

Job Description

Title: Select Board Secretary

Supervision: Reports to the Select Board

Hours/Compensation: This position is a part time, hourly exempt position for 6 hours per week. Hourly rate will be determined by annual town meeting.

Benefits: As this position requires less than 20 hours per week, no Town benefits, including health care and retirement are offered.

Job Environment: Typical office environment; operates computers, printers, calculators, phones and the copier. The position requires frequent contact with other Town Hall employees, State agencies and the general public.

Responsibilities:

The essential duties and responsibilities listed include the minimum requirements for the position. This position includes additional duties that are a natural progression from that position's essential duties. The omission of specific statements of duties does not exclude them from the responsibility of the employee in the position if the work is similar, related, or a logical assignment to the position.

- Prepare and submit to the Select Board draft minutes for each Select Board meeting.
- Attend meetings of the Select Board, or, in some instances, use the video/audio recording of meetings to draft the minutes.
- Record Select Board meetings and post the recordings to the Town's YouTube channel.
- Additional duties as assigned by the Select Board.

Recommended Minimum Qualifications

Education & Experience:

High School Diploma

Knowledge, Ability and Skill:

Knowledge of a computer and the Microsoft Office programs. Good organizational and communication skills. Ability to work with minimal supervision and use good judgment and guidance.

Minimal physical effort required performing duties under typical conditions. Position requires ability to operate a keyboard.