



CITY OF PONCA CITY
City Administration

UPCOMING MEETINGS

MONDAY, OCTOBER 19

Board of Commissioners Work Session

City Hall, Commission Chamber, 516 E. Grand, 2:00 p.m.

THURSDAY, OCTOBER 22

Historic Preservation

City Hall, Commission Chamber, 516 E. Grand, 4:00 p.m.

EMERGENCY MANAGEMENT NEWS
Ponca City Emergency Management

FREE DRIVE-THRU FLU SHOTS OCTOBER 23 AND 30

Kay County Health Department will have a FREE Drive-thru Flu Shot events on Friday, October 23 and 30, 8:00 a.m. to 4:00 p.m. at the RecPlex for ages 12 and older. Shots will be given BY APPOINTMENT ONLY, so please call 580-762-1641 to make your appointment.

CDC: THIS SEASON A FLU VACCINE IS MORE IMPORTANT THAN EVER!

Getting a flu vaccine is more important than ever during 2020-2021 to protect yourself, your family and your community from flu. A flu vaccine this season can also help reduce the burden on our healthcare systems responding to the COVID-19 pandemic and save medical resources for care of COVID-19 patients. It takes about two weeks after vaccination for antibodies to develop in the body and provide protection against influenza virus infection. That's why it's best to get vaccinated before influenza viruses start to spread in your community.

For more information: <https://www.cdc.gov/flu/prevent/keyfacts.htm> or

CITY OF PONCA CITY
Ponca City Emergency Management

WHEN YOU CAN BE AROUND OTHERS AFTER YOU HAD OR LIKELY HAD COVID-19

If you have or think you might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.

At this time, the CDC has limited information about reinfections with the virus that causes COVID-19. This is a new virus, and the CDC is actively working to learn more. The CDC will provide updates as they become available. Data to date show that a person who has had and recovered from COVID-19 may have low levels of virus in their bodies for up to 3 months after diagnosis. This means that if the person who has recovered from COVID-19 is retested within 3 months of initial infection, they may continue to have a positive test result, even though they are not spreading COVID-19.

There are no confirmed reports to date of a person being reinfected with COVID-19 within 3 months of initial infection. However, additional research is ongoing. Therefore, if a person who has recovered from COVID-19 has new symptoms of COVID-19, the person may need an evaluation for reinfection, especially if the person has had close contact with someone infected with COVID-19. The person should isolate and contact a healthcare provider to be evaluated for other causes of their symptoms, and possibly retested.

The CDC recommends that all people, whether or not they have had COVID-19, take steps to prevent getting and spreading COVID-19. Wash hands regularly, stay at least 6 feet away from others whenever possible, and wear masks.

You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note: these recommendations **do not** apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised). People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared. Persons who are severely immunocompromised may require testing to determine when they can be around others. Talk to your healthcare provider for more information. If testing is available in your community, it may be recommended by your healthcare provider. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

Your doctor may work with an infectious disease expert or your local health department to determine whether testing will be necessary before you can be around others.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>

CITY OF PONCA CITY
Ponca City Emergency Management

HALLOWEEN SAFETY

Children are more than twice as likely to be hit by a car and killed on Halloween than on any other day of the year. To help ensure adults and children have a safe holiday, the American Academy of Pediatrics has compiled a list of Halloween safety tips:

