

EMPLOYMENT OPPORTUNITY



Parking Enforcement Officer

Salary effective July 1, 2026

\$6,306 - \$7,665 monthly (DOE/DOQ)

ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2025-2026 of approximately \$193 million.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity!





TOGETHER
SAN RAFAEL

OUR VISION... where do we want to go
A citywide effort to improve service delivery
and make San Rafael a great place to work.

OUR MISSION... how do we get there
Bring together all City Employees to create, implement,
and celebrate innovative solutions to organizational and
community challenges.

Together San Rafael Guiding Principles

Together in Service

Foster teamwork by collaborating across departments and recognizing the value of diverse perspectives. Help others succeed by creating a supportive environment and always assuming positive intent in interactions.

Reimagine the Status Quo

Challenge norms by asking “why” and testing creative ideas to innovate and improve service delivery. Remember, just because we've always done something one way doesn't mean we should continue; think outside the box.

Start with Community Needs

Cultivate trust and design services with the community in mind. Convene and co-create solutions to better understand and address the needs of those we serve.

Practice Openness

Advocate for transparent, open communication while remaining curious and adaptable. Embrace change to enhance service delivery and drive improvement.

Find Something to Say Yes To

Encourage a positive and solution-oriented approach by taking risks and trying new approaches to solve problems. Embrace creativity and positivity to deliver exceptional customer experiences.

Be Mindful

Every interaction creates a meaningful story, stressing the importance of being considerate and thoughtful in actions and decisions. Serve with integrity and honor our role in responsibly managing public resources.

THE DEPARTMENT

The Parking Services Department is an integral part of life in San Rafael. Not only do our employees interact with people every day, but parking is part of the life blood of a city, and no city can be successful without sufficient parking capacity and a clear perspective on how best to manage it. The Parking Services Department supports the safe, efficient, and accessible use of public streets, parking facilities, and transportation infrastructure throughout the City. The department helps maintain traffic flow, promotes turnover in parking spaces to support local businesses, and ensures compliance with parking regulations.

The department also plays an important role in public safety and community quality of life by helping keep emergency access routes clear, improving parking availability, addressing citizen concerns, and supporting orderly use of public spaces.

THE POSITION

The Parking Enforcement Officer patrols assigned areas such as public parking lots or sections of the city to issue tickets to overtime parking violators, enforces parking laws and abandoned vehicle abatement program.



IDEAL CANDIDATE

The ideal candidate for the Parking Enforcement Officer position is dependable, observant, and committed to public service. They demonstrate strong interpersonal and communication skills while interacting professionally and respectfully with community members in a variety of situations. The candidate is comfortable working independently outdoors in all weather conditions and is capable of enforcing municipal parking regulations fairly, consistently, and with sound judgment.

A successful candidate possesses strong attention to detail and organizational skills, with the ability to accurately issue citations, maintain records, prepare reports, and enter data using handheld and computer-based systems. They are dependable, safety-conscious, and able to maintain professionalism while handling difficult situations.

CORE COMPETENCIES/HIGHLY DESIRABLE:

- Knowledge of parking regulations and municipal vehicle codes
- Enforcement and compliance monitoring
- Customer service and public relations
- Conflict resolution and de-escalation
- Written and verbal communication
- Attention to detail and accuracy
- Observation and situational awareness
- Computer proficiency
- Problem-solving and decision-making
- Integrity and professionalism



ESSENTIAL DUTIES AND RESPONSIBILITIES

This list is meant to be representative, not exhaustive. [CLICK HERE](#) for the full job spec.

- Issues parking citations using hand-held computers
- Enforces parking laws
- Enforces abandoned vehicle abatement program
- Prepares monthly statistical reports on activities
- Reports missing traffic signals or signs, or broken parking meters
- Chalks tires of vehicles parked in non-metered spaces, records time, and returns at specified intervals to ticket vehicles remaining in spaces illegally
- Marks and arranges for towing of abandoned or illegally parked vehicles or impounding of vehicles for outstanding tickets
- Receives and records complaints from citizens regarding illegally parked and abandoned vehicles
- Enters data into computer about abandoned and illegally parked vehicles
- Parking Services staff are typically scheduled Monday through Sunday between 6:00 a.m. and 6:00 p.m., working no more than 4 days per week and 37.5 hours per week.

EDUCATION AND EXPERIENCE

- High School Diploma or general education degree (G.E.D), OR
- One (1) to three (3) months related experience and/or training; OR
- Equivalent combination of education and experience.
- Valid driver's license



BENEFITS

This position is a regular position of the City's SEIU Local 1021 employee group and is eligible to receive benefits including but not limited to:

MEDICAL | City group health coverage, with the City paying a fixed dollar amount toward the cost of the monthly insurance premium: Employee only: \$998.00 | Employee plus one: \$1,995.00 | Family: \$2,520.00

DENTAL | Premium fully paid for employee *plus* eligible dependents.

VISION | Premium fully paid for employee.

VACATION LEAVE | 10 days annually, increases after 3 years of service

SICK LEAVE | 12 days annually

HOLIDAYS | 12 paid City holidays plus 1 floating holiday per year

BEREAVEMENT LEAVE | Up to 5 days paid leave

PAID PARENTAL LEAVE (if eligible) | Up to 300 hours paid leave. SEIU employees also contribute to State Disability Insurance (SDI)

END OF LIFE CARE LEAVE | Up to 80 hours paid leave

LIFE INSURANCE & AD&D | \$20,000 Life policy and \$20,000 AD&D policy

LONG TERM DISABILITY | 66.67% of salary, up to \$1,000 per month

RETIREMENT | Enrollment in the Marin County Retirement System (MCERA) pension plan, a defined benefit retirement program

- Tier 2 - hired on or after 7/1/2011: 2% @ 55, Average of 3 highest years
- Tier 3 PEPRA - hired on or after 1/1/2013: 2% @ 62, Average of 3 highest years

GYM MEMBERSHIP REIMBURSEMENT | Up to \$198 per year

BILINGUAL PAY (if eligible) | Up to \$250 per month

READY TO MAKE A DIFFERENCE? LEARN MORE AND APPLY TODAY!



[APPLY ON
CALOPPS](#)

[click here](#)



Apply by Friday, July 10, 2026 by 5 p.m., for first consideration.

- First panel interviews (in person): Wednesday, July 22nd
- Finalist interviews (in person): Tuesday, August 4th

Interview dates are firm - it is recommended that you plan your calendar accordingly

