CITY of TRAVERSE CITY MICHIGAN

JOB POSTING

The City of Traverse City Office of Human Resources

Announcement No. 26-019 November 24, 2026

INTERNAL/EXTERNAL POSTING

PARKING AMBASSADOR
PARKING SERVICES DEPARTMENT
GME Grade Classification 2

Under general supervision, is engaged in performing routine tasks involved in the enforcement of parking ordinances in assigned areas; collection of parking meters; maintenance of field operation devices; patrols assigned areas and issues parking violation citations. Must be available for irregular hours scheduled during events. Must be available for rotating remote support and on-call schedule. This is a full-time GME union position. Starting Pay is $23.82 per hour.

Competitive benefits package including the following: Defined benefit pension & a deferred 457 retirement program with a 6% employer contribution. 12 paid holidays, 3 types of paid time off banks, health insurance, health savings account, IRS-qualifying health care savings plan, life insurance, dental & vision insurance.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- ✓ High School graduation or GED.
- ✓ Valid Michigan Driver's License.
- ✓ Must be open to irregular work hours including early mornings, nights and weekends and some holidays. Typical shifts occur Monday-Saturday 7:00 am – 8:30 pm.
- ✓ Must be available for irregular hours scheduled during events.
- ✓ Must be available for rotating remote support and on-call schedule.
- ✓ Must reside in and maintain principal residence within 30 miles from the nearest city limit, within twelve months of the date of hire.
- ✓ Knowledge of City of Traverse City parking enforcement laws, ordinances, rules and regulations.
- ✓ Knowledge of Location of City streets and major buildings.
- ✓ Ability to know what is right for the organization, what needs to be done, develop action plans, take responsibility for decisions, communicate effectively, and focus on opportunities in a collaborative environment.
- ✓ Ability to express facts and ideas clearly and concisely.
- ✓ Enforces City of Traverse City parking ordinances by patrolling assigned areas of the City on foot or by vehicle issuing parking tickets/violations/citations.
- ✓ Repair single space and multi-space meters as needed.
- ✓ Performs collections from parking meters.

TO BE CONSIDERED, CANDIDATES MUST SUBMIT A COMPLETED APPLICATION to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to jobs@traversecitymi.gov. Application can be found at www.traversecitymi.gov/jobs/ Internal applications are due by **5:00 PM Thursday, December 3, 2026**

Traverse City is an Equal Opportunity Employer