMV check for driving record is required.

### Diversity Statement

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### Other Information

- This is not a visa opportunity.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any



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administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [https://apptrkr.com/get\\_redirect.php?id=5961245&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5961245&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)





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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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