



CITY OF PONCA CITY
City Administration

UPCOMING MEETINGS

TUESDAY, SEPTEMBER 22

Animal Control Board

City Hall, McFadden Room, 516 E. Grand, 5:30 p.m.

THURSDAY, SEPTEMBER 24

Historic Preservation

City Hall, Barnes Room, 516 E. Grand, 5:30 p.m.

PONCA CITY REGIONAL AIRPORT PROJECT TAKES OFF

The Ponca City Regional Airport has begun a \$8,073,665.00 project to construct a runway that can serve Ponca City and the surrounding area for many decades to come. Through a combination of FAA (Federal Aviation Administration) discretionary and supplemental funding and CARES Act funding, the project will be 100% funded by the FAA. This is one of the biggest single-phase general aviation airport projects ever in Oklahoma. The Ponca City Regional Airport has a \$10 million dollar annual economic impact to the area.

Runway 17-35 at Ponca City Regional Airport is concrete and 7,201 feet long. The south 4,800 feet of the runway is exhibiting D-Cracking, broken slabs, shattered slabs, corner breaks, corner spall, joint spall, longitudinal and transverse cracks, and general deterioration that requires the pavement to be reconstructed. Also, there are areas that are ponding water on the runway. Due to the distresses, the pavement is deteriorating rapidly, and generates a significant amount of foreign object debris that is a hazard to aircraft. The airport also experiences flooding and drainage issues during large rain events.

This project will reconstruct the south 4,800 feet of the Runway 17-35, 100 feet wide, with 14 inch concrete pavement. Over 100,000 cubic yards of existing pavement will be removed. The new 14 inch concrete pavement will support the large aircraft that use the airport. Drainage improvements will also be made by grading the airport to FAA standards. Over 150,000 cubic yards of dirt will be moved. This will alleviate flooding and drainage issues. In addition, new lighting will be installed and the pavement will be marked. Koss Construction Company is the contractor and the project length is 140 working days.

Enrique's Resturant will remain open throughout construction. Enrique's is open for dine in and curbside service 11:00 a.m. to 2:00 p.m. and 4:30 p.m. to 8:00 p.m. Monday through Thursday; 11:00 a.m. to 2:00 p.m. and 4:30 p.m. to 9:00 pm. on Friday; and 11:00 a.m. to 9:00 p.m. on Saturday.

Contact: Don Nuzum, Airport Manager, 767-0470.

CITY OF PONCA CITY
City Administration

HELP STOP THE SPREAD OF COVID-19

Close contact with other people increases the risk of exposure to COVID-19. In general, the more closely you interact with others and the longer that interaction, the higher the risk of COVID-19 spread. So, think about:

How many people will you interact with?

- Interacting with more people raises your risk.
- Being in a group with people who aren't social distancing or wearing masks increases your risk.
- Engaging with new people (e.g., those who don't live with you) also raises your risk.
- Some people have the virus and don't have any symptoms, and it is not yet known how often people without symptoms can transmit the virus to others.

Can you keep 6 feet of space between you and others? Will you be outdoors or indoors?

- The closer you are to other people who may be infected, the greater your risk of getting sick.
- Keeping distance from other people is especially important for people who are at higher risk for severe illness, such as older adults and those with underlying medical conditions.
- Indoor spaces are more risky than outdoor spaces where it might be harder to keep people apart and there's less ventilation.

What's the length of time that you will be interacting with people?

- Spending more time with people who may be infected increases your risk of becoming infected.
- Spending more time with people increases their risk of becoming infected if there is any chance that you may already be infected.

What makes activities safer?

Activities are safer if:

- You can maintain at least 6 feet of space between you and others. COVID-19 spreads easier between people who are within 6 feet of each other.
- They are held in outdoor spaces. Indoor spaces with less ventilation where it might be harder to keep people apart are more risky.
- People are wearing masks. Interacting without wearing masks also increases your risk.

