

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.org

Job Opening – Minutes Taker

The Town of Londonderry, Vermont is accepting applications for a part-time (~10 hours per month) position for a person to take minutes for Selectboard meetings and other board and commission meetings as assigned. In-person meeting attendance is preferred, but remote attendance (either real-time or viewing video recordings of meeting) is acceptable. Meetings are normally held in the early evening with occasional daytime meetings, and the job requires timely drafting of accurate, thorough and informative minutes.

Applicants are asked to submit a required Employment Application, which can be found in the Town Forms section of the Town web site: www.londonderryvt.org. Submit via email to townadmin@londonderryvt.org or mail to: Town of Londonderry, 100 Old School Street, South Londonderry, VT 05155.

The position is open until filled and the job description is attached. The Town of Londonderry is an equal opportunity employer.

Posted May 13, 2024

Town of Londonderry, Vermont

Minutes Taker Job Description

FLSA Status: Non-Exempt

Reports To: Town Administrator

OBJECTIVE/PURPOSE

Under the direction of the Selectboard, or its designee, the Minutes Taker will produce accurate, informative and timely minutes of meetings of the Londonderry Selectboard and other public bodies as directed.

WORK HOURS

Physical attendance at all meetings of the Londonderry Selectboard is preferred, but remote attendance (either real-time or by viewing video recordings of meetings, if possible) is acceptable. Regular Selectboard meetings are normally held at 6:00 PM on the 1st and 3rd Mondays of the month, but special and/or emergency meetings may be held on other days and times as necessary. In general, other than attendance at meetings, the schedule for this position is self-directed and flexible, with the majority of work conducted remotely. The estimated average monthly hours for the position is 10 hours, and the average number of meetings per year is approximately 32.

DUTIES AND RESPONSIBILITIES

- Attends or otherwise views meetings of the Londonderry Selectboard and other public bodies as directed to prepare accurate minutes of the meetings in keeping with the Vermont Open Meeting Law and in a format proscribed by the Selectboard or its designee.
- Prepares and distributes draft meeting minutes within 5 days of the adjournment of the meeting.
- Minutes shall include all salient discussions, decisions and actions of the public body, and shall demonstrate objectivity and accuracy for spelling, grammar, punctuation, arrangement, and format.
- Once approved by the Selectboard or other public body, minutes will be amended as appropriate and filed physically and/or electronically as public records.
- Coordinate with the Town Administrator for the completion of the minutes, and documentation and dissemination of accurate related Board records.
- Maintain appropriate confidentiality of all items discussed in meetings.
- Remain current on software, municipal operations and terminology, and required paperwork and procedures.
- Refer to previous minutes and available templates for reference as appropriate.
- Participate in training, as needed.
- Ensures that all interactions with colleagues, Town officials and the public are respectful, courteous, and helpful.
- Complies with all Town policies and state and federal regulations.
- Performs other duties as assigned.

Town of Londonderry, Vermont

Minutes Taker Job Description

KNOWLEDGE, SKILLS AND ABILITIES

- Must be dependable, be able to follow instructions, and be able to manage and prioritize tasks in a timely fashion.
- Must demonstrate excellent judgment, organizational, decision-making, customer service, and communication skills.
- Must maintain composure, discretion, and objectivity at all times, and interact tactfully and respectfully with all people.
- Must have the ability to work independently with minimal supervision.
- Must develop and maintain a working knowledge of the requirements of the Vermont Open Meeting Law regarding meeting minutes.
- Must demonstrate good English grammar, spelling and writing skills.
- Must have ability to learn and use new vocabulary and terminology regarding all elements of municipal government.
- Must willingly receive and apply constructive feedback.
- Must be able to operate various types of office equipment including, but not limited to, copy/scanning machine, computer, typewriter, and telephone.
- Must be proficient in MS Office suite for computer use.
- Must be able to provide own means of transportation to attend meetings in various locations.
- Prior experience in minute taking for a public agency or similar administrative experience is a plus.

EXPERIENCE, EDUCATION, AND TRAINING

- High School degree or GED equivalent necessary. At least two years of office experience is necessary. Experience in minute taking for public agencies is helpful.

TOOLS/TECHNOLOGY

- As necessary, must demonstrate computer literacy that includes: word processing, email, data entry, spreadsheet work, online training, etc.

PHYSICAL AND MENTAL DEMANDS

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems associated with work tasks and environment.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- While performing the duties of this job, the employee is regularly required to sit, see and hear.
- The employee is frequently required to demonstrate manual dexterity to write, operate computers and office machinery/equipment.
- The employee will occasionally speak, walk, and stand and lift up to 20 pounds.
- Travel to various work sites may be required on occasion.

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Minutes Taker Job Description

- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to hear conversations in quiet to loud environments. The employee must be able to meet deadlines with statutory and administrative time constraints.
- The noise level in the Town Office work environment is usually quiet.

WORK ENVIRONMENT/CONDITIONS

- Most work occurs at the Town Office (for in-person meetings) and in a home office or other remote location (for remote viewing of meetings and meeting follow-up efforts) as appropriate and necessary.
- Works with a minimum of supervision with a high level of accuracy and attention to detail, requiring the ability to independently complete assigned tasks in accordance with the given deadlines.
- Has contact in person and by phone or video connection with Town public bodies and staff, as appropriate.

Terms of Employment:

The position is a part-time hourly position.

Compensation:

As determined by the Selectboard.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Londonderry, Vermont is an Equal Employment Opportunity employer.

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TOWN OF LONDONDERRY EMPLOYMENT APPLICATION

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status. We are an equal opportunity employer.

APPLICANT INFORMATION (PLEASE PRINT)			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No. * N/A *	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
(Conviction will not necessarily disqualify an applicant from employment.)			
If you are under 18 years of age, can you provide required proof of your eligibility to work?			
Are you currently employed?	May we contact your present employer?		
When would you be available for work?	Are you available to work full-time or part-time?		

EDUCATION				
High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
		Degree		

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	
Full Name	Relationship
Company	Phone
Address	

PREVIOUS EMPLOYMENT (MOST RECENT FIRST)			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

DISCLAIMER AND SIGNATURE (APPLICANT'S STATEMENT)	
<ul style="list-style-type: none"> • I certify that my answers are true and complete to the best of my knowledge. • I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. • This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. • I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an <i>at will</i> employment relationship with or without cause. It is further understood that this <i>at will</i> employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. • In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer. 	
Signature	Date