

PUBLIC NOTICE
CIVIL SERVICE RESUME EXAMINATION
August 17, 2026, through September 10, 2026
CITY OF BARBERTON, OHIO
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THIS NOTICE CAREFULLY PRIOR TO FORWARDING RESUME

POSITION

Job Title: Assistant Service Director, Service Department

Classification: Classified/Non-bargaining
Full Time/Exempt
Salary Range \$69,532.81 - \$99,981.28

Summary: Supports the construction, maintenance, and improvement of all public works within the City. This position assists with the administration and coordination of the building, engineering, streets, utilities, and beautification functions, and helps ensure efficient, safe, and compliant operations across all public works divisions.

Benefits: Medical, dental, vision and life insurance, vacation, sick leave, and pension

QUALIFICATIONS:

Associate's degree in management, public administration, or a related field required; a minimum of five (5) years of increasingly responsible experience in municipal public works, construction management, utilities, or related operations; or an equivalent combination of education, training, and experience.

MINIMUM ACCEPTABLE CHARACTERISTICS

Knowledge of: Public works operations and maintenance practices; municipal government structure and procedures; budgeting and purchasing practices; construction, engineering, utilities, and public infrastructure systems; safety standards and applicable federal and state regulations; project management principles, contract administration, and capital improvement planning.

Skill In: Planning, organizing, and coordinating multiple projects, programs, and departmental activities; supervising, training, and evaluating employees; budget preparation, purchasing, and resource management; analyzing operational issues and developing practical solutions; preparing clear and accurate reports, correspondence, and presentations; building effective working relationships with employees, contractors, government agencies, and the public.

Ability To: Communicate effectively with staff, elected officials, outside agencies, and the public; collect, analyze, and interpret operational data; prepare and maintain accurate documentation, reports, and records; exercise independent judgment and support effective decision-making; coordinate multiple ongoing projects and activities; support supervision, training, and evaluation of departmental personnel.

Residency: Must be employable within the United States.

OTHER

Pre-employment medical examination is required.

EXAMINATION INTERVIEW

Only those applicants who meet the Minimum Qualifications as outlined in this Notice will be interviewed for the position of Assistant Service Director. Interview questions will be scored based on a 1-5 Scale; one (1) being the lowest and five (5) being the highest rating. Once all interviews are conducted and scored, a list will be assembled in rank order of all

candidates from highest to lowest overall score. This list will be presented to the Civil Service Commission for approval and certification. Candidates will receive notification of rank order electronically and regular US Mail.

Extra Credit: An applicant must receive a passing score of seventy percent (70%) prior to any extra credit added to the applicant's score. Maximum percentage of Extra Credit allowed is twenty-five percent (25%). Extra Credit is only applicable to entrance examinations and must be submitted with application and resume.

Military Service:

20% An applicant who has completed service in the Uniform Services, who has been honorably discharged from the Uniform Services or transferred to the Reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred eighty (180) days of active duty service pursuant to an Executive Order of the President of the United States or an act of Congress may file a Certificate of Service or honorable discharge shall receive a credit of twenty percent (20%) of the person's total grade. A person who receives an additional credit under this section shall not receive an additional credit pursuant to Rule VI, Section (7)(b) of the City of Barberton Civil Service Rules, Regulations, and Procedures. (Form DD214 required)

Reserve Component of the Armed Forces of the United States:

15% An applicant in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Residency:

5% Five percent credit to those who pass the Civil Service test and who can demonstrate residency ***within the corporate limits*** of the **City of Barberton** for a period of one year prior to the date of application receipt. A signed affidavit will be accepted as proof of residency. Residency must be established at least 1 year prior to date of application. See attached Residency Affidavit for definition. The Residency Affidavit must be signed and notarized by a State of Ohio Notary Public or military notary. A notary public will be available in the Civil Service Office for your convenience (no charge). Applicants may be required to provide additional proof of residency upon the request of the Commission.

Prior City Employment:

0.1 1/10 (One Tenth) of a point will be given to those who pass the Civil Service test for each month of prior work experience with the City of Barberton. Prior employment will be verified by the City. IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY THE CIVIL SERVICE COMMISSION OF PRIOR CITY OF BARBERTON EMPLOYMENT SERVICE.

HOW TO APPLY:

A completed City of Barberton employment application and resume must be submitted by 4:00pm, Thursday, September 10, 2026. Go to www.cityofbarberton.com and select Job Openings to download application and view the job description. Only City of Barberton applications with an accompanying resume will be considered for employment. Submit resume and employment application electronically to mwolfe@cityofbarberton.com or mail to:

Civil Service Commission Office
Attn: Michelle Wolfe
576 West Park Ave. Room 102
Barberton, Ohio 44203
330-848-6710

False, misleading, or incomplete information provided during the application and background investigation process may result in disqualification from employment.