Stay home if you are sick

If you have COVID-19, have symptoms consistent with COVID-19, or have been in close contact with someone who has COVID-19, it is important to stay home and away from other people. When you can leave home and be around others depends on different factors for different situations. Follow CDC's recommendations for your circumstances.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/deciding-to-go-out.html>



CITY OF PONCA CITY
City Administration

CENSUS 2020

You can still respond online to the 2020 Census even if you did not receive a letter or paper questionnaire. Go to my2020census.gov and select the link that says, "If you do not have a Census ID, click here." It is located below the Census ID login field. **The 2020 Census deadline has been shortened to September 30. Please fill out your census today and be counted. It only takes a few minutes and it means dollars for our community!** For more information, visit: www.2020census.gov

PONCA CITY FIRE DEPARTMENT
Fire Department

FIRE HYDRANT TESTING BEGINS SEPTEMBER 14

The Ponca City Fire Department began flow-testing and maintenance of fire hydrants in the southern areas of Ponca City on Monday, September 14. This hydrant testing project will last for approximately four weeks, with all hydrants south of Highland Avenue and Lake Road being tested. Maintenance will occur between the hours of 8:30 a.m. and 4:30 p.m. on the following days:

MONDAY – The area between the western city limit and Union Street

TUESDAY – The area between Union Street and 5th Street

WEDNESDAY – The area between 5th Street and 14th Street

THURSDAY – The area between 14th Street and the eastern city limit

Hydrant testing near your home may cause your tap water to be discolored. If discoloration is noticed, you should flow water from the faucets in your home until it becomes clear again. Water discoloration is not a health threat. However, water should be monitored before washing clothes because discolored water may stain clothing. Residents who live near area borders should also monitor their water on the days designated for testing in adjacent areas. Thankyou for your patience and understanding while we work to maintain a safe community.

Contact: Butch Herring, Fire Chief, 767-0368

MARLAND MANSION AND ESTATE
Marland Mansion

NEW WEBSITE LOOK!

The Marland story is fascinating and the Marland Mansion and Estate is an architectural wonder. It was designed and constructed as a showplace for pieces of fine art and in the process, it became a masterpiece in its own right. As you tour through the website, you will learn about the Marland family, the industry that made it all possible and the "oil boom-town" that rose from it all, Ponca City, Oklahoma. Visit: www.marlandmansion.com to explore the new website.

Contact: David Keathly, Marland Estate Manager, 767-0420

For more information on the City of Ponca City go to www.poncacityok.gov or Cable One Channel 56



GOLF NEWS

Lew Wentz Golf Course

MONDAY, SEPTEMBER 21

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, SEPTEMBER 22

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, SEPTEMBER 23

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433.

PARKS AND RECREATION NEWS

Ponca City Senior Center

TUESDAY, SEPTEMBER 22

Coloring, 12:30 p.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$3.00, Chicken and Noodles

WEDNESDAY, SEPTEMBER 23

Gingo, 12:30 p.m.

English As A Second Language, 5:00 p.m.

Senior Diner, 11:30 a.m., \$3.00, French Toast Deluxe

THURSDAY, SEPTEMBER 24

Row At A Time, 10:00 a.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$3.00, Chili

FRIDAY, SEPTEMBER 25

Ukulele Class, 12:30 p.m.

Senior Diner, 11:30 a.m., \$4.00, Shepherd Pie

PARKS AND RECREATION

RecPlex

WALKTOBER

Register today on the Walktober Facebook Page. Use the link, QR code, or search for “Walktober” on Facebook and look for the walking Ponca City.

All you need is five friends or co-workers, a team name, and some good walking (or running or dancing) shoes! Steps can be calculated from pedometers, fitness trackers, or the hand activity conversion chart you will receive before the challenge starts. We aren't picky, just get out there and get to steppin'!

Registration Link: <https://www.challengerunner.com/enroll/b5077c-2h62>



KIDS NIGHT OUT

What: Kids will be making Fall themed crafts, have use of the RecPlex facility including rock-wall and swimming pool, and some very cool treat-making including a caramel apple bar and muddy-buddy snacks!. The evening will end with a kid-friendly movie. Kids are welcome to bring blankets, pillows, and a bag with pajamas for a comfy night! Pizza and juice or water will be served for dinner at 6:00 p.m.

When: Saturday, September 19, 5:00 p.m. to 10:00 p.m.

