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Position Title: Assistant – Board and Committee Minutes
Part-time
Reports To: Town Manager
Date: April 6, 2017

GENERAL SUMMARY:

The Assistant – Board and Committee Minutes is in charge of taking the minutes of the Board of Selectmen meetings. These minutes are required to provide a formal account of who attended the meeting, what topics were discussed and what actions were agreed upon (votes taken). The Assistant – Board and Committee Minutes must prepare and distribute a draft version of their minutes as soon as possible to the Board of Selectmen via email before the next meeting for review. When changes are proposed by the BOS members, the Assistant – Board and Committee Minutes will distribute to the entire Board for consensus on change. Any edits to the draft minutes must reflect what occurred at BOS meeting. When all changes are complete, the Assistant – Board and Committee Minutes will send draft to the Assistant to the Town Manager prior to Board of Selectmen meeting for the Board's approval at an upcoming meeting.

ESSENTIAL JOB FUNCTIONS:

- Attend, record and transcribe minutes of the Board of Selectmen meetings (bi-weekly) and other meetings as required

EDUCATION AND EXPERIENCE

- Associates Degree in a related field or equivalent with experience in a municipal setting.
- Experience with minute taking a plus

KNOWLEDGE AND EXPERIENCE

- Familiarity with Microsoft Office
- Excellent transcription, writing and word processing skills
- Strong attention to detail and organizational skills
- Ability to work in a self-supervisory role within clear timelines
- Experience taking and producing minutes in a timely fashion
- Ability to deal with Board members, department employees and the public
- Ability to keep information from executive session meetings confidential

To apply email your resume, cover letter and availability
mlombardo@hamiltonma.gov

The Town of Hamilton is an Affirmative Action/Equal Opportunity Employer.
