

Assistant Manager, Abandoned Vehicle Unit (AVU) (Field Supervisor) (Full-Time) Monday to Friday 7:00am to 3:30pm

The Revenue Authority of Prince George's County is seeking an **Assistant Manager, Abandoned Vehicle Unit (AVU)**. The role involves assisting the Manager of Parking Enforcement in leading and directing the Abandoned Vehicle Unit operations in accordance with established policies and procedures.

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:

- Supervises, trains, schedules, and evaluates assigned officers according to established personnel policies and procedures, exercising authority as per departmental guidelines.
- Plans, prioritizes, assigns, reviews, and participates in the work of staff involved in abandoned vehicle operations, including enforcing parking regulations.
- Serves as the primary point of contact for officers during their shifts.
- Contributes to goal and objective setting, policy, and procedure development, and recommends changes for improvement.
- Implements approved policies and procedures, monitors work activities for compliance and manages daily abandoned vehicle program operations.
- Prepares officers for court appearances related to enforcement matters and ensures attendance
- Investigates and identifies reasonable solutions for complaints regarding parking violations that cannot be resolved at a subordinate level.
- Conducts departmental meetings to plan work distribution, set goals and discuss ways to streamline operations and minimize overtime.
- Attends external meetings and events with citizens, county officials, community leaders and vendors.
- Performs administrative duties associated with managing the parking enforcement and abandoned vehicle program, timekeeping, reviewing and reporting on program activities, actions and accomplishments.

Qualifications/Skills Required:

- Associate's degree preferred in a relevant field; high school diploma or GED required.
- Minimum 2 (two) years of progressively responsible parking enforcement experience which demonstrates the abilities necessary to perform the essential duties.
- Possession of a valid motor vehicle driver's license for at least 5 (five) years
- Must be able to lift up to 35 pounds.

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=564854&lang=en_US&source=EN

Conditions of Employment

Must successfully complete 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

December 22, 2025

Pay

\$ 55,000/Non-exempt