Who: Ages 6 weeks to 12 years

How: Sign up online at www.poncacityok.gov/parksandrec-registration

PAINT NIGHT AT THE REC PLEX

What: Join us the on the 3rd Sunday of the month this Fall for Paint Night at the RecPlex. Regardless of skill level, with the expertise of instructor Destiny Rosato, you will be sure to create a masterpiece and have fun while doing it. Class size is limited, so sign up today.

When: 5:00 p.m. on September 20, October 18, and November 20

Who: Ages 12 and older, \$30.00 per session

How: Register online: www.poncacityok.gov/parksandrec-registration

SUNSET KAYAK TOURS AT LAKE PONCA

What: Have a beautiful evening in a Kayak on Lake Ponca.

When: September 23, 6:45 p.m., September 30 and October 7, 6:30 p.m., October 14 and 21, 6:15 p.m.

Who: Free for ages 50+, \$30.00 per tour

How: Register online: www.poncacityok.gov/parksandrec-registration

PARKS AND RECREATION

RecPlex

HOME SCHOOL PE

What: The RecPlex is offering an instructor led PE Class for homeschool and virtual school students.

When: Monday, Wednesday, and Friday from 1:30 p.m. to 3:00 pm, September 28 through November 20.

Who: 2nd – 6th Grade, Free for members, \$5.00 weekly for non-members

How: Register online: www.poncacityok.gov/parksandrec-registration.

ADULT FLAG FOOTBALL

What: Adult Flag Football is kicking off this fall with 5 on 5 teams.

When: Fridays, beginning October 2

Who: Ages 18 and older, \$200.00 per team

How: Register online: www.poncacityok.gov/parksandrec-registration.

ADULT VOLLEYBALL LEAGUE

What: The Fall League for Adult Co-Ed Volleyball begins October 6.

When: Tuesdays, 5:00 p.m. to 8:00 p.m., October 6 thru November 17

Who: Ages 18 and older, \$200.00 per team

How: Register online until September 30: www.poncacityok.gov/parksandrec-registration.

YOUTH BASKETBALL

What: Youth Basketball registration at the RecPlex is open.

When: PreK–2nd Grade for boys and girls will begin October 10, and 3rd–6th Grade will begin January 11, 2021.

Who: Boys and girls, Pre–K–2nd and 3rd–6th grade, \$35.00 for members, \$55.00 for non members

How: Pre–K–2nd, register online thru September 30 at: www.poncacityok.gov/parksandrec-registration
3rd–6th, register online thru November 2 at: www.poncacityok.gov/parksandrec-registration.

SAFESITTER BABYSITTING ESSENTIALS

What: The RecPlex is teaming up with Safesitter to help build a safer community by providing youth with the skills they need to be successful babysitters.

When: 5:00 p.m. to 7:30 p.m., October 16 and 9:00 a.m. to 12:00 p.m., October 17

Who: 6th – 8th grade students, \$55.00 members, \$75.00 non-members

How: Register online through September 30: www.poncacityok.gov/parksandrec-registration



PARKS AND RECREATION

RecPlex

AQUATIC FITNESS SCHEDULE - SEPTEMBER

MONDAYS

| | | |
|-------------------------|-----------------------|-------------|
| 8:15 a.m. to 9:00 a.m. | Water Aerobics | Lap Pool |
| 9:15 a.m. to 10:00 a.m. | Water Aerobics | Family Pool |

TUESDAYS

| | | |
|--------------------------|-----------------------|-------------|
| 8:15 a.m. to 9:00 a.m. | Water Aerobics | Lap Pool |
| 10:30 a.m. to 11:15 a.m. | Water Aerobics | Family Pool |

WEDNESDAYS

| | | |
|-------------------------|-----------------------|-------------|
| 8:15 a.m. to 9:00 a.m. | Water Aerobics | Lap Pool |
| 9:15 a.m. to 10:00 a.m. | Water Aerobics | Family Pool |
| 6:00 p.m. to 6:45 p.m. | Water Aerobics | Lap Pool |

THURSDAYS

| | | |
|--------------------------|-----------------------|-------------|
| 8:15 a.m. to 9:00 a.m. | Water Aerobics | Lap Pool |
| 10:30 a.m. to 11:15 a.m. | Water Aerobics | Family Pool |

FRIDAYS

| | | |
|-------------------------|-----------------------|-------------|
| 8:15 a.m. to 9:00 a.m. | Water Aerobics | Lap Pool |
| 9:15 a.m. to 10:00 a.m. | Water Aerobics | Family Pool |

SATURDAYS

| | | |
|--------------------------|-----------------------|----------|
| 10:00 a.m. to 10:45 a.m. | Water Aerobics | Lap Pool |
|--------------------------|-----------------------|----------|

Contact: Eric Newell, Parks and Recreation Director at 580-767-0430.



