

CITY OF PRAIRIE GROVE



PO Box 944, Prairie Grove AR 72753
479-846-6540

August 27, 2019

The City of Prairie Grove is accepting applications for the position of City Public Works and Administrative Services Director. Applicants can view a job description by contacting pgwater@pgtc.com or by contacting Mayor Hudson at sonnyhudson@pgtc.com.

Applicants should submit a detailed resume as well as an application to Mayor Hudson, by mail; PO Box 944, Prairie Grove AR 72753, or by email; sonnyhudson@pgtc.com; or in person at City Hall, 975 E. Douglas Street, Prairie Grove, AR 72753.

The position is responsible for overseeing water, sewer, streets, solid waste, parks and recreation, planning, code enforcement, and various city administrative responsibilities related to the day to day operations of the city.

Applicants should hold a minimum of a bachelor's degree in a related engineering, public administration, or management field. Experience and knowledge of water and wastewater utilities is a priority and applicants will either need to be licensed with a minimum of a Class IV water and Class III wastewater license or the ability to get licensed within the first year.

Applicants should have a minimum of 10 years' experience managing similar job duties. Knowledge of budgeting, regulation compliance, human resource management, and business operations is important.

The current Director will be on salary through August of 2020 which will serve as a transition period.

A salary range of \$85,000 - \$95,000 will be considered, with benefits to be negotiated that could include phone, work vehicle, health insurance, retirement, and other benefits.