



City of Miles City

VACANCY ANNOUNCEMENT

An Equal Opportunity Employer

Date Issued: December 1, 2021

Job Title: RSVP Director
Department: Retired Senior Volunteer Program (RSVP)

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

Base Rate of Pay: \$52,000/annual

Length of Probation 6 months

Classification: Full-time, exempt

Anticipated Start Date: April 1, 2022

Recruitment is Open to: Internal Applicants Only
 External Applicants
 Internal & External Applicants

Principal Duties: Please review the attached job description.

Minimum Qualifications: Must be able to pass and extensive Federal Background Investigation. Must meet the minimum requirements as outlined in the attached position description.

Application Instructions: Application material may be obtained from Miles City Job Service, the Miles City Human Resources office or online www.milescity-mt.org, Human Resources, Employment Opportunities

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 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: January 14, 2022