

VACANCY ANNOUNCEMENT

- **Position:** District Clerk/Business Manager.
- **Position Type:** Classified.
- **Date Posted:** 10/17/2024.
- **Location:** Malmborg School District, Bozeman, MT.
- **Compensation:** Wage is \$25/hr for knowledgeable hire. Position is eligible for optional PERS retirement benefits.
- **Description:** Malmborg School, a rural, one-room school located 12 miles east of Bozeman, Montana, seeks a part-time District Clerk/Business Manager. The District Clerk/ Business Manager attends and takes minutes for all meetings of the Board of Trustees, prepares monthly meeting agendas, and assembles packets for meetings. He/she acts as custodian of all records and documents of the District, including, but not limited to, the district policy manual, property records, and meeting minutes. The Clerk/Manager prepares legal notices, job postings, election notices, school board meeting notices and other notices concerning district business. He/she serves as election administrator for the Board of Trustees.

This position is a part-time, hourly position. Hours are approximately 5 hours per week. Attendance at monthly board meetings is required.

- **Qualifications:** Strong organizational, oral and written communication skills are required. Completion of two years' successful post-secondary schooling and previous public school experience preferred. Successful applicant must pass a criminal background check.
- **Application:** Send letter of interest and resumé to:
Gallatin County Superintendent of Schools
311 W. Main Street, Room 107
Bozeman, MT 59715
Email: john.nielson@gallatin.mt.gov
Phone: (406) 582-3090
- **Date closes:** Until filled.