



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

VACANCY ANNOUNCEMENT

Facilities Director

The Montana Association of Counties is accepting applications for the position of Facilities Director. Successful candidates will provide daily and weekly cleaning of two buildings as well as lawn and grounds maintenance, including snow removal from sidewalks and exterior stairs. Minor electrical and plumbing repairs will be performed as needed.

Qualified candidates will possess basic cleaning and maintenance skills. Most work will be performed on off-business hours. Primary place of work is at the offices of the Montana Association of Counties. The position will be one-quarter time, averaging 10 hours per week. Salary is \$25 per hour, and position offers an employer paid 401(k) contribution and annual and sick leave. This position is not eligible for health benefits.

A complete position description and application may be obtained via our website, www.mtcounties.org, or by contacting MACo, either in writing to the address below or by phone at (406) 449-4360.

To apply, please submit a completed MACo application and resume to:

Eric Bryson, Assistant Director
Montana Association of Counties
2715 Skyway Drive
Helena, MT, 59602

Initial screening deadline for submission is 5:00 p.m. May 19, 2017. Position will remain open until filled by a qualified applicant.

Upon request, reasonable accommodations will be made for applicants with disabilities needing assistance in the recruitment and selection process.

The Montana Association of Counties is an Equal Opportunity Employer.