Town of Charlemont, Massachusetts

Position Description

Position Title: **Secretary to the Boards**

Classification: Part time employee

Reports: to Select Board

Services to: Health Board, Conservation Commission, Planning Board, ZBA, Finance Committee, Park And Recreation Commission ,and Capital Improvement Committee

**Telephone Answering machine (no “live” answering)**

* Listens for messages in “All Boards” message box regularly
* Maintains abbreviated log of phone calls and action taken
* Provides forms, schedules appointments, answers simple questions, provides appropriate data.
* Notifies Chairman (or designee) of any Emergency or time sensitive requests
* Logs urgent calls and leaves “unanswered-nonurgent” phone messages for Chairman or designee’s response
* Places written general requests in Board Folder, does not transcribe oral requests for the Board (“I’m sorry, the Board only accepts written requests or oral requests by appointment.”)

# Minutes

* Takes board Minutes at Meetings, and transcribes prepared clear, correct drafts of various boards’ minutes.
* Submits signed minutes to Executive Secretary/Town Clerk, Current folder, Webmaster, & Board file?

# Posting of Meetings/Agenda

* Maintains Meeting Folder of “Action”/ requests/letters for each Board
* Provides paper copy of relevant email in Meeting Folder
* Schedules appointments for each Board
* Upon advance direction of Chairman drafts agenda for meeting
* Posts Meeting notice/Agenda/ cancellations according to law

Hearing notices (see also Planning Board description of process) Given two weeks advanced notice, Prepares abutter and mails notices for Hearings.

* Submits newspaper announcements as necessary
* Collects fees from applicants and submits them to accountant

# Filing

* Files current and relevant materials placed in her box by Chairman
* Given one week notice prior to meeting, does routine search for materials filed in upstairs filing cabinets

# Other

* Mails information regarding actions of the Board upon request
* Submits bills lawfully signed by Board chair to Accountant for payment
* Maintains supplies, including printer paper and toner, in Meeting Room
* Upon approval of Select Board three weeks in advance, takes minutes at formal meetings or Hearings
* Transcribes correspondence or reports which have been drafted by the Board
* Assists in maintaining calendar of meeting room
* Backs up Departments electronic files, including email, at least once a week
* Run extra copies of select materials if requested in two days in advance
* Keep record of all expenses, prepares orders, and requests for payments

Date adopted by the Select Board \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Select Board Chair signs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_