

## Welcome

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The role of Human Resources is to provide the link between the services provided and the people who provide the service.

The City of Great Falls is one of the larger employers in Great Falls and is considered a desirable employer within the community. We offer a wide variety of occupations, excellent benefits, opportunities for professional and personal growth, and a team environment. Our jobs are customer service oriented and often requires partnering with others to build our community. We believe Great Falls is a great place to live, work and play!

The primary responsibilities of Human Resources:

- Recruitment and selection of employees
- Employee orientation
- Administration of benefits
- Policy development and administration
- Risk Management - workers' compensation, safety, property and liability coverage and claims
- Maintenance of classification and compensation plan
- Labor relations and collective bargaining
- Staff organizational training and development
- Maintenance of official personnel and medical records
- Counseling and corrective actions
- Drug and alcohol testing
- Employee assistance program

The City employs 492 full-time employees and an additional 300+ temporary employees during the busy summer months. Human Resources recruits and promotes career opportunities in the areas of Administration (includes Animal Shelter, City Clerk, City Manager, and Human Resources divisions), Legal, Planning and Community Development, Fire, Housing Authority, Police, Fiscal Services (includes Information Technology), Municipal Court, Park and Recreation, Library and Public Works.

For information about:

- becoming a [Police Officer](#)
- becoming a [Firefighter](#)
- [Great Falls Job Service](#)

Complete an [employment application](#).

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