

**CITY OF WESTMINSTER
WESTMINSTER, MARYLAND**

With 19,000 plus citizens, Westminster is a city steeped in tradition and history but progressive when it comes to technology and business development. As the county seat of Carroll County, Westminster is the center of a fast growing commercial and industrial base, much of the latter located in the campus surrounding the modern Air Business Center. Westminster is close to both Washington, D.C. and Baltimore.

HUMAN RESOURCES OFFICE

The City of Westminster Human Resources functions, including recruitment of new employees and employee benefits administration, are all under the direction of the Office of the Administrator.

The City of Westminster accepts job applications when there is an advertised opening for a new position or vacant position through the Human Resources Office.

Unsolicited applications/resumes will not be accepted.

EOE

The City of Westminster commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.

City of Westminster



EMPLOYMENT OPPORTUNITIES INFORMATION

**HUMAN RESOURCES OFFICE
56 WEST MAIN STREET
WESTMINSTER, MD 21157**

410-848-5236

OR

410-848-9000 (EXT. 5236)

Job Hotline:

410-848-6023

www.westminstermd.gov

EMPLOYEE BENEFITS

Regular full-time and part-time employees have various benefits available. The following is a list of available benefits:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term Disability Insurance
- Long Term Disability Insurance
- Flexible Benefit Plan
- Employee Counseling Program
- Vacation Leave
- Sick Leave/Family Sick Leave
- Personal Leave
- Holiday Leave
- Maryland State Pension System
- 457 Deferred Compensation Plans
- 401(a) Matching Plan
- Direct Deposit of Pay Checks
- Westminster Family Center
FREE Membership

Available benefits are subject to change without notice. Benefits are not available for temporary and seasonal employees.

TO APPLY

To apply for an advertised job opening, a City of Westminster Job Application Form must be completed, signed and submitted prior to the posted deadline. Some positions may require a resume. No applications are accepted past the closing date and time.

Applications are available:

Online:

Download an application or apply online at www.westminstermd.gov. Click on the Employment Opportunities link and select the position of interest.

In person:

City of Westminster
Administrative Offices
56 West Main Street
Westminster, MD 21157
(Monday - Friday 8:30AM to 4:30PM)

By phone:

410-848-5236

Applications can be submitted:

Online:

At www.westminstermd.gov. Click on the Employment Opportunities link and select the position of interest.

In person:

City of Westminster
Administrative Offices
56 West Main Street
Westminster, MD 21157
(Monday - Friday 8:30AM to 4:30PM)

By mail:

City of Westminster
Human Resources
56 West Main Street
Westminster, MD 21157

All applicants will be mailed a post card confirming receipt of their application.

JOB OPENING ADVERTISEMENTS

Regular full-time and regular part-time job openings are usually advertised in the Carroll County Times newspaper, The Job Network, and on occasion, in other media sources.

If the position requires specialized skills, the opening may be advertised in professional journals and websites, or through other appropriate methods.

Employment opportunities are always listed on the City of Westminster's web site at www.westminstermd.gov

and

the Job Hotline
410-848-6023

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With the exception of Certified Police Officer positions, all new and open regular full-time and regular part-time positions may be advertised internally prior to advertising to the public.

The application process and advertising methods are subject to change without notice.

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