- First and foremost, follow the Centers for Disease Control and Prevention’s guidelines to ensure your celebrations are safe.
- Plan costumes that are bright and reflective.
- Make sure that shoes fit well and that costumes are short enough to prevent tripping, entanglement, or contact with flame.
- All costumes, wigs, and accessories should be fire-resistant
- If children are allowed out after dark, fasten reflective tape to costumes and bags or use glow sticks
- When buying Halloween makeup, make sure it is nontoxic and always test it in a small area first
- Remove all makeup before children go to bed to prevent skin and eye irritation
- Avoid any sharp or long swords, canes, or sticks as a costume accessory. Your child can easily be hurt by these accessories if he or she stumbles or trips.
- Do not use decorative contact lenses without an eye examination and a prescription from an eye care professional. While the packaging on decorative lenses will often make claims such as “one size fits all,” or “no need to see an eye specialist,” obtaining decorative contact lenses without a prescription is both dangerous and illegal.
- Always accompany young children on their neighborhood rounds. If your older children are going alone, plan and review the route that is acceptable to you. Agree on a specific time when they should return home and obtain flashlights with batteries for everyone.
- Only go to homes with a porch light on.
- Never enter a home or car for a treat. Notify law enforcement authorities immediately about of any suspicious or unlawful activity.
- Review with children how to call 9-1-1 if they have an emergency or become lost or prone to wander.
- Know how to reduce your child's risk of a pedestrian injury:
 - Stay in a group and communicate where they will be going.
 - Remember reflective tape for costumes and trick-or-treat bags.
 - Carry a cell phone for quick communication.
 - Remain on well-lit streets and always use the sidewalk.
 - If no sidewalk is available, walk at the far edge of the roadway facing traffic.
 - Never cut across yards or use alleys.
 - Only cross the street as a group in established crosswalks.
 - Never cross between parked cars or out of driveways.
 - Don't assume the right of way. Motorists may have trouble seeing trick-or-treaters. Just because one car stops, doesn't mean others will!
- For anyone who plans to be on the road during trick-or-treat hours:
 - Watch for children walking on roadways, medians, and curbs
 - Enter and exit driveways and alleys carefully
 - At twilight and later in the evening, watch for children in dark clothing
 - Discourage new, inexperienced drivers from driving on Halloween

<https://www.nsc.org/home-safety/tools-resources/seasonal-safety/autumn/halloween>

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

MARLAND ESTATE & THE MARLAND GRAND HOME NEWS
Marland Mansion and The Marland Grand Home

E.W. MARLAND IN POLITICS EXHIBIT NOW OPEN

The new “E.W. Marland in Politics” exhibit is now on display at the Marland Grand Home! During the decade of the 1930’s, Oklahoma Oil Baron, E. W. Marland, contributed to the political climate of Oklahoma. He first served as a state representative to the U.S. Congress, and then served as Oklahoma’s 10th Governor. The Marland Grand Home is currently exhibiting a temporary display reflecting these years of service. The exhibit will be available October, 2020 to January 2021, Tuesday thru Saturday, 10:00 a.m. to Noon, and 1:00 p.m. to 5:00 p.m.

Contact: Jayne Detten, Marland Mansion and Marland’s Grand Home Assistant Director, 767-0427

GOLF NEWS

Lew Wentz Golf Course

MONDAY, OCTOBER 19

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

TUESDAY, OCTOBER 20

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

WEDNESDAY, OCTOBER 21

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, OCTOBER 20

Color Me Calm, 12:30 p.m.

Line Dance, 2:00 p.m.

Senior Diner, 11:30 a.m., \$3.00, Ham and Beans

WEDNESDAY, OCTOBER 21

Movie, 12:30 p.m.

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

Senior Diner, 11:30 a.m., \$3.00, Pancakes, Eggs, and Bacon

THURSDAY, OCTOBER 22

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

Line Dance, 2:00 p.m.

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

FRIDAY, OCTOBER 23

Ukulele Class, 12:30 p.m.

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

SENIOR DINER

The Senior Diner is open for meals on-site and drive-thru, and reservations are REQUIRED for both. Drive-thru meals can be picked up at 11:45 a.m. When preparing the meals, the Senior Diner must have an exact number of attendees to avoid waste. As a reminder, Seniors 90 and over can order meals for \$2.00 through December. Call 580-763-8051 for reservations.

Temperatures are taken as everyone enters the facility, and the staff sanitizes the building throughout the day.

Contact: Marie Trenary, Senior Specialist, 763-8051

PARKS AND RECREATION

RecPlex

KIDS NIGHT OUT

What: Your kids will enjoy this 5-hour fun-filled night, while you are enjoying some free time. The Recplex will provide, pizza, crafts, a movie, and lots of fun for all.

When: Friday, October 17, 5:00 p.m. to 10:00 p.m.