PARKS AND RECREATION

RecPlex

LAND FITNESS SCHEDULE – SEPTEMBER

MONDAYS

| | |
|--------------------------|-------------------------------|
| 5:15 a.m. to 6:00 a.m. | <i>Power Up</i> |
| 6:00 a.m. to 7:00 a.m. | <i>Fitness Boxing</i> |
| 8:15 a.m. to 9:15 a.m. | <i>AM Bootcamp</i> |
| 8:15 a.m. to 9:00 a.m. | <i>Body Sculpt</i> |
| 9:00 a.m. to 11:00 a.m. | <i>Pickleball</i> |
| 9:00 a.m. to 9:45 a.m. | <i>Refit</i> |
| 9:30 a.m. to 10:15 a.m. | <i>Chair Yoga</i> |
| 10:30 a.m. to 11:15 a.m. | <i>Silver Sneakers</i> |
| 11:30 a.m. to 12:15 p.m. | <i>Cycling</i> |
| 4:30 p.m. to 5:15 p.m. | <i>Cycling</i> |
| 5:30 p.m. to 6:30 p.m. | <i>Queenax</i> |
| 5:30 p.m. to 6:30 p.m. | <i>Cycle Sculpt</i> |
| 6:30 p.m. to 7:15 p.m. | <i>Yoga</i> |

TUESDAYS

| | |
|--------------------------|------------------------------|
| 8:15 a.m. to 9:15 a.m. | <i>Cardio Jam</i> |
| 8:30 a.m. to 9:15 a.m. | <i>Cycling</i> |
| 8:15 a.m. to 9:00 a.m. | <i>Power Up</i> |
| 9:30 a.m. to 10:15 a.m. | <i>Cardio Kickbox</i> |
| 10:30 a.m. to 11:15 a.m. | <i>Tai Chi</i> |
| 12:00 p.m. to 12:50 p.m. | <i>Yoga</i> |
| 4:30 p.m. to 5:15 p.m. | <i>Body Sculpt</i> |
| 5:30 p.m. to 6:30 p.m. | <i>PM Bootcamp</i> |
| 6:00 p.m. to 7:00 p.m. | <i>Pickleball</i> |

WEDNESDAYS

| | |
|--------------------------|-------------------------------|
| 5:15 a.m. to 6:00 a.m. | <i>Power Up</i> |
| 6:00 a.m. to 7:00 a.m. | <i>Fitness Boxing</i> |
| 8:15 a.m. to 9:15 a.m. | <i>AM Bootcamp</i> |
| 8:30 a.m. to 9:15 a.m. | <i>Cardio Kickbox</i> |
| 9:00 a.m. to 11:00 a.m. | <i>Pickleball</i> |
| 9:15 a.m. to 10:00 a.m. | <i>Pilates</i> |
| 9:30 a.m. to 10:15 a.m. | <i>Chair Yoga</i> |
| 10:30 a.m. to 11:15 a.m. | <i>Silver Sneakers</i> |
| 11:30 a.m. to 12:15 p.m. | <i>Cycling</i> |
| 11:30 a.m. to 12:15 p.m. | <i>Gentle Yoga</i> |
| 5:30 p.m. to 6:15 p.m. | <i>Queenax</i> |
| 5:30 p.m. to 6:30 p.m. | <i>PM Bootcamp</i> |
| 6:30 p.m. to 7:15 p.m. | <i>Yoga</i> |



PARKS AND RECREATION

RecPlex

LAND FITNESS SCHEDULE – SEPTEMBER (continued)

