

JOB TITLE: Board Secretary
DEPARTMENT: Various Boards/Committees

GRADE: H-4
DATE: January 2023

The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as part of an overall municipal team to ensure effective and efficient municipal operations.

DEFINITION:

Routine clerical and secretarial work of a moderate degree of responsibility; related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of Town Board/Committee/Commission—supported by administrative and operational guidance of department / division head or administrator.

SUPERVISION EXERCISED: None.

DISTINGUISHING CHARACTERISTICS:

1. Works under supervision of the Board Chairman or designee following departmental rules, regulations, and policies requiring the ability to plan and perform operations, to complete assigned task or tasks according to prescribed time schedule, but referring unusual problems to superiors.
2. Performs routine or standardized work which involves choice of action, requiring the application of established rules and procedures that may affect the quality, accuracy or utility of results.
3. Work involves limited public contacts to obtain or to furnish information requiring tact and a knowledge of departmental policies, rules and regulations.
4. Errors of omission or commission may result in failure to maintain the desired standard of a major municipal service.

ESSENTIAL FUNCTIONS:

The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

EXAMPLES OF WORK: Including but not limited to:

1. Performs secretarial duties such as preparing agendas for meetings; takes, transcribes and presents in report form minutes of meetings and hearings as well as dictation and transcription of correspondence and memoranda. Ensures compliance with public meeting law. Sets up appointments.
2. Handles daily correspondence and maintains correspondence files; assembles pertinent correspondence and other documents for meetings.
3. Processes bills payable, transmits fees to Town Treasurer, prepares Committee/Commission/Board portion of Annual Town Report, monitors current budget and prepares and processes purchase requisitions.
4. Acts as keeper of the records.
5. Attends all meetings, including "executive sessions" relative to Board matters, discussions, personnel problems or other matters; collects and correlates confidential data and prepares findings and recommendations: mostly evening meetings; assists in preparation of departmental budget.

6. Receives inquiries and complaints from the public and resolves or relays them for appropriate action. Interacts with developers, consultants, engineers, lawyers and citizens.
7. Secures supplies, processes expenditures and monitors budget.

Examples of work:

Council on Aging:

Directs correspondence appropriately. Follows through on direction, decisions, etc. of Council.

Permanent Building Committee:

Prepares and processes correspondence; participates in preparation of documents for evaluation of proposals for professional services; assists in development of presentations for Town Meeting and other meetings; sets up meetings, including obtaining the meeting room and equipment as required for the Committee. Follows through on direction, decisions, etc. of Committee.

Ad Hoc Committee:

The Town creates Ad Hoc Committees to follow a specific charge. A secretary to such a committee performs all the duties set out in the general sections of this description. Ensures that copies of committee minutes are filed with the Town Clerk. Assists in the preparation of final committee reports.

Sewer and Water Commission:

Assembles pertinent correspondence and other documents for preparation of agendas and informational packets for the commission and administration prior to meetings. Posts meetings and hearings in accordance with the requirements of the open meeting law. Attends meetings to take minutes for transcription and presentation to the commission in report form. Maintains an open line of communication with the commission chairperson providing updates of sewer and water matters as necessary.

DESIRABLE QUALIFICATIONS:

Training and Experience: High school graduate with two years of secretarial school training and one year of paid secretarial experience or high school graduation with three years of paid clerical and secretarial experience; or any equivalent combination of education and experience.

Knowledge, Abilities and Skills: Ability to respond to general or specific questions as to policy or procedures and to recognize those areas for which inquiries should be referred to a superior or to a policy board. Must possess demonstrated skill in shorthand/speed writing, typing and word processing usage.

TOOLS AND EQUIPMENT USED:

Typewriter, personal computer and/or laptop, including word processing, mainframe computer terminal; 10 key calculator; telephone; copy machine; fax machine.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is normally performed in an office.

The noise level in the work environment is usually quiet.

New: 1984 (Board Secretary)

Revised: November 1996

Revised: August 1998

Revised: December 2011

Revised: January 2023