

Human Resources Department



City of Bismarck Departments

- Administration
- Airport
- Building Inspections
- Central Dakota Communications (CenCom)
- Engineering
- Finance (Fiscal & Assessing)
- Fire
- Human Resources
- IT/GIS
- Legal
- Library
- Municipal Court
- Planning
- Police
- Public Health
- Public Works Service Operations
- Public Works Utility Operations



Type of Positions

- Full Time
- Part Time
- Seasonal Part Time
- Internships
 - Engineering
 - Airport
 - IT/GIS
 - Public Health

Application Process

- All applicants must apply through our website: **bismarcknd.gov/jobs**
- Applications have set screening questions for applicants to complete
- Creates a ranking system in which applications are referred to departments



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[Benefits](#)

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[Bismarck Fire Department](#)

[Bismarck Police Department](#)



Positions

🔍 Search by job title or location

Choose department ▾

Choose location ▾

[911 Communications Specialist](#)

[Bismarck](#)



[Adult Services Associate I](#)

[Bismarck](#)



[Forestry Technician](#)

[Bismarck](#)



Where We Advertise Openings

- LinkedIn
- Indeed
- Bisman
- Handshake
- CivicMatch
- Social Media
- ND Workforce Connection
- League of Cities ND
- Local GIGS

Career Fair Engagement

- Attend local college career fair
 - University of Mary
 - Bismarck State College
 - United Tribes Technical College
- Capital Career Fair
 - Hosted by: United Tribes Technical College, ND Job Service, Bismarck Mandan Chamber | EDC, BSC
 - Open to students and to the public
- Workforce Wednesday-Job Service
 - First Wednesday of each month

City of Bismarck Career Fair

- Partner with the Bismarck Public Schools Career Academy
- High school students get the opportunity to meet with each department
- Departments will bring equipment, materials, and more to interact with students as they stop by their booth
- Great opportunity for students to engage with the different professionals in each department



- Central Dakota Student Career Expo
 - High school students
- Attended school career fairs/presentations
 - Shiloh Career Fair
 - Wachter Career Fair



Benefits – Employer Paid

- Health Insurance - 100% employer paid
 - Includes options for telehealth and mental health appointments virtually, 24/7
 - Programs for Diabetes, weight loss, cognitive behavioral therapy, prenatal
- Life Insurance - \$30,000 policy for employee
- AD&D Insurance - \$30,000 policy for employee
- Workers compensation
- Unemployment compensation
- Employee Assistance Program
 - Several options including online, telephone or video calls
- Long Term Disability

Benefits – Employee Paid

- Dental Insurance
- Vision Insurance
- Pension Plan: (non-optional) 5% employee contribution, 9.4% police contribution
- Voluntary Life Insurance for employee
- Dependent Life Insurance for spouse & children
- Flexible Spending Accounts (125 Cafeteria Plan)
- Accident, Critical Injury and Hospital Indemnity Ins
- 457b Pretax, 457 Roth and Roth IRA - MissionSquare

Additional Benefits

- Annual Leave – accrues based on years of service
 - Maximum year-end balance: City/Police Employees=360hr; Fire Employees=477hr
- Sick Leave – 8 hours per month; 10.6 for Firefighters
- Flex or Comp time
- Holidays – 10 paid per year
- Tuition Reimbursement
- Wellness Program

Any Questions?

