

## Job Opening:

The City of Glasgow is seeking applicants for the position of Administrative Assistant/Grant Writer. Position responsibilities include, but are not limited to: preparation of grant applications, management and reporting for grant awards and working with the Glasgow Police Department Grant Writer to make sure all proper registrations with granting agencies are up to date. Position requires extensive knowledge of Microsoft Excel, Outlook and Word, internet searches and databases. This position is full time Monday – Friday 8:00 to 5:00 with an hour for lunch. Starting Pay \$16.60 and benefits include retirement, health insurance, vacation and sick leave.

The following are required to apply: a current resume and a cover letter detailing why you are applying for this job. Please call or email City Clerk Stacey Amundson at (406) 263-0617 or [samundson@cityofglasgowmt.com](mailto:samundson@cityofglasgowmt.com) for further information and any questions. Position open until filled. A full job description is available upon request.