

City of Minot



**HUMAN RESOURCES DIRECTOR
CITY OF MINOT, NORTH DAKOTA**





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THE COMMUNITY

Minot, North Dakota—known as the "Magic City"—is a thriving regional hub and the state's fourth-largest city, with a population of 48,377. Located in north-central North Dakota, Minot boasts a diverse economy rooted in agriculture, energy, and the presence of Minot Air Force Base. The city offers an exceptional quality of life, featuring strong schools, excellent healthcare, and a range of amenities. Air service connects Minot to major destinations, including Minneapolis-St. Paul, Denver, Las Vegas, Orlando, and Mesa, Arizona, while its proximity to Canada places Winnipeg and Regina within a five-hour drive.

Minot Air Force Base plays a crucial role in the region's economy and national defense, with more than 12,346 active-duty personnel and their families. As the nation's only base with a dual-wing nuclear mission, it holds strategic importance. Trinity Health, with its \$500 million medical campus, serves as a leading healthcare provider for the community.

Outdoor enthusiasts will find plenty to explore in Minot. The city features expansive parks, over one hundred miles of trails, and six golf courses. The Roosevelt Park Zoo—North Dakota's first zoo—delights visitors, while nearby Lake Sakakawea, Lake Audubon, and Lake Darling offer top-tier fishing, boating, and hunting opportunities. Sports fans can cheer on the Minot Minotauros junior hockey team and the Minot Hot Tots baseball team.

Minot is home to vibrant annual events, including the North Dakota State Fair, which attracts 300,000 visitors, and the PRCA Badlands Circuit Finals Rodeo

Championship. The Scandinavian Heritage Park and Norsk Høstfest celebrate the region's strong Nordic roots, highlighting the cultures of Denmark, Finland, Iceland, Norway, and Sweden.

Arts and culture thrive in Minot, with organizations such as the Minot Symphony Orchestra, Minot Chamber Chorale, Mouse River Players, MSU Summer Theater, and Arts in the Parks enriching the community. The Taube Museum of Art further contributes to Minot's dynamic arts scene. The Discovery Center offers interactive STEM displays and programming.

Downtown Minot offers a unique blend of local shopping, dining, and entertainment. Historic buildings, art-lined alleyways, and community events create a lively atmosphere in the city's core.

Education is a priority in Minot, with a well-regarded public school district comprising thirteen elementary schools, three middle schools, and two high schools, including facilities on Minot Air Force Base. Parochial school options are also available. Higher education institutions such as Minot State University and Dakota College at Bottineau provide advanced learning opportunities. New programming in Community Technical Education (CTE) focused on dental and nursing programs have also recently begun.

A dynamic and welcoming community, Minot combines opportunity with livability, making it a wonderful place to live, work, and visit.

THE ORGANIZATION

Minot has a Modern Council form of government and uses the City Manager Plan. The mayor is elected at large for a four-year term. The six-members of the City Council are also elected at large for four-year terms, with half of the seats up for election every two years. Additionally, volunteer boards and commissions contribute to city governance.

The Mayor and City Council appoint the City Manager, who provides executive leadership, oversees daily operations, and guides long-term policy and strategic planning. Minot functions as a full-service city, with an annual operating budget—including capital expenditures—of \$225.2 million for 2025 with 453 full-time equivalent (FTE) staff members.

Minot's municipal departments include the Assessor, Airport, Attorney, Community Development, Human Resources, Finance, Fire, Library, Municipal Court, Public Works, Police, Utilities, and the Office of Resilience. While the Minot Park District, an independent entity, manages parks and recreation, the city actively collaborates with Ward County, the Chamber of Commerce, and the Minot Area Economic Development Corporation to foster business growth and economic development.

MINOT FACTS AND NUMBERS:

Population: **48,377**

Median Household Income: **\$77,431**

Median Single-Family Home Value: **\$254,400**

Square Miles: **27.29**





THE DEPARTMENT AND THE POSITION

The City of Minot's Human Resources Department plays a vital role in fostering a positive, productive, and inclusive workplace for the city's workforce. Reporting to the City Manager and the City Council, the department is dedicated to supporting approximately 453 employees across various departments, ensuring fair and effective human resource policies, and promoting a culture of growth, engagement, and well-being.

