



February 27, 2007

FOR IMMEDIATE RELEASE:
SUBJECT: JOB POSTING

PUBLIC WORKS DIRECTOR
City of Bowling Green
(Pay Band 7: \$61,758 to \$92,633)

Salaried, exempt full-time upper management position responsible for all projects involving Street/Sidewalk repair, operation of the City's Refuse/Recycling program, and Buildings/Grounds maintenance. Responsible for providing plans for municipal infrastructure projects; management of the operation of the Engineering, Public Works, Arborist operations; responsible for development and management of public budgets; management of staff; assisting with economic development. Four-year college degree; three to five years of relevant experience; must maintain a valid Ohio Driver's License. Excellent fringe benefits. Residency requirement. Applications available in the Personnel Department of the City of Bowling Green, 304 North Church Street, Bowling Green, OH 43402-2399. Resumés may be included, but will not substitute for a completed application. **ONLY COMPLETED APPLICATION FORMS WILL BE ACCEPTED.** A job description will be provided to applicants. Deadline for making application: **4:30 p.m. March 30, 2007.** Telephone: (419)354-6200 web: www.bgohio.org e-mail: BGPersonnel@bgohio.org. AA/EEO

Barbara A. Ford
Personnel Director

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pc: file



February 27, 2007

To All Applicants for *Public Works Director*:

The position of *Public Works Director* is salaried and is exempt from overtime. While serving as the *Public Works Director* the employee must reside within the corporation limits of the City of Bowling Green. However, please review the attached notice about the current status of the City's residency requirements.

A copy of the job description for *Public Works Director* is included with the application packet. There is additional information concerning the completion of the application materials provided below. The deadline for submitting a completed application is March 30, 2007.

If you have any questions concerning the application packet do not hesitate to contact the Personnel Department of the City of Bowling Green, at (419)354-6200, or via e-mail at BGPersonnel@bgohio.org.

As part of the application process you must submit the following to the City of Bowling Green by March 30, 2007:

1. A completed City application (You may include your résumé, but you **must** complete and submit a City Application For Employment.);
2. A completed and signed, "Reasonable Accommodation Request Form", but only if you are requesting some form of reasonable accommodation because of a disability.
3. A completed "Equal Employment Opportunity Data Sheet – (Providing the information is strictly voluntary, but is requested in order that the City can meet its Affirmative Action requirements.)
4. A written statement of your experiences regarding the following:
 - a. Working with, understanding, preparing, plans for public infrastructure;
 - b. Administering and managing public services, such as street/roadways, refuse and recycling collection, buildings and grounds maintenance, snow removal, etc.
 - c. Working with the public, customers, contractors and consultants;
 - d. Preparation and administration of budgets;
 - e. Preparation of contracts, plans and bid specifications;
 - f. Working with boards/commissions/City Councils/elected bodies, and;
 - g. Managing and/or supervising personnel
 - h. Short-term and long-term planning
 - i. Involvement with community based economic development programs.


Barbara A. Ford
Personnel Director

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pc: J. Quinn
J. Fawcett
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