

City of Hardin, Montana

VACANCY ANNOUNCEMENT

School Resource Officer

Salary Information - Entry Level: \$56,784 - \$67,808 annually DOE plus Benefit Package
of up to \$54,026.40

Application Deadline: July 24, 2026 by 4:00 p.m. or until filled

The City of Hardin is a South-Central Montana community of approximately 3,500 residents located 45 miles Southeast of Billings, MT on Interstate 90. Hardin sits on the edge of the Crow Indian Reservation and is surrounded by productive ranches and farms. Coal mining has also contributed greatly to the local economy. South of Hardin is the Little Bighorn Battlefield. Hardin was named for Samuel H. Hardin, a cattleman from Wyoming who leased tracts of land on the Crow Reservation to range his cattle. Local industry now includes farming and ranching, surface coal mining, fishing and recreational opportunities.

The City is interested in candidates who can establish community and regional partnerships, work well with the media, lead by example, possess the ability to work administratively and in the field, and build successful working relationships with police department members and City staff. Candidate(s) will be selected by the City Mayor and Chief of Police. The Police Commission will certify the candidate(s). The Police Officer position is a direct report to the Chief of Police.

PRIMARY OBJECTIVE OF POSITION:

Under general supervision, performs a wide variety of duties involved with enforcement of laws and prevention of crimes; controls traffic flow and enforces state and local codes; issues citations; participates in and conducts a variety of criminal investigations; makes arrests; provides support and assistance to special crime prevention and law enforcement programs; and performs a variety of technical and administrative tasks in support of law enforcement services and activities.

ESSENTIAL JOB FUNCTIONS:

Duties require the ability to retrieve and disseminate criminal justice information, conduct interviews, intervene in disputes, effect lawful arrest and testify in court. Also requires frequent dealings with DUI suspects/offenders, intoxicated individuals and persons with mental disorders. Must be able to properly use all weapons assigned by the Police Department.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

This position requires a knowledge of current law enforcement practices and procedures; knowledge of applicable federal, state, and local laws and ordinances; knowledge of Montana State Laws regarding law enforcement and criminal law; investigative procedures, court procedures, patrol techniques, search and seizure laws, interview and interrogation procedures, firearms operation, drugs and drug abuse, use of intoxilyzer and other police equipment, and providing emergency medical aid.

Knowledge, Skills and Abilities:

The School Resource Officer must have excellent oral and written communications skills, the ability to work with diverse groups, possess exceptional conflict resolution skills, be a creative problem solver, be available for after school functions, and have a good knowledge of Juvenile Laws and Juvenile Court procedures.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: Limited

OTHER REQUIREMENTS:

A U.S. Citizen 20 years old or older. A High School diploma or GED equivalent. Must possess a valid state of Montana Driver's License or apply for a Montana Driver's License within 60 days of moving to the state.

Must be a graduate of the Montana Law Enforcement Academy (MLEA). Must live close enough to City Zoning to respond within 20 minutes.

Application and Complete Job Description available:

City of Hardin, 406-665-9260 Ext. 104 or www.hardinmt.com/Wanted.html

Required Application Materials and Forms: To be considered for this position you must complete:

- A City of Hardin Employment Application at: www.hardinmt.com/Wanted.html
- Montana POST application at: <https://dojmt.gov/post/forms-and-other-documents>

Hours: This is a Full-Time Position, 80 hours every 2 weeks and on-call 24 hours per day for emergencies

Please submit your completed job application package, with resume and a cover letter to:

City of Hardin Human Resources Office, 406 N. Cheyenne, Hardin, Montana 59034

Contact Information:

Mayor Riley Ramsey Phone: 406-665-9260 Ext. 101 Email: hardinmayor@hardinmt.com

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug and Alcohol testing is required, as well as a medical exam conducted by a licensed physician appointed by the City. Applicant is subject to Criminal and Financial Background Checks.