

Announcement No. 25-022

June 27, 2025

INTERNAL/EXTERNAL POSTING**PARKING SPECIALIST
PARKING SERVICES DEPARTMENT
GME Grade Classification 1**

Under the supervision of the Operations Supervisor, provide a variety of clerical and event support services for Parking Services Department. The Parking Specialist is the first contact person to customers visiting or calling the Parking office for various parking system operations. Work involves responsibility for calculating fees and collecting money in addition to cleaning and maintaining parking area. Work is performed independently, but is reviewed frequently. Effective July 1, 2025, the hourly wage will be \$22.23.

Competitive benefits package including the following: Defined benefit pension with a 1.5% multiplier & 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.

Education, Training and Experience:

- High School graduation or GED.

Licensing and Other Requirements:

- Valid Michigan Driver's License.
- Must be open to irregular work hours including early mornings, nights and weekends and some holidays.
- 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.

Skills and Abilities to:

- Ability to count money and make correct change.
- Skill in the operation of a computer and its software components, calculator, copier and other standard office equipment.
- Ability to communicate effectively, both orally and in writing; and to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the public.

TO BE CONSIDERED CANDIDATES MUST SUBMIT 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 Monday, July 7, 2025.**

Traverse City is an Equal Opportunity Employer