

City of Bellefontaine Neighbors

Job Postings – Full Time Positions

The City of Bellefontaine Neighbors is seeking the following Full Time positions:

Public Works Director - The duties entail the Director plans, organizes, and direct operations of the Public Works Department/Building and Streets Department; serves as advisor to the Mayor and Board of Aldermen; supervises all Public Works and Building Department employees; and communicates effectively with citizens regarding their questions and/or complaints.

Public Works Foreman - The duties entail assist the Director with plans, organizes, and direct operations of the Public Works Streets Department; serves as advisor to the Mayor and Board of Aldermen in the absence of the Public Works Director; supervises all Street Department employees in the absence of the Public Works Director; and communicates effectively with citizens regarding their questions and/or complaints.

Deputy City Clerk- The position assists the City Clerk in performing statutory and administrative duties required for the efficient operation of the City by the maintenance of official municipal records, preparation of meeting agendas and minutes, records management, public inquiries, administrative functions of filing and communicating with the public and serves as advisor to the Mayor and Board of Aldermen in the absence of the City Clerk.

For more details regarding the job duties, visit our website: www.cityofbn.com.