Who: Ages 6 weeks to 12 years, \$35.00

How: Register online thru October 17: www.poncacityok.gov/parksandrec-registration.

PAINT NIGHT AT THE RECPLEX

What: Join us the 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.

When: October 18, and November 15, 5:00 p.m.

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

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

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, through November 20.

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

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

YOUTH BASKETBALL

What: Youth Basketball at the RecPlex.

When: Monday, Wednesday, and Friday, 5:00 p.m. to 8:00 p.m., beginning January 11, 2021

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

How: Register online thru November 2 at: www.poncacityok.gov/parksandrec-registration.

MOONLIGHT TURKEY TROT

What: The Moonlight Turkey Trot is back! Enjoy an evening walking/running on the new Lake Ponca Walking Trail. T-shirt and glow necklaces included with entry. This is always a fun event with no timer.

When: Tuesday, November 24, 7:00 p.m.

Who: All ages: Adults \$35.00, Youth, \$15.00

How: Register online thru November 6: www.poncacityok.gov/parksandrec-registration.

CRAFTS FAIR

What: 2020 Holiday Craft Fair Expo at the RecPlex.

When: November 14 and 15, 8:00 a.m. to 4:00 p.m.

Who: All ages, \$30.00 (\$20.00 additional charge for electricity-limited availability)

How: Register online thru November 6 at: www.poncacityok.gov/parksandrec-registration.

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



PARKS AND RECREATION

RecPlex

AQUATIC FITNESS SCHEDULE - OCTOBER

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

9:00 a.m. to 9:45 a.m.	Water Aerobics	Lap Pool
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Contact: Eric Newell, Parks and Recreation Director at 580-767-0430.

PARKS AND RECREATION

RecPlex

LAND FITNESS SCHEDULE – OCTOBER

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>PM Bootcamp</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 – OCTOBER (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:

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)

AQUATICS & FITNESS SUPERVISOR

Salary: \$42,696.00- \$50,223.00 annually Open until filled 2020-39

GENERAL JOB DESCRIPTION:

This person will supervise, assign and review the work of staff responsible for administering recreation fitness programs, operating the three (3) pools operated by the City (Wentz, AMBUC, and RecPlex) and community special events; and oversee and participate in all work activities; and will perform a variety of technical tasks 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.

FINANCE DIRECTOR/CITY CLERK

Salary: \$80,000-\$105,000 ANNUALLY Open until filled 2020-41

GENERAL JOB DESCRIPTION:

This position plans, directs, and manages the activities and operations of the Finance Department, Accounting Department, Utility Billing Department, Municipal Court Department and will serve as the City Clerk. Also, the person will provide and coordinate complex staff assistance and training to others in addition to providing professional advice to the Mayor, City Commission, City Manager, the other City Departments, and outside agencies. This position forecasts, prepares, and implements the City budget.

The successful applicant should have a Bachelor’s Degree with major course work in Finance, Accounting, Public Administration or a related field, and have about six years of increasingly responsible experience in those areas with several years of experience in administration and supervision.

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.

LIBRARY CLERK – PART-TIME

Salary: \$8.00 HR Open until filled 2020-37

GENERAL JOB DESCRIPTION:

This clerical position works directly with the public at one of five service desks. The Library Clerk works flexible hours, including days, evenings and weekend hours. This basic library position is employed throughout the Library in Reference, Circulation, Multi-Media and the Technology Center as needed.

LIFEGUARD

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 II – STREET DEPARTMENT

Salary: \$13.83-\$18.02 HR Open until filled 2020-43

GENERAL JOB DESCRIPTION:

To perform semi-skilled and skilled work in the construction, maintenance and related service activities related to City streets.

MAINTENANCE WORKER I – WATER DISTRIBUTION/WASTEWATER COLLECTION

Salary: \$12.22-\$15.72 HR Open until filled 2020-42

GENERAL JOB DESCRIPTION:

To perform semi-skilled and skilled work in the construction, maintenance, and related service activities related to the Water Distribution and Wastewater Collection Systems.

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.

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

HEALTHY RESOURCES

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

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