



CITY OF PONCA CITY
City Administration

UPCOMING MEETING

MONDAY, JULY 26

Board of Commission/PCUA Regular Meeting

City Hall, Commission Chamber, 516 E. Grand, 5:30 p.m.

PUBLIC WORKS NEWS

Lew Wentz Golf Course

MONDAY, JULY 26

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

TUESDAY, JULY 27

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

WEDNESDAY, JULY 28

Drink Specials: All drink prices reduced, all day.

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



PARKS AND RECREATION NEWS

Ponca City Senior Center

MONDAY, JULY 26

Exercise, 8:00 a.m.

Contract Bridge, 12:30 p.m.

Line Dance, 5:30 p.m.

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

TUESDAY, JULY 27

Exercise, 8:00 a.m.

Bingo, 12:30 p.m.

Senior Diner, 11:30 a.m., \$3.00, Stuffed Green Pepper

WEDNESDAY, JULY 28

Exercise, 8:00 a.m.

Ukelele Class, 10:00 a.m.

Contract Bridge, 12:30 p.m.

Pitch, 12:30 p.m.

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

THURSDAY, JULY 29

Exercise, 8:00 a.m.

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

Bunco, 12:30 p.m.

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

FRIDAY, JULY 30

Exercise, 8:00 a.m.

Armchair Travel, 12:30 p.m.

Senior Diner, 11:30 a.m., \$3.00, Loaded Chef Salad

SENIOR DINER

The Senior Diner is open for meals on-site and drive-thru. Reservations are REQUIRED for on-site AND drive-thru, and due by 3:00 p.m. the prior day. Drive-thru meals can be picked up at 11:45 a.m.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation

AMBUC POOL AND WENTZ POOL

AMBUC Pool

Open Swim is 1:00 p.m. to 7:00 p.m. on Sunday, Monday, Tuesday, Thursday, Friday and Saturday.

The pool is **closed on Wednesdays** for maintenance.

Open Swim Admission is \$2.00 for adults and \$1.00 for children, ages 12 and under.

All children under the age of 12 must be accompanied by an adult.

Senior/Adult Lap Swim is 10:45 a.m. to 12:45 p.m. on Monday, Tuesday, Thursday, Friday, and Saturday.

Senior/Adult Lap Swim Admission is \$1.00 for adults.

Wentz Pool

Open Swim is 1:00 p.m. to 7:00 p.m. on Sunday, Tuesday, Wednesday, Thursday, Friday, and Saturday.

The pool is **closed on Mondays** for maintenance.

Admission is \$2.00 for adults and \$1.00 for children, ages 12 and under.

All children under the age of 12 must be accompanied by an adult.

Individuals may purchase pool passes for AMBUC Pool and Wentz Pool from the Ponca City RecPlex. Pool Passes are 25 swims for \$20.00. Active RecPlex memberships allows access to both Wentz and AMBUC Pool.

KAYAK SUNRISE TOURS

- Take a tour of beautiful Lake Ponca at sunrise. The kayak and the life jacket will be provided, just bring something to drink and your love of the outdoors!
- Last Tour date is Thursdays, July 22, from 6:00 a.m. to 8:00 a.m. at the Kayak Barn at Lake Ponca.
- For ages 18 and up. The cost is \$30.00 per tour date. **Ages 50 and older are FREE!**
- Register online at: www.poncacityok.gov/parksandrec-registration

KIDS NIGHT OUT

- Sign up your kids for this 5-hour fun-filled Kids Night Out! Your child will have a great time at the RecPlex while you go out to dinner, enjoy a date night or just take advantage of the quiet in your home. The RecPlex will provide dinner, multiple crafts, a popcorn bar, snacks and a movie.
- Saturday, July 24, 5:00 p.m. to 10:00 p.m., with check-in starting at 5:00 p.m.
- For ages 6 weeks to 12 years. The cost is \$35.00 for the first child, and \$10.00 per sibling.
- Register online thru July 23 at: www.poncacityok.gov/parksandrec-registration

