



Announcement No. 25-002

January 29, 2025

INTERNAL/EXTERNAL POSTING

PARKING SUPPORT SPECIALIST PARKING SERVICES DEPARTMENT GME Grade Classification 3

Under the supervision of the Operations Supervisor, provide a variety of clerical and event support services for Parking Services Department. The Parking Support Specialist is the first contact person to customers visiting or calling the Parking office for various parking system operations. Work includes managing the daily operations of the office, supporting staff, inventorying supplies, and preparing documents and reports. Work involves training of temporary, seasonal, and part-time staff. Starting wage is \$22.46 per hour.

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 diploma or equivalent.

Licensing and Other Requirements:

- Valid Michigan Driver's License.
- Must be open to irregular work hours including early mornings, nights and weekends. Summer availability between Memorial Day and Labor Day is required.
- 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:

- Knowledge of both the city ordinances and state statutes governing parking citations.
- Knowledge of departmental financials procedures and practices. Knowledge of accounting principles and practices.
- Knowledge of record-keeping, file maintenance, and modern office practices.
- Knowledge and adherence of City and Parking Services policies and procedures.

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 Wednesday February 5, 2025**.