



Welcome to the City of Bluefield's Human Resources Department. We are a professional team of two individuals who work together to make a difference in the lives and careers of City staff, while seeking and maintaining high-quality employees to effectively perform City services for the betterment of the City of Bluefield and its citizens.

The City of Bluefield strives to be an employer of choice for Southern West Virginia. We are a very diverse place to work, whether you want a career to last a lifetime or a temporary position that may be necessary for special projects. The City offers a magnitude of different occupations from police officer and firefighter, to accountant, engineer, economic development, administrative, public transit, recreation and basic labor positions. We value teamwork, integrity, and motivated employees to serve the City of Bluefield and its residents.

Our goal in Human Resources is to provide job applicants, managers, administrators, and all employees with services consistent with sound human resources principles that contribute to an effective and efficient workforce supportive of the City of Bluefield's Municipal Government operations and strategic plan goals.

**The City of Bluefield is an Equal Opportunity Employer**

## **Frequently Asked Questions**

### **Related Questions**

### **Does my application stay on file for future positions?**

After a vacancy is filled, your application or resume does not stay on file for future positions. You will need to reapply for vacant positions that are currently listed on the [Job Opportunities](#) section of the City's website.

## **How do I apply for employment with the City of Bluefield?**

Please refer the [Job Opportunities](#) page under Human Resources and view the details of the position.

## **How long do positions stay open?**

Please review each job opportunity for closing dates. If no closing date is specified, the position will either have a first review date or it will be open until filled. Once a position has been filled, it will be removed from the [Job Opportunities](#) page.

## **I am interested in becoming a Bluefield City Firefighter. How do I apply?**

Please refer to the [Public Safety Careers](#) page under Human Resources.

## **I am interested in becoming a Bluefield City Police Officer. How do I apply?**

Please refer to the [Public Safety Careers](#) page under Human Resources.

## **I did not see the job that I'm interested in listed on the City's website. Can I apply anyway?**

You can only apply for positions that are currently listed on the [Job Opportunities](#) section of the City's website.

## **What benefits are available to Bluefield City Government employees?**

Please refer to the [Employee Benefits](#) page under Human Resources.

## **What can I do to give myself an optimal chance at securing a job with the City of Bluefield?**

- Ensure your application materials are accurate and complete to the best of your knowledge; this includes your entire employment history.
- Research the job you are applying for and how it relates to your knowledge, skills, and abilities.
- Be detailed in describing your education, experience, knowledge, skills and abilities.
- List references that can attest to your job-related qualifications.
- Answer all application questions fully and honestly. Omitting or falsifying information that misrepresents your candidacy is prohibited.

## **What employment opportunities are currently available with the City of Bluefield?**

Please refer to the [Job Opportunities](#) page under Human Resources.

## **What happens after I file my application?**

Applications and resumes received will be sent to the Hiring Manager where they will be evaluated and a decision made as to which applicants to select for interviews. The volume of applications received varies per job so the amount of time may vary for the screening process.

## **What is the hiring process and when can I expect to hear back after I apply?**

Applications and resumes are only accepted for vacant positions and are reviewed as they are received. Phone calls are made only to those applicants that are chosen for interviews after being reviewed by the Department Manager. If you do not receive a phone call for an interview, we encourage you to watch our [Job Opportunities](#) page and apply for future openings that are of interest to you. Thank you for your interest in working for the City of Bluefield.

# Where is the Human Resources Department located?

The Human Resources Department is located on the top floor in the City Hall administrative offices at 200 Rogers Street, Bluefield, WV 24701.

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Municipal Building

200 Rogers Street

Bluefield, WV 24701

United States

[View in Google Maps](#)