

# MOUNTAIN HOME POLICE DEPARTMENT

## City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

### POSITION DETAILS:

Date Posted: 5/18/2022      Department: Police Department      Title: **Communications Officer/Secretary**  
Posting Expires: UNTIL POSITION FILLED      Location: Police Department      Grade & Status: Grade 8 FT  
Contact Phone: **870-425-7042**      FLSA: Non-Exempt  
DAYS & HOURS OF OPERATION: **Must be available holidays, weekends, and nights.**

**WHERE TO APPLY (in person or via us mail):** City of Mountain Home HR –  
720 S. Hickory St., Mountain Home, AR 72653 or on Indeed.com

### JOB NOTICE -

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

### DESCRIPTION

**JOB SUMMARY:** The Communications Officer / Secretary is primarily responsible as a Communications Officer and works under the direct supervision of the Communications Supervisor. During the hours the employee is not working as a fill-in for Communications, they shall work under the direct supervision of the Office Manager. This position is non-sworn, governed by department policies and procedures, and must always work with civility and professionalism.

**WORK RELATIONSHIPS:** (See job descriptions for Communications Officer & Clerk/Receptionist)  
The Communications Officer / Secretary has frequent contact with department personnel, companies, the general public, other law enforcement agencies and other city departments.

**SPECIAL JOB DIMENSIONS:** (See job descriptions for Communications Officer & Secretary)  
Dispatch personnel are subject to call out during emergency situations.

**KNOWLEDGE/SKILLS/ABILITIES:** (See job description for Communications Officer & Clerk/Receptionist)

- a) Knowledge of general office practices.
- b) Knowledge of grammar, spelling, and punctuation.
- c) Knowledge of record keeping systems.
- d) Knowledge of basic arithmetic.
- e) Knowledge of basic computer skills.
- f) Knowledge of security systems, procedures, and policies.
- g) Knowledge of emergency communication protocols.
- h) Ability to answer the telephone, greet visitors, and provide information and assistance.

- i) Ability to maintain filing systems and research files to verify data in various forms and documents.
- j) Ability to operate standard office equipment.
- k) Ability to operate radio, and other dispatch and communication equipment.
- l) Ability to answer emergency calls and route to the appropriate department personnel.
- m) Ability to communicate effectively orally and in writing.

**SPECIAL REQUIREMENTS:** (See job description for Communications Officer & Secretary)

Must pass the ACIC Computer Terminal Operations Course, the Emergency Medical Dispatch Course and the Fire Dispatch Course.

**MINIMUM QUALIFICATIONS:** (See job description for Communications Officer & Secretary)

- a) Must be at least 18 years of age.
- b) Be a citizen of the United States.
- c) Possess a valid Arkansas driver's license.
- d) The formal education equivalent of a high school diploma.

Other job-related education and/or experience may be substituted for all or part of these basic requirements upon approval of the Chief of Police

**The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.**



Hillrey Adams, Mayor

PUBLIC NOTIFIED VIA:  
CITY BULLETIN BOARDS  
WORKFORCE SERVICES  
CITY WEBSITE  
INDEED.COM



# MOUNTAIN HOME PARKS DEPARTMENT

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- 7) Applications must include complete work history and references.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

### POSITION DETAILS:

**Date Posted:** 5/18/2022

**Posting Expires:** UNTIL POSITION FILLED

**Contact Phone:** 870-425-7042

**DAYS & HOURS OF OPERATION:**

**Department:** Parks Department

**Location:** Parks Department

**FLSA:** Non-Exempt

**Monday – Friday 7 am to 3:30 pm**

**Title:** Seasonal Laborer

**Grade & Status:** Grade 6 PT

**WHERE TO APPLY (in person or via us mail):** City of Mountain Home HR –  
720 S. Hickory St., Mountain Home, AR 72653 or on Indeed.com

### JOB NOTICE -

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### DESCRIPTION

**DESCRIPTION:** The work of this position involves performing the routine manual labor to accomplish the basic overall daily maintenance and care of all city park grounds and facilities.

### SPECIFIC JOB DUTIES AND RESPONSIBILITIES:

- 1) Complete the daily maintenance of park grounds, facilities, pool, and sports fields
- 2) Collect trash and maintain trash tops and barrels
- 3) Clean restrooms, pavilions and other park facilities
- 4) Weed-eat park grounds
- 5) Assist with the loading and unloading of vehicles with daily maintenance equipment
- 6) Clean shop and yard area
- 7) Clean equipment, vehicles, and tools
- 8) Maintain trees, shrubs, planting beds, and trails
- 9) Know locations of park grounds, facilities, and services
- 10) Assist with carpentry and construction tasks
- 11) Assist with maintenance of pool facility
- 12) Assist with maintenance of youth center facility
- 13) Assist with the set up of park events
- 14) Perform other related duties as required and directed

### SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1) Knowledge of departmental policies and procedures

- 2) General knowledge of cleaning and maintenance techniques
- 3) General knowledge of ground maintenance and landscaping techniques
- 4) Ability to follow directions
- 5) Skill in operating vehicles and equipment such as mowers, weed eaters and various hand tools
- 6) Skill in performing general maintenance and construction duties
- 7) Ability to work without constant supervision
- 8) Ability to communicate effectively with other employees, supervisor, and the public

**IMMEDIATE SUPERVISOR: Foreman**

The Foreman assigns work in terms of very specific instructions for all tasks and priorities. Work is performed according to established routine. Workers are expected to work with a crew leader and in a team environment. Detailed instructions are provided for new or one-time tasks. Performance of work is checked in progress with immediate discussion if necessary. Workers are expected to demonstrate self-motivation and initiative in the workplace. Workers are expected to report progress of assigned tasks on a daily basis.

**WORKING CONDITIONS:**

Work is often performed outdoors where employee is exposed to irritating chemicals, noise, dust, dirt, grease, machinery with moving parts, and extremes of temperature and weather. Work requires the use of protective devices. Work is performed with employee intermittently sitting, standing, stooping, walking, bending or crouching. Employee must frequently lift objects of varying weights. Employee must possess manual dexterity to operate a variety of tools and demonstrate adequate physical strength to climb ladders, work on roofs, shovel, rake, etc. Employee may be exposed to irritating vegetation such as poison ivy or insects such as wasps, bees, etc. Work will require weekends, evenings, and irregular scheduling.

**PHYSICAL DEMANDS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear.

**WORK ENVIRONMENT:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

**MINIMUM QUALIFICATIONS:**

- 1) Ability to read and write, and perform mathematical calculations necessary for the completion of the work
- 2) Ability to understand and follow written and verbal instructions
- 3) Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment to be operated

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