



---

# 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](http://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](http://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 letter of interest and resume to:

Jason Rittal, Deputy Director  
Montana Association of Counties  
2715 Skyway Drive  
Helena, MT, 59602

Applications and resumes will be reviewed as they are received beginning September 24, 2018. 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.