THURSDAYS

| | |
|--------------------------|------------------------------|
| 8:15 a.m. to 9:15 a.m. | <i>Cardio Jam</i> |
| 8:15 a.m. to 9:00 a.m. | <i>Power Up</i> |
| 8:30 a.m. to 9:15 a.m. | <i>Cycling</i> |
| 9:30 a.m. to 10:15 a.m. | <i>Cardio Kickbox</i> |
| 10:00 a.m. to 10:45 a.m. | <i>Queenax</i> |
| 10:30 a.m. to 11:15 a.m. | <i>Tai Chi</i> |
| 12:00 p.m. to 12:50 p.m. | <i>Yoga</i> |
| 4:30 p.m. to 5:15 p.m. | <i>Body Sculpt</i> |
| 5:30 p.m. to 6:30 p.m. | <i>PM Bootcamp</i> |

FRIDAYS

| | |
|--------------------------|-------------------------------|
| 5:15 a.m. to 6:00 a.m. | <i>Power Up</i> |
| 6:00 a.m. to 7:00 a.m. | <i>Fitness Boxing</i> |
| 8:15 a.m. to 9:15 a.m. | <i>AM Bootcamp</i> |
| 8:30 a.m. to 9:15 a.m. | <i>Cardio Kickbox</i> |
| 9:00 a.m. to 11:00 a.m. | <i>Pickleball</i> |
| 9:20 a.m. to 10:15 a.m. | <i>Yoga</i> |
| 10:30 a.m. to 11:15 a.m. | <i>Silver Sneakers</i> |
| 11:30 a.m. to 12:15 p.m. | <i>Cycling</i> |

SATURDAYS

| | |
|--------------------------|------------------------------|
| 8:15 a.m. to 9:15 a.m. | <i>Cycling</i> |
| 9:00 a.m. to 10:00 a.m. | <i>Power Yoga</i> |
| 10:00 a.m. to 10:45 a.m. | <i>Cardio Kickbox</i> |



HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$38,780.56 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care, and triage. The position of firefighter has a starting annual base wage of \$38,780.56 plus EMT educational pay with certification incentives depending on licensure levels. Must possess current EMT certification.

Contact Fire Administration at 580-767-0368 for information on how to become a part of our candidate pool. Until further notice all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Division Chief Jerry Burtner for schedule times at 580-767-0368.

PATROL OFFICER

Salary: \$21.04 NON-CLEET certified (\$43,771.96 annually)
\$21.89 CLEET certified (\$45,522.84 annually) Open until filled 2016-051

GENERAL JOB DESCRIPTION:

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at 580-767-0375 for details.

1. Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
2. Patrol assigned area of City and enforces state and federal laws and City ordinances.
3. Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
4. Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
5. Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
6. Speak before citizen's groups and participate in various training sessions.
7. In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:

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|--|-------------------------------|
| Associate's Degree or 1000 hours of training | \$35.00 (\$910.00 annually) |
| Bachelor's Degree or 1500 hours of training | \$60.00 (\$1,560.00 annually) |
| Master's Degree or 2000 hours of training | \$75.00 (\$1,950.00 annually) |

ACCOUNT BILLING CLERK I - CASHIER

Salary: \$14.33-\$15.05 HR Open until filled 2020-35

GENERAL JOB DESCRIPTION:

Performs a variety of clerical accounting duties involving taking payments for utility bills and other City departments. Responsible for accurate data entry. Perform a variety of technical tasks accurately relative to assigned area of responsibility.

COMMUNICATION OFFICER – 911

Salary: \$15.58 HR Open until filled 2019-43

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police, and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record, and disseminate information.

CONCESSION-CASHIER PERSONNEL AT WENTZ GOLF COURSE – PART-TIME

Salary: \$7.25 HR Open until filled 2018-31

GENERAL JOB DESCRIPTION:

To wait on the public for food and drink and maintain the concession area at Wentz Golf Course.

FIBER FIELD TECHNICIAN

Salary: \$23.50-32.40 HR Open until filled 2020-31

GENERAL JOB DESCRIPTION:

Will maintain equipment sites, fiber transport systems, digital cross connect systems, large layer 2 transport and access networks, Routers/Firewalls, wireless broadband systems and all other equipment associated with access networks and interoffice transport.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute, and instruct fitness programs.

FRONT DESK ATTENDANT/OPENER – RECPLEX – PART-TIME

Salary: \$8.00-\$10.00 HR Open until filled 2019-51

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational supervisory work involving building operation, janitorial, and maintenance duties.