The Human Resources Department consists of the Director and three professionals and oversees all aspects of human resources, from recruitment and employee relations to compensation and benefits administration.. It ensures compliance with municipal, state, and federal regulations while continuously refining policies to meet the evolving needs of the workforce. The department is also responsible for payroll.

Beyond traditional human resources functions, the department leads key initiatives such as workforce safety programs, citywide employee training, and professional development opportunities. It administers payroll, benefits, and retirement plans for active employees, elected officials, and city pensioners while ensuring compliance with programs like the Affordable Care Act, Family and Medical Leave Act (FMLA), and Title VI. Additionally, the human resources team serves as a vital resource for employees, providing guidance on workplace policies, career development, and organizational best practices.

The department also plays a vital role in maintaining transparency and accessibility. The Human Resources Director serves as the City's ADA Coordinator and Equal Employment Opportunity (EEO) Officer, ensuring fair and equitable workplace practices. The Human Resources Director is also responsible for supporting the work of the Civil Service Commission.

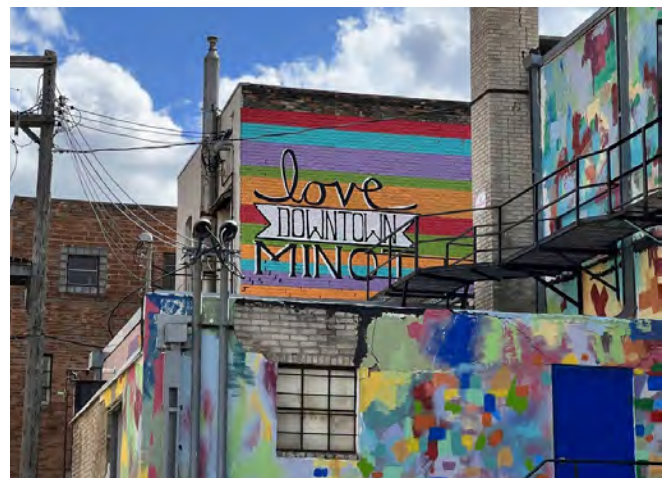
By aligning its strategies with the city's long-term objectives, the Human Resources Department ensures that Minot remains an employer of choice—one that attracts, develops, and retains top talent to serve the community effectively.



OPPORTUNITIES AND PRIORITIES:

The next Human Resources Director will have the opportunity to provide strategic leadership on the following initiatives:

- **Pay Structure Reform & Compensation Strategy:** Assist in the review of market data and best practices to develop an equitable and effective compensation strategy that attracts and retains employees while aligning with City Council goals.
- **Succession Planning & Leadership Development:** Assess internal talent pools, current professional development programs and work with city leadership to develop clear career progression pathways and training that also ensure knowledge transfer and operational resilience.
- **Employee Recruitment & Retention Strategies:** Focus on building strong employer branding to make Minot an attractive place to work and expanding recruitment pipelines of candidates.
- **Employee Engagement:** Develop programs and plans that support, build a positive work culture, and increase employee satisfaction and engagement.
- **Mentoring and Coaching:** Support and encourage the professional development and cross training of the human resources department team members.
- **Use of Data and Analytics:** Strengthen the use of data driven decision making and ensure that the city's HRIS systems are being maximized.





DESIRED MINIMUM TRAINING AND EXPERIENCE:

- A bachelor's degree from an accredited institution in Human Resource Management, Public or Business Administration, or a closely related field is required; a master's degree is preferred.
- Candidates should have at least five years of progressively responsible human resource management experience or an equivalent combination of education, training, and experience.
- SHRM or SPHR certification is highly desirable.
- A collaborative management style with the ability to build consensus and manage change is valued.
- Excellent interpersonal and communication skills, able to connect with and relate to a wide variety of individuals and stakeholders.
- Demonstrated experience in strategic planning, leadership development, and the implementation of best practices in Human Resources is essential.

COMPENSATION AND BENEFITS:

The starting salary range is \$89,208 to \$132,430 DOQ with excellent benefits including participation in the ND retirement system, health insurance, and PTO.

HOW TO APPLY

Interested candidates must apply online by March 14, 2025, including a resume, cover letter, and contact information for five work-related references at www.GovHRJobs.com. Attention: Charlene Stevens, Vice President, 320-262-0303. or Mike Brethorst, Senior Consultant, 218-209-0700. The City of Minot is an Equal Opportunity Employer.