Posted: 09/28/2026

Position Recruitment Notification
For Internal & External Candidates

Job Classification: Parking Compliance Specialist

Department/Division	Development Services
Employment Status:	Full-time
Annual Salary/Grade:	$22.00/hr. - $33.00/hr. +/- DOQ/Grade A
Anticipated Hiring Range:	$22.00/hr.
Hours:	Tuesday – Saturday 12:30pm to 8:30pm.
FLSA:	Non-Exempt
Union:	SEIU Local 73
Employment Commission:	N/A
Deadline for Application:	**Posted until filled, first review October 7, 2026**

POSITION SUMMARY:

This is a single class position under the supervision of higher level supervisory and management staff. This position will perform a variety of duties and responsibilities involved in the enforcement of Village parking regulations; and to provide general information and assistance to the public.

This position is scheduled Tuesday through Saturday from 12:30 PM to 8:30 PM. New hires will complete an initial training period scheduled Monday through Friday, with shifts either from 9:00 AM to 5:00 PM or 12:30 PM to 8:30 PM.

Possession of a High School diploma or equivalency to the completion of the twelfth grade and possession of a valid Illinois driver's license required.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link: Link to Apply

For additional information on the position visit our website at https://www.oak-park.us/your-government/human-resources-department. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.

PARKING COMPLIANCE SPECIALIST

Union: SEIU

FLSA: Non-exempt

Pay Grade: A

Hours: 37.5 per week

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of duties and responsibilities involved in the enforcement of Village parking regulations; and to provide general information and assistance to the public.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parking Enforcement Supervisor.

EXAMPLES OF DUTIES - Essential and other important duties and responsibilities may include, but are not limited to, the following:

Essential duties and responsibilities

1. Patrol Village streets in a vehicle to enforce parking and regulations applicable to the non-moving vehicles.
2. Issue non-moving traffic citations for violations observed including overtime parking and illegal parking.
3. Assist the public by providing directions and responding to questions and inquiries.
4. Report hazardous vehicles, expired registrations and needed street and sign repairs; report traffic accidents and other occurrences to Department staff or the Police Department.
5. Maintain daily supplies for patrolling assigned area; inspect assigned vehicle for needed maintenance.
6. Maintain a variety of accurate records related to citations; prepare related daily and monthly reports.

Other important responsibilities and duties:

1. Testify in court as needed; prepare documentation of court appearances.
2. Assist in identifying and removing abandoned vehicles.
3. Assist occasionally with Traffic Control.
4. Assist in the training of new Parking Enforcement Officers.
5. Identifying vehicles on the immobilization list and install immobilization devices on vehicle.
6. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Village parking and related ordinances is desirable.
- Illinois Motor Vehicle Code as it relates to non-moving traffic violations.
- Basic record keeping principles
- Safe driving practices.

Ability to:

- Ensure the best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
- Learn geography of assigned enforcement area.
- Enforce parking and traffic regulations in a firm but tactful manner.
- Work independently in the absence of supervision.
- Learn, understand and apply pertinent laws, codes and ordinances.
- Understand and follow oral and written instructions.
- Drive assigned vehicle in a safe manner.
- Communicate clearly and concisely, both orally and in writing.
- Work overtime as operations require.

- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Sitting for extended periods of time
- Operating assigned equipment.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Communicating with others
- Reading and writing
- Operating assigned equipment

Experience and Training Guidelines

Experience: General work experience involving public contact and parking enforcement is desirable.
AND

Training: High School diploma or equivalency to the completion of the twelfth grade **AND**

License or Certificate: Possession of a valid Illinois driver's license.

WORKING CONDITIONS

Travel from site to site in residential or commercial environment; work in inclement weather conditions.

Diversity Equity & Inclusion Statement

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.