



Administrative Specialist (Parking Enforcement) (Full-Time) Monday to Friday 8:00am to 4:30pm

The Revenue Authority of Prince George's County is seeking an **Administrative Specialist** to be responsible for supporting the Parking Enforcement Program by managing administrative tasks and providing data analysis, ensuring compliance with all laws and regulations. Under the direction of management, this role demands technical proficiency, critical thinking, and the ability to apply complex policies creatively, with performance measured by accuracy and results.

The Revenue Authority of Prince George is a quasi-governmental entity that serves as a real estate development and development finance agency, an operator of programs and facilities, and a manager of programs and facilities in partnership with other Prince George's County agencies.

Responsibilities include but are not limited to:

- Coordinate and maintain the computerized parking management systems; provide technical support in developing and preparing data
- Develop educational and/or informational programs/training tools and procedures, make presentations; develop materials, brochures and other written information
- Perform specialized research and statistical work on assigned subjects for staff and management
- Assess departmental processes and how they support our agency objectives
- Monitor compliance with standards set for the generation, processing and storage of operational documentation
- Assisting with the processing of citations, including tracking, data entry, and potentially coordinating information for contested citations or court hearings
- Assist with onboarding new hires
- Assist with the triage of constituent and council parking concerns
- Operate citation processing, enforcement and geographic information systems (GIS) for gathering, managing, and analyzing data and providing quantitative analysis for use by management
- Perform analytical work in developing, interpreting, evaluating and reporting trend and other data in order to identify problem areas and to arrive at appropriate resolution
- Provide management with summary as well as in-depth analysis of daily parking activity
- Conduct parking analysis and field surveys, and compare results with historical and industry norms

- Present data findings to department managers, and based on data reviews, recommend adjustments to patrol beats, hours, staffing, deployment methods

Qualifications/Skills Required:

- Knowledge of and ability to work with the operating system and software on computers in the assigned area
- Knowledge in principles and practices of research, analysis, data compilation and effective report writing
- Knowledge of record keeping, report preparation, filing methods and records management techniques
- Ability to gain knowledge of RAPGC and general County government procedures and the inter-relationship between the various county agencies or the ability to rapidly acquire such knowledge
- Ability to gain knowledge of State of Maryland Vehicle Code and County Code
- Associate's degree preferred in a relevant field; high school diploma or GED required
- Two to three years of progressively responsible related experience; or any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job
- This position largely requires a person to drive, walk, stand and/or sit for long periods of time (up to 8 hours per day)
- This position requires the ability to lift files, open filing cabinets and walk, bend or stand as necessary
- Must be able to lift up to 10 pounds
- Occasional travel may be required.

Why Should You Join Our Team

As a dynamic agency, we understand what it means to have a work culture that is dedicated and flexible to create a work/life balance. The Revenue Authority of Prince George's County is an equal opportunity employer committed to promoting an inclusive work environment free of discrimination and harassment. We are committed to our mission and values, while promoting a sense of belonging and growth with our coworkers.

Together, we continue to build a culture that encourages, supports, and celebrates the diverse voices of our employees.

We are proud to offer a comprehensive benefits package including:

- Medical, Dental, vision, EAP services, and more!
- Vacation, Sick and Personal Leave
- 401K Retirement Savings Plan

- Telework/Hybrid Work for Qualified Positions
- Opportunities for Professional Development
- Friendly Team-oriented Work Environment

If you are interested in this position, we encourage you to apply!

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=033b4c3e-8e78-42bc-befc-03a22c7628d0&cclid=19000101_000001&jobId=566342&lang=en_US&source=EN

Conditions of Employment

Must successfully complete a background check

Eligibility to Work

Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidates for employment will be required to show and verify authorization to work in the United States.

Closing Date

Open until filled.

Pay

\$24.00/hour Non-exempt - eligible for overtime