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

PARKS AND RECREATION NEWS

RecPlex

JULY FITNESS CLASSES AT THE RECPLEX					
MONDAY		TUESDAY		WEDNESDAY	
5:15 a.m.	Power Up	8:15 a.m.	Water Aerobics	5:15 a.m.	Power Up
6:00 a.m.	Fitness Boxing	8:30 a.m.	Cycling	6:00 a.m.	Fitness Boxing
8:15 a.m.	Water Aerobics	8:45 a.m.	Power-Up	8:15 a.m.	Water Aerobics
8:15 a.m.	Body Sculpt	9:30 a.m.	Cardio Kickbox	8:30 a.m.	Cardio Kickbox
9:00 a.m.	Pickleball	10:30 a.m.	Water Aerobics	9:00 a.m.	Pickleball
9:00 a.m.	Cardio Dance	12:00 p.m.	Yoga	9:15 a.m.	Pilates
9:30 a.m.	Chair Yoga	4:30 p.m.	Body Sculpt	9:30 a.m.	Chair Yoga
9:30 a.m.	Cardio Weight Lifting	5:30 p.m.	Bootcamp	10:30 a.m.	Water Aerobics
10:30 a.m.	Water Aerobics	6:00 p.m.	Pickleball	10:30 a.m.	Silver Sneakers
10:30 a.m.	Silver Sneakers			11:30 a.m.	Cycling
11:30 a.m.	Cycling			11:30 a.m.	Gentle Yoga
4:30 p.m.	Cycling			5:30 p.m.	HIIT*
5:30 p.m.	HIIT*			6:00 p.m.	Water Aerobics
THURSDAY		FRIDAY		SATURDAY	
8:15 a.m.	Water Aerobics	5:15 a.m.	Power Up	7:30 a.m.	Fitness Boxing
8:30 a.m.	Cycling	6:00 a.m.	Fitness Boxing	8:15 a.m.	Cycling
8:45 a.m.	Power Up	8:15 a.m.	Water Aerobics	9:00 a.m.	Water Aerobics
9:30 a.m.	Cardio Kickbox	8:30 a.m.	Cardio Kickbox		
10:00 a.m.	HIIT*	9:00 a.m.	Pickleball		
10:30 a.m.	Water Aerobics	9:20 a.m.	Yoga		
12:00 p.m.	Yoga	10:30 a.m.	Water Aerobics		
4:30 p.m.	Body Sculpt	10:30 a.m.	Silver Sneakers		
5:30 p.m.	Bootcamp	11:30 a.m.	Cycling		

*HIIT – High Intensity Interval Training



PARKS AND RECREATION NEWS

Lake Ponca

Lake Ponca is a great place for a fun weekend adventure. Lots of activities from boating, wakeboarding, tubing, fishing, a swim beach, camping, play structure, sand volleyball courts, hiking trail, shelter houses, disc golf, indoor fishing docks or just picnicking with the family! Whether you want to be active or just relax, there is something for everyone!

BOAT PERMITS

Ponca City Resident:

Daily Boat Permit - \$5.00

Annual Boat Permit - \$25.00

Non-Ponca City Resident:

Daily Boat Permit - \$10.00

Annual Boat Permit - \$60.00

Dealer/Demonstrator - \$50.00

CAMPING (includes boating and fishing)

Tent with no electric - \$10.00 per night/per tent

RV with electric - \$15.00 per night

FISHING PERMITS

Ponca City Resident:

Daily Permit - \$2.00

Annual Individual Permit- \$10.00

Annual Family Permit- \$20.00

Non-Ponca City Resident:

Daily Permit - \$4.00

Annual Individual Permit- \$10.00

Annual Family Permit- \$20.00

Senior Citizen or Disability Permit:

Senior Lifetime Fishing Permit (65 & older) - \$10.00

Disability Fishing Permit (concurrent with State) - \$10.00

(disability requires proof of SSI or SSB and resided in Oklahoma for at least 6 months)

SHELTER HOUSE RENTALS

Rental Times: 8:00 a.m. to Noon, 12:30 p.m. to 4:30 p.m., or 5:00 p.m. to 9:00 p.m.

