



**CITY OF PONCA CITY**  
**City Administration**

**CITY OF PONCA CITY TO OBSERVE MEMORIAL DAY**

**Residential Refuse** WILL NOT BE PICKED UP on Monday, May 28, and WILL RESUME on Tuesday, May 29.

Contact: Tim McNew, Solid Waste Superintendent, at 767-0454.

The **Recycling Center** will be CLOSED on Monday, May 28, and will REOPEN on Tuesday, May 29.

Contact: Tim McNew, Solid Waste Superintendent, at 767-0454.

The **Landfill** will be CLOSED on Monday, May 28, and will REOPEN on Tuesday, May 29.

Contact: Tim McNew, Solid Waste Superintendent, at 767-0454.

The **Ponca City Library** will be CLOSED on Saturday, May 26 through Monday, May 28, and will REOPEN on Tuesday, May 29.

Contact: Holly LaBossiere, Library Director, at 767-0345.

**Marland's Grand Home** will be CLOSED on Sunday, May 27, and Monday, May 28, and will REOPEN on Tuesday, May 29.

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

**Marland Mansion and Estate** will be CLOSED on Monday, May 28, and will REOPEN on Tuesday, May 29.

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

**Lew Wentz Golf Course** will be OPEN on Monday, May 28.

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

The **Senior Center** WILL BE CLOSED on Monday, May 28, and will REOPEN on Tuesday, May 29.

Contact Marie Trenary, Senior Specialist, 763-8051

**UPCOMING MEETINGS**

Thursday, May 24

**Tourism Board**, Chamber of Commerce Board Room, 420 E. Grand, 8:00 am

**Historic Preservation Advisory Panel**, City Hall, B.S. Barnes Room, 516 E. Grand, 4:00 pm

**HEALTHY RESOURCES**

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

<b>Cimarron Transit</b> .....	718-0444
<b>Kay County Healthy Living Coalition</b> .....	765-2476
<b>National Highway Traffic Safety Administration Child Car Seat Inspections</b> (Appointment Only)	
Kay County Health Department.....	433 Fairview.....762-1641
Ponca City Fire Department .....	500 E. Grand ..... 767-0368
<b>Oklahoma Bureau of Narcotics Pharmaceutical Take-Back Location...</b>	
Ponca City Police Department .....	200 E. Oklahoma.....767-0370
<b>Oklahoma Domestic Abuse &amp; Sexual Assault Safeline</b> .....	800-522-SAFE (800-522-7233)
<b>Oklahoma Tobacco Hotline</b> .....	800-QUIT-NOW (800-784-8669)
<b>Prescription Drugs Safe Storage &amp; Proper Disposal Guidelines</b> .....	<a href="http://www.TakeAsPrescribed.org">www.TakeAsPrescribed.org</a>
<b>Problem Gambling Hotline</b> .....	800-522-4700
<b>Recreation</b>	
Lew Wentz Golf Course .....	2928 LA Cann Drive.....767-0433
Parks and Recreation Department .....	905 W. Hartford.....767-0430
Ponca City Aquatic & Family Center-YMCA .....	1604 W. Grand.....765-5417
Ponca City Senior Center .....	319 W. Grand.....763-8051
<b>Suicide Prevention Lifeline</b> .....	800-273-TALK (800-273-8255)

**PARKS AND RECREATION NEWS**

***Park Maintenance***

ADA accessible playground routes at Dan Moran Park and Attucks Park are currently under construction. Therefore, both playground areas within these parks will be closed until construction is completed. The project completion date for both of these projects is July 12. Splash Pads at both parks will remain open during construction.

REMINDER: Stay out of construction zones for your safety.

During this time, citizens are encouraged to visit one of the many other playgrounds around town such as Liberty Park, McGraw Park, Garfield Park, and/or AMBUC Park.

Contact: Eric Newell, Park and Recreation Director, 767.0430.

## PARKS AND RECREATION NEWS

### Recreation

#### UPCOMING EVENTS

##### Monday, May 21

- **Indoor Walking**, Unity Gym, 7:00-11:00 am
- **Pickleball**, Unity Gym , 9:30-11:30 am, No Fee
- **Jazzercise**, Unity Gym, 5:30-6:30 pm, Class Fee: \$40/month, Instructor: Yolanda Trant

##### Tuesday, May 22

- **Fitness for Health**, Unity Gym, 5:30-6:30 am, Class Fee: \$35/month or \$5/class, Instructor: Colleen Walker
- **Indoor Walking**, Unity Gym, 7:00-11:00 am
- **Zumba**, Unity Gym, 5:30-6:30 pm, Class Fee: \$5, Instructor: Nicole Chandler

