

## **Town of Durham, Maine Job Description**

**TITLE:** Meeting and Board Secretary

**Work Schedule:** Part-Time

**FLSA:** Non-Exempt

**Pay Range:** **\$12 - \$15.00 per hour**

**Revised/Approved:** June 19, 2018

By Durham Board of Selectmen

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This is a clerical position. This individual is responsible for the accurate recording of actions taken by the Durham Board of Selectmen, Durham Budget Committee, Durham Planning Board and Durham Board of Appeals. Work is reviewed by the Administrative Assistant/Town Administrator through observation, regular meetings and results obtained.

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**REPORTS TO:**  
Administrative Assistant/Town Administrator

**SUPERVISES:**  
N/A

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### **General Expectations and Position Summary:**

The person filling the position must:

1. Be committed to the mission of the Town.
2. Work as a member of a team in the performance of duties.
3. Work in harmonious relationships with all Town staff and members of the public.
4. Perform duties in a conscientious, cooperative manner.
5. Perform required amount of work in a timely fashion with a minimum of errors.
6. Be neat and maintain a professional appearance.
7. Be able to understand and work within the Town of Durham's Ordinances, Policies and Procedures.
8. Have the ability to listen to and accept constructive criticism.
9. Have skills in a variety of clerical related tasks including typing, filing, and data processing.
10. Have the ability to maintain at all times the highest form of personal and professional ethics.
11. Have knowledge of business English, business math, office equipment and its use, office practices and office organization.
12. Have knowledge and skills in computer programs such as Word, Adobe Acrobat, and Excel and have the ability to send and receive emails.
13. Have the ability to maintain confidentiality as it relates to confidential information obtained in the performance of duties.
14. Be reliable with respect to attendance. Arrive promptly at the Town Office for all scheduled meetings.
15. Be meticulous, organized and detail oriented.

### **General Duties & Responsibilities:**

The Meeting Secretary:

1. Prepare minutes in a factual and impartial manner.
2. Set up the meeting area.
3. Attend all regular and special Selectman, Planning Board, Appeals Board and Budget Committee meetings and prepare minutes of the proceedings.
4. Organize and file copies of all Board approved documents (i.e. subdivision applications, approved plans and conditional use applications, etc.)
5. Assist in the preparation of documents for mailing to town citizens, as well as other public notice postings.
6. Communicate verbally and in writing with parties conducting business with the Planning Board and Board of Appeals.
7. Prepare meeting packets for the Planning Board and Board of Appeals.
8. Know and adhere to Maine's Freedom of Access Act (also known as the Right to Know Law).
9. Perform other related tasks per skill and as directed by Town Administrator.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**Educational Qualifications:**

Considerable experience in clerical work; graduation from a standard high school or equivalent.

Previous municipal office experience helpful, but not required.

**Physical Requirements:**

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.

- Light lifting
- Ability to attend night meetings, as late as midnight
- Ability to set up meeting area, ensuring chairs are in place
- Ability to sit for long periods of time
- Ability to move from a sitting position to a standing position several times during a meeting (as needed)
- Ability to type for long periods of time at various video display terminals
- Specific vision abilities required by this job include close vision and the ability to adjust focus

**Necessary Special Requirements:**

1. Must provide own computer and internet connection if performing duties from home.