

Safety-Service Director, Full-Time
Department: Administration
City of Port Clinton

QUALIFICATIONS: An example of acceptable qualifications:
Completion of bachelor degree in business management or related field and minimum of (5) years management experience, or an equivalent combination of education, training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:
Must possess and maintain a valid Ohio driver's license, and must maintain insurability under the City's vehicle insurance policy.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: principles; public administration; manpower planning; employee training and development; labor relations; budgeting; government grant programs; public relations; electric deregulations; telecommunications.

Skill in: computer operation; use of modern office equipment; motor vehicle operation.

Ability to: define problems, collect data, establish facts, and draw valid conclusions; apply principles to solve practical problems; deal with variety of variables in somewhat unfamiliar context; communicate effectively; develop and maintain effective working relationships with associates, department heads, officials and general public; maintain effective working atmosphere as manager; prepare complex reports and position papers; use proper research methods in gathering data; proofread technical materials, recognize errors, and make necessary corrections; speak effectively before large groups.

Submit a resume to Port Clinton City Hall, Attn: Sandye Ostheimer, 1868 E. Perry Street, Port Clinton, Ohio 43452. Resumes will be accepted until Wednesday, January 31, 2020 by 12:00 pm.