##### Wednesday, May 23

- **Indoor Walking**, Unity Gym, 7:00-11:00 am
- **Pickleball**, Unity Gym , 9:30-11:30 am, No Fee
- **Jazzercise**, Unity Gym, 5:30-6:30 pm, Class Fee: \$40/month, Instructor: Yolanda Trant

##### Thursday, May 24

- **Fitness for Health**, Unity Gym, 5:30-6:30 am, Fee: \$35/month or \$5/class, Instructor: Colleen Walker
- **Indoor Walking**, Unity Gym, 7:00-11:00 am
- **Zumba**, Unity Gym, 5:30-6:30 pm, Class Fee: \$5, Instructor: Nicole Chandler
- **Pickleball**, Unity Gym , 6:45-8:45 pm, No Fee

##### Friday, May 25

- **Indoor Walking**, Unity Gym, 7:00-11:00 am
- **Pickleball**, Unity Gym , 9:30-11:30 am, No Fee

##### Tuesday, June 5

- **Youth Fishing Clinic** Register at [poncacityok.gov](http://poncacityok.gov) or inperson at 905 W. Hartford
- **Sand Volleyball League**, Lake Ponca, 6:00-9:00 pm, Fee: \$50/team, ages 18+  
Format will be 4 players on the court: two males and two females.

##### Thursday, June 16

- **Mud Volleyball Tournament**, Lake Ponca, Fee: \$40/team

##### Saturday, June 23

- **Youth Triathlon**, Lake Ponca and Wentz Camp, 8:00 am-12:00 pm

Contact Terri Sherbon, Park and Recreation Department, 767-0432

For more information on the City of Ponca City go to [www.poncacityok.gov](http://www.poncacityok.gov) or Cable One Channel 56



## **PARKS AND RECREATION NEWS**

### ***Ponca City Senior Center***

#### **UPCOMING EVENTS**

##### **Friday, May 18**

- ***Row at a Time***, 10:00 am
- ***Bingo***, 12:30 pm
- ***Pitch and Games***, 5:00 pm

##### **Monday, May 21**

- ***Tai Chi/Cardio***, 9:30 am
- ***Bridge I***, 12:30 pm
- ***Bridge II***, 1:00 pm
- ***Cookie Talk***, 1:00 pm
- ***Color Me Calm***, 1:00 pm

##### **Tuesday, May 22**

- ***Domino Tournament***, 9:30 am
- ***Choir***, 1:30 pm @ Renaissance
- ***Mid Steppers Line Dance***, 2:30 pm

##### **Wednesday, May 23**

- ***Tai Chi/Cardio***, 9:30 am
- ***Bridge I***, 12:30 pm
- ***ESL***, 5:00 pm

##### **Thursday, May 24**

- ***Advanced Line Dance***, 1:00 pm
- ***Wood Carver***, 1:00 pm
- ***Beginners Line Dance***, 3:00 pm
- ***Alzheimer Support Group***, 6:00-8:00 pm

##### **Friday, May 25**

- ***Row at a Time***, 10:00 am
- ***Movie Time on the Big Screen***, 12:30 pm
- ***Bunco/Pitch***, 5:00 pm

Contact: Marie Trenary, Senior Citizens Program Specialist, 763-8051

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## LIBRARY NEWS

*Ponca City Library*

### UPCOMING PROGRAMS

Saturday, May 19

***Touch-A-Truck***

09:30 am–12:00 pm

Looking for something to do with the entire family on Saturday? Kids can explore the many vehicles that help our community to make it a better world. The local fire department will be giving away free smoke detectors, and this year we are taking early registration sign-ups for the Summer Reading Program. The Bat mobile will also be at Touch-A-Truck this year. Parents can join the fun too!

Monday, May 21

***Book Club:*** Killers of the Flower Moon

4:00-5:00 pm, Ages 16 and older

A limited amount of books available that can be picked up at the reference desk. Light refreshments served.

Wednesday, May 23

***Story time and Craft***

11:00-12:00 pm, Ages 0-6

1:00 – 2:00 pm, Ages 0-6

Enjoy a fun singing exercise and then embark on an enchanting storybook read by the Children's Librarian followed by a unique craft.

Friday, May 25

***Lapsit Story time***

11:00-11:30 am, Ages 0-6

Lapsit Storytime is geared towards toddlers under the age of 2 to help with early literacy skills.

Contact: Holly LaBossiere, Library Director, 767-0345



**HUMAN RESOURCES NEWS**  
*Human Resources Department*

**OPEN POSITIONS**

**CART BARN ATTENDANT AT WENTZ GOLF COURSE**

Salary: \$ 7.25 Open until filled

**GENERAL JOB DESCRIPTION:**

Wait on the public for all golfing needs and maintain the pro shop, front entrance, golf carts, and cart barn area at Low Wentz Golf Course.

