



VACANCY ANNOUNCEMENT
City of Miles City
An Equal Opportunity Employer

Date Issued: July 19, 2021

Job Title: Circulation Interlibrary Loan
Department: Library

Usual Work Days and Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

Base Rate of Pay: \$15.30/hr. - Probationary; \$16.32/hr. after Probation
Probationary Period: 6 Months
Classification: Non-Exempt
Collective Bargaining Unit: AFSCME 283A
Expected Start Date: September 1, 2021

Recruitment Open to: Internal & External Applicants

Principal Duties: Please review the attached job description.

Minimum Qualifications: Please review the attached job description.

Application materials required: Application material may be obtained from Miles City Job Service, the City of Miles City Human Resources office or online <http://milescity-mt.org/employment/>

Selection Process: Selection procedures to be used in evaluating applicant qualifications may include, but are not limited to, an evaluation of application materials; a structured interview; and reference checks.

Offer of Employment: Employment is offered contingent upon the successful completion of a criminal background check.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to complete in the recruitment & selection process, to perform the essential functions of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need such accommodation, contact the Human Resources Office at 874-8601.

Recruitment closes: Open Until Filled