MUNICIPAL MART

To place a classified ad in *City & Town*, please contact the League at 501-374-3484 or e-mail citytown@arml.org. Ads are FREE to members of the League and available at the low rate of \$.70 per word to non-members. For members, ads will run for two consecutive months from the date of receipt unless we are notified to continue or discontinue. For non-members, ads will run for one month only unless otherwise notified.

CITY ADMINISTRATOR—Siloam Springs is seeking qualified candidates for the position of full-time City Administrator. Salary Range: \$93,657 -\$140,486. Starting Salary Negotiable. Under the direction of the Board of Directors, the City Administrator performs high level administrative. technical and professional work by directing and leading the administration of City government. Applicants must agree to reside in City after hire; must possess a Master's degree or equivalent; or 8 years' experience and/ or training; or equivalent combination of education and experience. The City offers a generous benefit package including, but not limited to medical, dental, vision, LTD, life insurance, 457 Deferred Compensation, vacation and sick leave. The City requires a completed application be submitted for all positions. Applications are available at City Hall, 400 N. Broadway, Siloam Springs, AR or can be accessed on our website www.siloamsprings.com. Completed applications may be submitted via fax to 855-201-7302, by e-mail to: humanresources@siloamsprings.com or by U.S. mail to: Human Resources, P.O. Box 80, Siloam Springs, AR 72761. For complete job description and further information please call 479-524-5136 or email humanresources@siloamsprings.com. Open until filled. EOE.

CITY MANAGER—Coffeyville, Kan. (pop. 9,949; \$85.5 million budget; 158 FTE's), is accepting applications for a City Manager. The City has a long history of professional management, operating with a Commission-Manager form of government. The governing body is composed of five commissioners, who elect one commissioner to serve as mayor. The City Manager facilitates the day-to-day operations of the municipality, and oversees all operations and departments based on strategic guidance from the Commission. Coffeyville is a full-service city, with electric, stormwater, water/wastewater, and Internet utilities. Applicants must have a bachelor's degree in public administration or a related field, although a master's degree in public administration is preferred. The ideal candidate will also have at least five years of public management experience, and a reputation as a collaborative team-builder. Candidates must showcase strong communication and leadership skills, and be able to cite examples of professionalism and ethical decision-making. Past experience with an electric utility is strongly preferred. Competitive benefits; Salary \$90,000-\$100,000 DOQ. Interested candidates should submit a cover letter, resume, and three work-related references to LEAPS-Coffeyville@lkm.org or LEAPS-Coffeyville, 300 SW 8th, Topeka, KS 66603. If confidentiality is requested, please note in application materials. Position will remain open until filled. Application review will begin December 15. EOE.

CITY TREASURER—Heber Springs is accepting applications for a City Treasurer. This position is responsible for managing and directing the financial affairs of the city, including the functions of accounting, payroll and accounts payable. This position is further responsible for the preparation and administration of the municipal budget and annual audit process. Strong hands-on experience in general ledger transactional accounting, month-end and yearend financial reporting and payroll tax reporting. The position qualifications are HS diploma, accounting classes or 2 years experience in Accounting and payroll experience. Salary is DOE and negotiable. Benefits include vacation, sick leave, paid holidays, APERS, health insurance as well as dental, vision and life insurance. Applications available at the City of Heber Springs, Mayor's office, 1001 W. Main St. You may submit a resume and cover letter to City of Heber Springs, Attn: Human Resources, 1001 W. Main St., Heber Springs, AR 72543; or fax to 501-250-0844. You may also download an application from our website at citvofhebersprings.com and mail or fax it or you can email resume to marthagarrett@suddenlinkmail.com. All applications and resumes must be received by Feb. 15, 2015.

DIRECTOR OF VEHICLE MAINTENANCE—North Little Rock is seeking a Director of Vehicle Maintenance. F/T position with excellent benefits package that includes paid health/life insurance, retirement plan, longevity pay, generous vacation, personal and sick leave, 11 paid holidays, credit union, optional 457 Deferred Compensation Plan. Salary negotiable. Min. requirements: Bachelor's in related field from an accredited college or university and two

years experience managing a fleet of vehicles or similar workplace; OR HS diploma or equivalent and six years progressively responsible experience managing a fleet of vehicles or vehicle repair and maintenance operations; OR equivalent combination of education and experience which provides the necessary skills, knowledge, and abilities. A Class A CDL and good driving record. General responsibilities: Directs the activities and employees of the Vehicle Maintenance Department. Complete job description and application available from the North Little Rock Human Resources Department, 3rd floor, City Services Building, 120 Main Street, North Little Rock, AR. Open until filled. EOE.