Each block of time is \$40.00 per shelter

Visit www.poncacityok.gov/parksandrec for more information.

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



HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$39,558.50 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 \$39,558.50 plus EMT educational pay with certification incentives depending on licensure levels.

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson 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

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.

GENERAL JOB DESCRIPTION:

- 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.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- 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.
- 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.
- Speak before citizen’s groups and participate in various training sessions.
- 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)

CART BARN ATTENDANT – WENTZ GOLF COURSE

Salary: \$7.25 HR Open until filled 2021-28

GENERAL JOB DESCRIPTION:

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

CONCESSION-CASHIER PERSONNEL – 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 in the Pro Shop at Wentz Golf Course. The Food and Beverage employee will help in all aspects of the Food and Beverage facility.

CUSTODIAN – MARLAND MANSION/MARLAND’S GRAND HOME – PART-TIME

Salary: \$11.00 HR Open until filled 2021-31

GENERAL JOB DESCRIPTION:

Must be able to perform general custodial duties at the Marland Mansion and Marland’s Grand Home.

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.

HUMAN RESOURCES DIRECTOR

Salary: \$80,000-\$95,000 ANNUALLY Open until filled 2021-29

GENERAL JOB DESCRIPTION:

The Human Resources Director manages the department operations and employees to include benefits administration of the City’s self-insured health and dental program, payroll, workers’ compensation, labor relations: recruitment, testing, retention, job classification and compensation, employee and organizational training and development, and performance management and discipline. The Director also reviews and updates the policies of Human Resources, identifies the legal requirements and government reporting regulations affecting Human Resources, and ensures policies, procedures, and reporting are in compliance.

KIDZONE CHILD CARE WORKER – RECPLEX – PART-TIME

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 – WENTZ 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 2021-8

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.

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 WORKER I – PARKS DEPARTMENT

Salary: \$13.80-\$14.49 HR Open until filled 2021-34

GENERAL JOB DESCRIPTION:

This person will perform semi-skilled work in the construction, maintenance and related service activities related to the Parks Department.

MAINTENANCE WORKER I – STREET DEPARTMENT

Salary: \$14.32-\$15.03 HR Open until filled 2021-25

GENERAL JOB DESCRIPTION:

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

MAINTENANCE WORKER II – GOLF COURSE

Salary: \$12.61-\$13.24 HR Open until filled 2021-5

GENERAL JOB DESCRIPTION:

This position will perform semi-skilled and skilled work in the construction, maintenance and related service activities related to the Golf Course.

WAREHOUSE STOREKEEPER - MOTORPOOL

Salary: \$14.02-\$14.77 HR Open until filled 2021-32

GENERAL JOB DESCRIPTION:

To perform a variety of duties in support of the motor pool including the receipt, storage, issuance and inventory of materials, supplies, tools and equipment.



PAYROLL SPECIALIST – HUMAN RESOURCES DEPARTMENT

Salary: \$21.79-\$22.88 HR Open until filled 2021-27

GENERAL JOB DESCRIPTION:

This position assumes responsibility for the entire City wide payroll process, sets up employee files, maintains contact with employees, SSA, attorneys, retirement boards, life insurance companies, government agencies and other agencies. This position processes all payroll deductions, taxes, W-4 and W-2 forms; calculates and process all garnishments, levies and child support payments. This position checks, and inputs payroll and administrative data into the computer, generates and maintains word processing and spreadsheet files. This position prints and sorts paychecks. This position assumes responsibility for the accuracy of accounting transactions, prepares deposits and balances paperwork. The first Review of Applications will be July 9, 2021.

UTILITY ACCOUNT BILLING CLERK I – UTILITY BILLING

Salary: \$15.05-\$15.80 HR Open until filled 2021-35

GENERAL JOB DESCRIPTION:

Will perform a variety of routine utility billing duties including operating a multi-line telephone, providing administrative and clerical support, and inputting billing information; to provide customer service to the citizens of Ponca City, and to perform a variety of technical tasks to assigned area of responsibility

Contact: Human Resources, 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 Department433 Fairview	762-1641
Ponca City Fire Department500 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 Department200 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