**COMMUNICATION OFFICER**

Salary: \$14.82 Open until filled

**GENERAL JOB DESCRIPTION:**

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.

**FIREFIGHTER**

Salary: \$14.23 (\$36, 914.70 annual) Open until filled

**GENERAL JOB DESCRIPTION:**

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 handling and care, and triage.

Testing will be April 21, 2018 at Fire Station #1 at 500 E. Grand Avenue. The exam will begin at 9:00 am with no admittance after that time. Please notify Fire Department Administration of your intent to participate at 580-767-0368 during normal business hours (8am-5pm, Monday through Friday) or email [fire@poncacityok.gov](mailto:fire@poncacityok.gov).

**LABORER - GOLF COURSE PART-TIME/SEASONAL**

Salary: \$ 7.25 HR Open until filled

**GENERAL JOB DESCRIPTION:**

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

**MAINTENANCE FOREMAN - WATER PRODUCTION**

Salary: \$20.95 - \$22.20 hourly rate Open until filled

**GENERAL JOB DESCRIPTION:**

Working foreman, with maintenance and repair of plant equipment, including water wells, surface water facilities, booster pumps and high distribution pumps

**MAINTENANCE WORKER I - STREET**

Salary: \$12.50 Open until filled

**GENERAL JOB DESCRIPTION:**

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

**MAINTENANCE WORKER I - W DIST/WW COLL**

Salary: \$15.08 Open until filled

**GENERAL JOB DESCRIPTION:**

Perform semi-skilled and skilled work in the construction, maintenance and related service activities related to the Water and/or Wastewater Treatment Plants and the Water Distribution and Wastewater Collection systems.

**MAINTENANCE WORKER II FUELING OPERATIONS - AIRPORT - PART TIME**

Salary: \$12.00 Open until filled

**GENERAL JOB DESCRIPTION:**

Perform semi-skilled and skilled work in the construction, maintenance and related service activities related to the airport. Must be available to work weekends.

**MARLAND MANSION CUSTODIAN – PART-TIME**

Salary: \$10.00 Open until filled

**GENERAL JOB DESCRIPTION:**

Must be able to perform general custodial duties at the Mansion.

**PARK MAINTENANCE I**

Salary: \$12.50 - \$13.13 Open until filled

**GENERAL JOB DESCRIPTION:**

Perform semi-skilled and skilled work in the construction, maintenance and related service activities related to Parks.

**PARK MAINTENANCE II - PARK DEPARTMENT**

Salary: \$ 15.21 - \$15.97 Open until filled

**GENERAL JOB DESCRIPTION:**

Perform semi-skilled and skilled work in the construction, maintenance and related service activities related to Parks.

**PARK MAINTENANCE WORKER PART TIME/SEASONAL**

Salary: \$ 7.50 HR Open until filled

**GENERAL JOB DESCRIPTION:**

Assist in the maintenance of parks, grounds, planting beds, and gardens.

**PATROL OFFICER**

Salary: \$19.52 non CLEET certified (\$40,597.03 annually) Open until filled  
\$20.39 CLEET certified (\$42,415.03 annually)

**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.



**PRO SHOP ATTENDANT - PART-TIME**

Salary: \$ 7.25 Open until filled

**GENERAL JOB DESCRIPTION:**

Wait on the public for all golfing needs and maintain the pro shop area at Lew Wentz Golf Course.

**SECRETARY TO THE CITY MANAGER - CITY MANAGER**

Salary: \$ 16.77 - \$ 22.00 Open until filled

**GENERAL JOB DESCRIPTION:**

This is an advanced administrative position. Assignments require independent judgment and involve high-level interactions with executive management and elected officials. Typical job duties include, compiling information for reports; preparing, editing, and proofreading correspondence, agendas, and documents; relaying information to department managers and ensuring follow-up; assessing purpose of phone, email, mail and visitor inquires to determine urgency of request and direct to the appropriate contact; maintaining confidential records, prioritizing matters needing attention, exercises discretion and makes independent decisions on how the work is accomplished.

**SENIOR TREATMENT PLANT MECHANIC – WASTEWATER TREATMENT**

Salary: \$ 21.44 - \$ 22.51 Open until filled

**GENERAL JOB DESCRIPTION:**

To lead, oversee, and participate in the more complex and difficult work of staff responsible for performing preventative maintenance and mechanical repairs to treatment plant related equipment; and to perform a variety of technical tasks relative to assigned areas of responsibilities.

**WENTZ CAMP & POOL MAINTENANCE – PARK AND REC. DEPT.**

Salary: \$ 7.50 Open until filled

**GENERAL JOB DESCRIPTION:**

Maintain the grounds of Wentz Camp and Pool. Jobs include mowing, week eating and cleaning of facilities

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