GIFT SHOP ATTENDANT – MARLAND MANSION – PART-TIME

Salary: \$10.00-\$10.50 HR Open until filled 2020-34

GENERAL JOB DESCRIPTION:

Will conduct tours occasionally. Will greet and assist visitors entering the Mansion or Marland’s Grand Home including working in the gift shop, perform custodial functions in the museum and perform a variety of tasks relative to assigned area of responsibility.



JAILER/BOOKING OFFICER – POLICE

Salary: \$15.76 HR Open until filled 2020-19

GENERAL JOB DESCRIPTION:

To maintain the immediate security, care, and control of prisoners and the Ponca City jail structure.

KIDZONE CHILD CARE WORKER – PART-TIME – RECPLEX

Salary: \$8.00 HR Open until filled 2019-38

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children in the nursery- KIDZONE by providing a safe and fun filled experience.

LABORER – GOLF COURSE – PART-TIME/SEASONAL

Salary: \$7.25 HR Open until filled 2018-11

GENERAL JOB DESCRIPTION:

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping, and other related duties.

LIFEGUARD – RECPLEX

Salary: \$9.00 HR Open until filled 2020-8

GENERAL JOB DESCRIPTION:

The duties of a lifeguard: help prevent accidents and enforce all pool rules and regulations, in and out of the water. Must have a current (A) Lifeguard Training Certificate, (B) First Aid and (C) Adult/Infant CPR.

MAINTENANCE WORKER II– PARKS AND RECREATION

Salary: \$13.83-\$16.78 HR Open until filled 2020-32

GENERAL JOB DESCRIPTION:

Will maintain City and Park facilities by performing skilled and semi-skilled work in a team environment.

OPERATIONS ASSISTANT – MARLAND MANSION

Salary: \$11.63-\$12.24 HR Open until filled 2020-33

GENERAL JOB DESCRIPTION:

Will perform a wide variety of clerical duties and be familiar with general office procedures. Prepare paper work for personnel information and payroll. Serve as events coordinator for the Marland Mason and Marland Grand home. Must be able to work flexible hours, have excellent customer service skills to work with the public and volunteers.

PAYROLL CLERK/POLICE ANALYST – POLICE DEPARTMENT

Salary: \$16.33-\$17.15 HR Open until filled 2020-36

GENERAL JOB DESCRIPTION:

The Payroll Clerk / Police Analyst is responsible for the processing, recording, documentation, and submittal of all payroll records for the Police Department, E911, and Emergency Management employees, as well as collection and analysis of a variety of law enforcement data. The Payroll Clerk / Police Analyst will also be responsible for preparing and presenting reports, recommendations and conclusions for appropriate dissemination.

Contact: Terry Brown, Human Resources Director, 580-767-0323

For more information on the City of Ponca City go to www.poncacityok.gov or Cable One Channel 56



HEALTHY RESOURCES

*As an advocate of Certified Healthy Oklahoma,
the City of Ponca City participates in the Kay County Healthy Living Coalition.*

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|--|-----------------------------------|
| Cimarron Transit..... | 718-0444 |
| Kay County Healthy Living Coalition..... | 765-2476 |
| National Highway Traffic Safety Administration Child Car Seat Inspections (Appointment Only) | |
| Kay County Health Department..... 433 Fairview | 762-1641 |
| Ponca City Fire Department | 500 E. Grand 767-0368 |
| Oklahoma Domestic Abuse & Sexual Assault Safeline | 800-522-SAFE (800-522-7233) |
| Oklahoma Tobacco Hotline | 800-QUIT-NOW (800-784-8669) |
| Pharmaceutical Take-Back Location-Oklahoma Bureau of Narcotics | |
| Ponca City Police Department | 200 E. Oklahoma 767-0370 |
| Problem Gambling Hotline | 800-522-4700 |
| Recreation | |
| Lew Wentz Golf Course | 2928 LA Cann Drive 767-0433 |
| Ponca City RecPlex | 1604 W. Grand 767-0430 |
| Ponca City Senior Center | 319 W. Grand 763-8051 |
| Suicide Prevention..... | 800-SUICIDE and 800-273-TALK |