EXEC. DIRECTOR OF ECON. DEVELOPMENT—Berryville is accepting applications for the position of Executive Director of Economic Development. Job duties include promotion of local businesses, business recruitment, management of the Berryville Chamber of Commerce, grant writing, website development and management, and volunteer coordination. Qualified applicants should possess excellent communication and organizational skills. Previous experience and/or an accredited college degree in a related field are preferred. Benefits include vacation, sick leave, 10 paid holidays per year, retirement program, paid employee health insurance (including dental, vision, prescription drugs and life). Applications and job descriptions may be received at the Berryville City Hall located at 305 E Madison Avenue, or by contacting Mayor Tim McKinney at 870-423-4414 or email at mayortim@berryville.com. A resume must accompany the application. Applicants may submit their resume to the Mayor's Office, City of Berryville, P.O. Box 227, Berryville, AR 72616. EOE.

FINANCE DIRECTOR—The City of Gravette seeks a Finance Director. Manages the day-to-day accounting, budgeting and purchasing activities of the city; establishes and enforces proper accounting methods, maintains the integrity of accounting and reporting functions, coordinates and participates in financial/budget research including recommendations regarding research findings and prepares technical reports. Requires a minimum of a college degree in Accounting and/or Finance plus 8 years of accounting/finance experience and 5 years of supervisory/managerial experience. Applications are available in City Hall or at www.cityofgravette-ar.gov. Please hand deliver or mail applications, with professional references and salary requirements, Attn: Mayor at 604 First Avenue SE, Gravette, AR 72736; or fax to 479-787-5018. No phone calls please.

FINANCE DIRECTOR—Texarkana, which operates under the city manager form of government, seeks applicants for the position of finance director. The finance director plans, organizes, and directs the work of the Finance Department and provides the City Manager and the Board of Directors with timely information regarding the fiscal condition of the city. In conjunction with the city manager, the finance director will prepare and administer the city budget in accordance with Arkansas municipal finance law. This position will also be responsible for developing budgeting, accounting, and reporting systems in compliance with professional standards as well as preparing an adopted budget in a format conforming to the GFOA Distinguished Budget Awards program. For complete job description and an application, please visit arkansas.txkusa.org/departments/personnel/job-opportunities.html. Salary is DOE and will be negotiated during the selection process. A competitive benefit package is also offered, and includes a car allowance, medical, vision and dental insurance, and a 401(a) retirement plan. Additional benefits include vacation and sick leave, longevity pay, and 13 paid holidays. Supplemental insurance and optional retirement plans are available for enrollment as well. Mail applications to Arkansas City Hall at 216 Walnut St.; fax 870-772-8182; or email jessica.hyman@txkusa.org. Open until filled. EOE.

FIREFIGHTER/EMT—Holiday Island Fire Department is accepting applications for the F/T position of Firefighter/EMT. Successful applicant must have a current Arkansas EMT license and would prefer Firefighter I & II. Salary based on experience and training. Any questions contact Chief Deaton at 479-253-8397. Mail resumes to 251 Holiday Island Drive, Holiday Island, AR, 72631.

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ONLINE PRODUCTS SPECIALIST—The Center for Training Transportation Professionals (CTTP) at the University of Arkansas provides a comprehensive training and certification program for highway agency and contractor personnel performing quality control and quality assurance (QC/QA) testing on pavements and construction materials in the state of Arkansas. CTTP is seeking applications for an Online Products Specialist, who is expected to manage a number of web-based applications, including those relating to the CTTP website, online course development, online testing and evaluations, and computer-based support for program efforts. Specific tasks for this position will involve reconstruction of the existing CTTP website, ensuring user-friendly functions, searchable databases, and automated course registration/payment/confirmation features. In addition, this employee will be responsible for generating web-based training modules, monitoring online exams, maintaining and automating records for online course participants, and facilitating "live" webinars. General maintenance and support for CTTP computer hardware and software will also be required. The CTTP Online Products Specialist is a F/T non-classified position with benefits. Minimum requirements include a B.S. degree in a computer-related field or equivalent experience. Two years of experience in a F/T computer-related position is also required. Additional experience in teaching and/or highway construction is desired. The salary is negotiable DOE. For a complete position announcement and information regarding how to apply, visit jobs.uark.edu, Posting #0603362. Interested persons should submit a resume and cover letter at jobs.uark.edu, Posting #0603362, or by mail to: Stacy G. Williams, Ph.D., P.E., Director, CTTP, 700 Research Center Blvd. #3515, Fayetteville, AR 72701.

PARKS MAINTENANCE SUPERVISOR—The City of Arkadelphia is accepting applications for a Parks and Recreation Sports/Grounds Maintenance Supervisor. Responsible for supervising and maintenance of the fields and facilities within the parks system, assisting the Director of Parks and Recreation in all duties performed in the department, and responsible for the activities of the department during the absence of the Director. Applications and a job description can be picked up at the Arkadelphia Recreation Center 2555 Twin Rivers Drive, Arkadelphia, AR 71923, between the hours of 8 a.m. and 5 p.m. Monday through Friday. Open until filled. Benefits and F/T salary depending on experience, training, and education. EOE.

