



VACANCY ANNOUNCEMENT
City of Miles City
An Equal Opportunity Employer

Date Issued: September 11, 2024

Job Title: Human Resources Officer

Department: Finance/Administration

Work Days and Hours: M – F 8:00 a.m. to 5:00 p.m.

Annual Base Wage: \$51,447/annual (Probationary Wage)

Classification: Full-time, Exempt

Anticipated Start Date: October 1, 2024

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

Principal Duties: Please review the attached job description.

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

Application Instructions: Application material is available at Montana Job Service or the City of Miles City Human Resources Office
Internal Applicants – Submit a letter of interest and resume to the Human Resources Office
External Applicants – Submit City of Miles City Employment Application material, letter of interest and resume to City of Miles City Human Resources Department or Montana Job Service.

Recruitment Closes: **Internal Applicants** - Wednesday, September 18, 2024 at 5:00 p.m.
External Applicants -Wednesday, September 25, 2024 at 5:00 p.m.