





Incorporated in 1890, the City of Oklahoma City is a charter city and has had a Council-Manager form of government since 1927. The Mayor, elected at-large, leads a Council of eight members, each elected by ward. The Mayor and Council set overall policy and strategic priorities for the organization. The City of Oklahoma City serves approximately 655,000 residents in a four (4) county, 621 square mile area.



# Be inspired

City of Oklahoma City employees provide essential services to thousands of residents and visitors every day. Build a fulfilling career of public service alongside talented, hardworking and dedicated coworkers:

- > Earn competitive pay
- > Have job stability
- > Grow personally and professionally
- > Make a difference in your community

## Our vision and mission

Oklahoma City seeks to further progress as a vibrant, diverse, safe, unified and welcoming community.

We will provide exceptional service to residents and visitors. We do this by ensuring the safety of the public, delivering quality services, and maintaining infrastructure to support the growth of the City.





### Be you

A variety of full-time and part-time job opportunities await you in our 22 departments which include: Airports, City Auditor's Office, City Clerk's Office, City Council Office, City Manager's Office, Development Services, Finance, Fire, General Services, Human Resources, Information Technology, MAPS, Municipal Counselor's Office, Municipal Court, Office of the Mayor, Parks and Recreation, Planning, Police, Public Information and Marketing, Public Transportation and Parking, Public Works, and Utilities.







#### **Career Opportunity Notifications**

- > Go to okc.gov/careers, and click on "Job Alerts."
- > Check the box next to each job category of interest, or choose "Select All" (recommended).
- > Click "Subscribe."
- > Provide the requested information and click "Submit."

You will receive an email notification each time a City of Oklahoma City vacancy announcement matches one of the categories you selected.

#### **Apply**

- > Create a user profile at okc.gov/careers. Click on "Jobs Open to the Public."
- > Use the "Sign In" menu to create an account.
- > Search and apply for open positions. Click the job title of interest and "Apply." You may attach multiple documents such as your resume, cover letter, other professional licenses, etc.
- > Check application status at governmentjobs.com/careers/oklahomacity.









## Full-time positions offer:

- > Flexible schedules
- > Telework
- > 96 hours of vacation leave per year
- > 130 hours of sick leave per year
- > 10 regular holidays per year
- > Employer paid parking or EMBARK bus pass for eligible employees working at the downtown campus
- > Retirement plan
- > Credit union with full banking services
- > Employee medical center for employees and covered dependents
- > Tuition reimbursement up to a maximum of \$1,250 per semester
- > Employee assistance program
- > Life, health, dental and vision insurance options
- > Disability plan

#### **EQUAL OPPORTUNITY EMPLOYER**

If you require reasonable accommodation at any time during the hiring process, please notify one of the Human Resources Department Representatives by calling 405-297-2530.

The City of Oklahoma City is an equal opportunity employer and values diversity and inclusion. The City of Oklahoma City will not discriminate against any applicant or employee because of race, color, creed, national origin, ethnicity, religion, sex (to include sexual orientation and gender identity and/or expression), age, genetic information, disability or political affiliation.