PARKS AND RECREATION DIRECTOR—Harrison is accepting applications for this position. Previous experience and/or formal education in parks and recreation management preferred. Experience and related skills in park facility and grounds maintenance, including baseball, softball, tennis, soccer, volleyball and playgrounds, business management, budgeting, supervision of staff, organization of leagues with excellent people skills required. Paid vacation, holidays, health insurance, and annual sick days. Salary negotiable DOE. Resumes should be sent either by email to parks@cityofharrison.com or mail to Parks and Recreation, City of Harrison, P.O. Box 1715, Harrison AR 72602.

POLICE CHIEF—Brinkley is seeking qualified applicants for the position of full-time Police Chief to lead the department of 10 full time plus auxiliary. This position will be open due to the resignation of the current police chief at the end of this year. Send resume with cover letter to Mayor Hankins, 233 West Cedar Street, Brinkley AR 72021 or email to brinkleyar@msn.com. Deadline 10 a.m., Dec. 15. EOE.

POLICE CHIEF—Eudora is accepting applications for a full-time police chief. Must be certified and meet all requirements of law enforcement standards and training. Send resume to, or applications are available at: City of Eudora City Hall, 239 S. Main St., Eudora, AR 71640. Office hours 8-4 Mon-Fri, 870-355-4436 Ext 203. EOE.

POLICE CHIEF—Hampton is accepting applications for a F/T police chief. Must be certified and meet all requirements of law enforcement standards and training. Send resume to, or applications are available at: City of Hampton City Hall, 121 North 2nd street, Hampton, AR 71744. Office hours 8 a.m.-4:30 p.m. Monday-Friday. 870-798-4049 EOE.

POLICE CHIEF—Siloam Springs is seeking qualified candidates for the position of full-time Police Chief. Salary Range: \$65,928 - \$94,349. Applicants must be a citizen of the United States, possess a valid driver's license, and the ability to meet departmental physical standards; have the formal education equivalent of a Bachelor's degree in criminal justice, public administration, or related field; eight years of experience in law enforcement or a related field, including five years of supervisory and managerial experience. Certified as a Law Enforcement Officer by the Arkansas Commission on Law Enforcement Standards and Training as established by Arkansas Code 12-9-201 or ability to achieve same through reciprocity within 6 months of hiring. Applicants must agree to reside within 10 miles of the City after hire. The city offers a generous benefit package including, but not limited to medical, dental, vision, LTD, 457 Deferred Compensation, vacation and sick leave. The City requires a completed application be submitted for all positions. Applications are available at City Hall, 400 N. Broadway, Siloam Springs, Arkansas or can be accessed on our website www.siloamsprings.com. For complete job description and further information please call 479-524-5136 or email humanresources@siloamsprings.com. Open until filled. EOE.

PATROL OFFICERS—Harrison is accepting applications for two full-time patrol officers. Applicants must meet minimum standards and be capable of passing a physical and psychological exam. For complete job description, see www.cityofharrison.com/employment.php. Contact Leta Price within the Harrison Police Department, at 116 S. Spring or 870-741-5463 for more information or an application.

POLICE OFFICER—Sheridan is seeking certified applicants for the position of a full-time Police Officer. Benefits include health insurance package, paid vacation, holiday/sick leave and retirement. Applicants must meet the minimum standards as required by CLEST. Certified officers are preferred. Send resumes to 304 Gatzke, Sheridan, AR 72150.

PUBLIC SAFETY DISPATCHER—North Little Rock seeks a Public Safety Dispatcher. Salary: \$11.81/Hr. (\$2,046 Mo) - \$15.07/Hr. (\$2,612 Mo) DOQ. Employees in this job classification are required to work 8-hr. shifts with 2 days off during the week. Some overtime is required. Excellent benefits package that includes paid health/life insurance, retirement plan, longevity pay, generous vacation, personal and sick leave, 11 paid holidays, credit union, optional 457 Deferred Compensation Plan. Min. requirements: 18+ years of age. Related computer experience and experience in a multi-tasking work environment. Must be able to type at least 22 wpm. Call center experience preferred but not required. Good work history, evidenced by stability and satisfactory character, performance, conduct and attendance. Physical and psychological ability to perform duties in a stressful environment. Good customer service and interpersonal skills. General responsibilities: Receives emergency and non-emergency calls and dispatches services in response to the calls. Complete job description and application available from the North Little Rock Human Resources Department, 3rd floor, City Services Building, 120 Main Street, North Little Rock, AR. Open until filled. EOE.

FOR SALE—Glenwood is taking bids on a 2005 Chevrolet Trailblazer (former police vehicle). The vehicle is in good condition. We will be accepting bids until 4 p.m. Dec. 30. Bids will be opened at the 1st council meeting in January 2015. The city reserves the right to accept or deny any or all bids. For more information contact Glenwood City Hall at 870-356-3613 Ext. 1.

WANTED TO BUY—Mountain Home is looking to purchase a new or used Motorola Smartnet Type II Radio Controller. Please contact the mayor's office at 870-425-5116.

WANTED TO BUY—The Dumas Fire and Rescue Department is looking for a 2005 or newer rescue vehicle. Call 870-382-2121 or email Dumas Fire and Rescue Department at dumas@centurytel.net Attn.: Fire Chief David Byrd.

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