



# City of Miles City

## VACANCY ANNOUNCEMENT

### An Equal Opportunity Employer

**Date Issued:** April 7, 2022

**Job Title:** Planner-in-Training & Urban Renewal/Historic Preservation  
(This is a combination of two current part-time positions)

**Department:** Administration

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

**Base Rate of Pay:** \$16.63/hr. (Probationary Wage)  
\$16.79/hr. (Base Rate after 6-month Probation)

**Benefits Package:** Health, Dental, Vision, Life Insurance, FSA or HSA  
Montana Public Employee Retirement  
Paid Holidays, Vacation & Sick Leave

**Classification:** Full-time, non-exempt

**Anticipated Start Date:** ASAP

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

**Principal Duties:** Please review the attached position descriptions.

**Minimum Qualifications:** Must meet the minimum requirements as outlined in the attached position description.

**Application Instructions:** Completed City of Miles City Application Package available on-line @ [www.milescity-mt.org/employmentopportunities](http://www.milescity-mt.org/employmentopportunities) or at Job Service. Applications may be submitted to [lwilkins@milescity-mt.org](mailto:lwilkins@milescity-mt.org) or to the local Job Service office.

**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:** Open Until Filled