

Town of Bolton Board Clerk Job Posting

To apply: Submit resume and two references to the Town of Bolton, 3045 Theodore Roosevelt Highway, Bolton, VT 05676

Salary: Commensurate with experience

Posting: Until position filled

Start Date: July 1, 2017

Job Title: Board Clerk

Job Summary: This position provides administrative and clerical support to town commissions, committees and boards as assigned by the Select Board, including the Bolton Planning Commission and Bolton Conservation Commission. This is an at-will, nonexempt position subject to town employment and personnel policies.

Qualifications:

- Good organizational skills.
- Excellent oral and written communication skills.
- Detail oriented.
- Competence in office software including Microsoft Office Suite (including Word, Powerpoint and Excel) required
- Ability to work independently and collaboratively with town volunteers and staff.
- Working knowledge of Vermont's Open Meeting Laws helpful.
- Some knowledge of municipal government, land use planning or land conservation is desired, but not required.
- Relevant clerical and administrative experience required.

Job Duties:

Specific duties and responsibilities of this position may include:

- Regular communication and coordination with Board chairs.
- Attending evening meetings and possibly events.
- Preparing and distributing meeting notices, agendas, and minutes in accordance with Vermont's Open Meeting Laws and other relevant statutes.
- Managing board correspondence.
- Preparing, monitoring and reporting on committee grants and budgets.
- Drafting Board updates and announcements for the town newsletter, website and social media outlets.
- Performing other duties as assigned.

Terms of Employment:

This is permanent, part-time position, under the general supervision of the Bolton Select Board with direct supervision under the Chair of the Boards clerked for, and subject to town

personnel and employment policies. The Board Clerk reports directly to the Chair of each town commission, committee or board, as assigned by the Select Board.

This position is hourly, and is nonexempt under the Fair Labor Standards Act. The position is currently approved for up to 8 hours per month, as determined by the Select Board.

Compensation will be set by the Select Board commensurate with qualifications and experience.

Work Environment:

The Town of Bolton is an Equal Opportunity Employer. The majority of work associated with this position is performed indoors, in a generally hazard-free office setting. Usual and customary methods of performing the functions of this job require standing, walking, and sitting for significant periods of time, working on a computer, and interacting with a variety of people on a regular basis, including town staff, volunteers, state officials and the general public. The demands of this job, as described, are representative of those necessary to successfully perform essential functions; reasonable accommodations may be made to enable individuals with disabilities to perform these functions as required under federal and state law.

Approved by the Bolton Select Board on April 17, 2017.