

Employment Opportunity

Executive Director

New Brunswick Parking Authority
New Brunswick, New Jersey

The New Brunswick Parking Authority is seeking a qualified, experienced, and forward-thinking Executive Director to lead the Authority's parking, enforcement, real estate, financial, and administrative operations.

The Executive Director serves as the Authority's chief administrative officer and is responsible for the overall management, strategic direction, fiscal oversight, and daily operation of the Authority. The successful candidate will work closely with the Board of Commissioners, City officials, employees, customers, business stakeholders, vendors, and the public to ensure the continued delivery of safe, efficient, customer-focused, and financially sound parking services.

Employment Status

This is a full-time, exempt position.

Key Responsibilities

The Executive Director will be responsible for:

- Managing the daily operations of parking garages, surface lots, on-street parking, enforcement, customer service, maintenance, and related Authority functions.
- Developing and implementing strategic plans, policies, procedures, budgets, rate recommendations, capital improvement plans, and operational initiatives.
- Providing leadership and oversight to management staff, administrative personnel, parking enforcement officers, maintenance staff, parking services staff, and outside contractors.
- Preparing and presenting reports, recommendations, resolutions, budgets, contracts, and policy matters to the Board of Commissioners.
- Overseeing financial performance, revenue collection, expense controls, bond obligations, audits, purchasing, procurement, and compliance with applicable public-sector requirements.
- Managing vendor contracts, RFPs, leases, agreements, technology systems, parking equipment, enforcement platforms, and customer services.
- Ensuring compliance with applicable New Jersey laws, regulations, public contracting requirements, employment practices, ethics rules, and Authority policies.
- Serving as a professional representative of the Authority in dealings with the City of New Brunswick, Rutgers University, health facilities, developers, businesses, residents, customers, and public agencies.

- Identifying opportunities to improve parking access, mobility, technology, customer service, facility maintenance, public communication, and long-term revenue stability.
- Supporting redevelopment, economic development, transportation, and downtown business initiatives where appropriate.

Minimum Qualifications:

- Senior-level management experience in parking, transportation, municipal government, public authorities, real estate, finance, operations, public administration, or a closely related field.
- Strong leadership, communication, budgeting, negotiation, and organizational skills.
- Experience managing employees, public meetings, contractors, procurement processes, capital projects, and complex operating budgets.
- Ability to work effectively with a Board of Commissioners, elected officials, public employees, business leaders, residents, and customers.
- A bachelor's degree in public administration, business administration, finance, urban planning, transportation, engineering, or a related field is preferred. Significant relevant executive experience may be considered in lieu of a degree.

Preferred Qualifications

- Knowledge of parking operations, enforcement, access/revenue control systems, garage maintenance, customer service, mobility trends, and public-sector administration.
- Familiarity with New Jersey public contracting, local government, authority operations, labor relations, budgeting, and regulatory compliance.

Core Competencies

The successful candidate will demonstrate:

- Integrity, professionalism and accountability.
- Ability to operate effectively in a public-sector environment.
- Strong financial and operational management skills.
- Strategic thinking and sound judgment.
- A commitment to exceptional customer service.
- Strong relationship building and problem-solving skills.
- Ability to modernize systems while respecting the Authority's public mission.

Compensation

Salary will be commensurate with qualifications and experience, \$150,000 - \$220,000. The Authority offers a competitive public-sector compensation and benefits package that includes medical, dental, and vision insurance; vacation, sick, and personal leave; a pension plan; life insurance; and other employee benefits, subject to eligibility and applicable plan terms.

Pre-Employment Requirements

Employment is contingent upon successful completion of all applicable pre-employment requirements, which may include verification of education and employment history, professional references, a criminal background check, and any other requirements established by the Authority or required by law.

How to Apply

Interested candidates should submit a cover letter, resume, salary requirements, and professional references to:

New Brunswick Parking Authority

Attn: Executive Director Search

c/o Mitchell Karon

106 Somerset Street

New Brunswick, NJ 08901

Or by email to: mkaron@njbpa.org

Please include “**Executive Director Application**” in the subject line.

Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

The New Brunswick Parking Authority is an Equal Opportunity Employer and encourages qualified candidates from all backgrounds to apply.