

**Olivencia, Mildred**

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**From:** Port Authority <webmaster.panynj@imagework.com>  
**Sent:** Friday, May 06, 2016 1:55 AM  
**To:** Van Duynes, Sheree; Ng, Danny; Torres-Rojas, Genara; Olivencia, Mildred; Shalewitz, William  
**Subject:** FOI Request Submitted

A Freedom of Information request has been submitted.

Request date: 05/06/2016

Requested by: S Nelsingham

Address:

[REDACTED]  
[REDACTED]

Contact:

Phone: [REDACTED]  
Email: [REDACTED]

Records  
seeking:

Complete job descriptions and 2016 salary information for the following positions:  
1. Manager, Airport Parking and Revenue Systems  
2. Manager, Parking and Ground Transportation

# THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY RECORD REQUEST FORM

Action by (print/type name):

William Shalewitz

, Freedom of Information Administrator

Signature:



Date:

05/19/2016

On behalf of the Secretary of the Port Authority, as Records Access Officer and Custodian of Government Records of the Port Authority.

The requested records are being made available.

Any responsive records that may exist are currently in storage or archived, and a diligent search is being conducted. The Port Authority will respond by \_\_\_\_\_.

A diligent search has been conducted, and no records responsive to your request have been located.

The requested records that have been located are not being made available, as they are exempt from disclosure for the following specific reasons:

Some requested records that have been located are being made available. The remainder are exempt from disclosure for the following specific reasons:

The request does not reasonably describe or identify specific records; therefore, the Port Authority is unable to search for and locate responsive records. Please consider submitting a new request that describes or identifies the specific records requested with particularity and detail.

Other:

See attached letter.

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This form is promulgated by the Port Authority pursuant to the Port Authority Public Records Access Policy and is intended to be construed consistent with the New York Freedom of Information Law and the New Jersey Open Public Records Act. It is intended to facilitate requests for Port Authority public records and does not constitute legal advice.

**THE PORT AUTHORITY OF NY & NJ**

FOI Administrator

May 19, 2016

S. Nelsingham  


Re: Public Records Access No. 16914

Dear S. Nelsingham:

This is in response to your May 6, 2016 request, which has been processed under the Port Authority's Public Records Access Policy, copy enclosed, for a complete job descriptions and 2016 salary information for the following positions: 1. Manager, Airport Parking and Revenue Systems, 2. Manager, Parking and Ground Transportation.

Material responsive to your request can be found on the Port Authority's website at <http://corpinfo.panynj.gov/documents/16914-O/>. Paper copies of the available records are available upon request.

Please refer to the above Public Records Access reference number in any future correspondence relating to your request.

Very truly yours,



William Shalewitz  
FOI Administrator

Enclosure

*4 World Trade Center, 18th Floor  
150 Greenwich Street  
New York, NY 10007  
T: 212 435 3642 F: 212 435 7555*

TITLE: Manager, Airport Parking & Ground Transportation  
LEVEL: Band 5  
SALARY RANGE: \$92,430 - \$147,914  
DEPARTMENT: Aviation  
DIVISION: Aviation Properties & Commercial Development  
LOCATION: 4 WTC

Reporting to the Program Director, Aviation Business and Properties, the Manager of Airport Parking and Ground Transportation is responsible for the oversight and development of a consistent program to operate public and employee parking facilities and ground transportation services at Kennedy International, LaGuardia, Newark Liberty International and Stewart International Airports. Airport Access is a major program in the Aviation Department consisting of: Parking with 8.6 million paid cars and \$220 Million Revenue; Taxis - 8.4 million taxis dispatched annually, one of the largest such operations in the country; Shared Ride -5.3 million reservations per year for high occupancy buses; and Welcome Centers -14 sites located on terminal arrivals levels.

#### Responsibilities

Develop and manage all ground transportation programs and associated contracts for the Aviation Department (with the exception of AirTrain) including On-Airport Parking, Parking Revenue Control System, Taxi Dispatching, On-Airport Busing, Welcome Centers, Ground Transportation Information System, and Airport Access permits (shared-ride, for hire-limousines, high volume-bus).

Manage parking contracts, marketing and policy for the 20 public parking lots and 38,000 spaces at four airports, and seek opportunities to increase its annual \$220 million revenue stream.

Work closely with the respective airport management and operations staff who are responsible for the day-to-day operation of the ground transportation modes. In particular, coordinate parking operations and policy regarding space availability with the LGA and EWR airport redevelopment programs and their major capital improvements.

Serve as liaison with outside agencies such as NYC Taxi and Limousine Commission, NYC MTA and NYC DOT on airport access initiatives.

Manage and develop the unit's staff (currently three reporting positions) and any visiting Leadership Fellows.

#### Qualifications

Candidates must present the following qualifications to be considered eligible for this position:

Bachelor's Degree from an accredited college or university with a preferred major in Business, Operations, Transportation or Finance (or other relevant degree) or have comparable experience in lieu of bachelor's degree.

Applicants who have a bachelor's degree must have a minimum of 6 years progressively responsible experience in Parking Systems, Ground Transportation, or Contract Management or for those without a bachelor's degree 8 years experience in one or more of those same areas just cited.

Applicants must meet all performance and attendance standards and have completed all probationary periods at time of appointment to position.

Desired

Ideal candidates will present the following profile:

Demonstrated executive level experience in developing, negotiating and managing complex operations, contracts and revenue strategies in order to achieve broad business and operational goals.

Demonstrated experience in managing a professional or technical staff.

Excellent writing skills.

Demonstrated knowledge of ground transportation issues and modes.

Strong analytical, problem solving and decision-making skills.

Extensive experience in effectively persuading and influencing individuals at various levels, in and outside the Port Authority and in conducting politically sensitive and complex contract discussions.

Demonstrated experience in multi-tasking to the demands of multiple diverse situations; operating effectively in the face of uncertainty and change; and aligning professional goals with the needs and priorities of the organization.

Superior oral and written communication skills with demonstrated experience in making presentations to senior staff.

Demonstrated experience with developing and fostering internal and external relationships, and the ability to react to the concerns and potential impact of internal and external political constituencies while meeting/exceeding the expectations/requirements.

Preference for those with exposure to marketing such as for parking.