

BUTTE-SILVER BOW JOB POSTING

OPENING DATE:	January 26, 2010
CLOSING DATE:	February 9, 2010
TITLE/CLASSIFICATION:	Central Services Program Manager
STATUS:	Full-Time
BARGAINING UNIT:	NA
Department / Division	Public Works
NATURE OF WORK:	See attached Job Description
DUTIES/RESPONSIBILITIES:	See attached Job Description
JOB REQUIREMENTS:	See attached Job Description
REQUIRED SPECIAL QUALIFICATIONS:	See attached Job Description
SALARY:	\$48,060

BENEFITS: Unless otherwise noticed, benefits include the following: optional group health, life and dental insurance for employee and dependents; vacation leave accrual at one and one-quarter days per month; sick leave accrual at one day per month; ten paid holidays per year (plus Election Day every other year); Public Employee's Retirement (Employer matched contribution); Flexible Spending Account; Deferred Compensation Plan; Employee Assistance Program; and credit union availability. ***NOTE: In some instances, benefit eligibility may be determined by length of service and/or employment status.***

HOW TO APPLY: Interested persons should contact the Butte Job Service Center, 2201 White Boulevard, Butte, Montana 59701, phone: (406) 494-0300.

APPLICATION MATERIALS REQUIRED: Unless otherwise noticed, the following materials are required:

1. Signed and completed City and County of Butte-Silver Bow Application for Employment.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or SRS Certification of Disability Form.

NOTE: Application will be rejected for late, incomplete or unsigned application materials.

INTERNET USERS: Application materials may be downloaded from Butte-Silver Bow's Internet Web Site at the following web address: www.bsb.mt.gov

FURTHER INFORMATION: Contact the Butte-Silver Bow HR/Personnel Office, Room 209, Courthouse, 155 W. Granite Street, Butte, Montana 59701. Phone: (406) 497-6431.

APPLICATION FILING DEADLINE: Close of business February 9, 2010.

REASONABLE ACCOMMODATION

Under State and Federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications may be provided to assist applicants to participate in the recruitment and selection procedure, to perform the essential duties 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 any such accommodation, contact Lindsey Ide, Personnel Director at (406) 497-6429, TT (Text Telephone) users may call (406) 497-6223.

EMPLOYMENT ELIGIBILITY

As required under the Immigration and Control Act, any person wishing to work for Butte-Silver Bow, regardless of the nature of the job or the number of hours or months employed, will be required to show proof of U.S. citizenship or legal authorization to work prior to beginning employment. Examples of such documentation include a birth certificate or social security card along with a driver's license, or other picture identification, a U.S. passport or a green card. BUTTE-SILVER BOW IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, PHYSICAL DISABILITY, OR VETERAN STATUS. BUTTE-SILVER BOW STRONGLY ENCOURAGES QUALIFIED MINORITIES AND WOMEN TO APPLY.