



Town of Bristol

1 South Street

P.O. Box 249

Bristol, VT 05443

(802) 453-2410

townadmin@bristolvt.org

www.bristolvt.org

TOWN OF BRISTOL

SELECTBOARD RECORDING SECRETARY POSITION AVAILABLE

The Town of Bristol is seeking candidates to prepare minutes of Selectboard meetings, which are held on the 2nd and 4th Mondays of each month and special meetings as needed. Contract position at \$20/hour. Contact Town Administrator Valerie Capels at 453-2410 ext. 1, townadmin@bristolvt.org, or visit www.bristolvt.org for a complete job description. To apply, please e-mail a cover letter, resume, and three references to townadmin@bristolvt.org with Recording Secretary in the subject line or send to:

Town of Bristol
Recording Secretary Search
P.O. Box 249
Bristol, VT 05443

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, or familial status.



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Position: Selectboard Recording Secretary

NATURE OF POSITION

The Recording Secretary is a part-time, contract position to assist the Town in the production of meeting minutes for the Selectboard. The Selectboard meets on the 2nd and 4th Mondays and other times as needed. The average length of the meetings is approx. 2.5 to 3 hours and are recorded on either digital media or video. Meetings are currently held both in-person and remotely via Zoom and are expected to be available by video. Attendance either in-person or via Zoom at the meetings is desired, at least initially, to become familiar with the individuals but is not required as long as the video or other form of recording is available. Meeting minutes must be available to the public within five days of the meeting. They should be transmitted in digital form to the Town Administrator and Town Clerk by e-mail. The Recording Secretary will be under the intermediate supervision of the Town Administrator. The Town Administrator, Town Clerk, and Selectboard members may review and edit the minutes as necessary prior to final approval.

DESIRED QUALIFICATIONS, ABILITIES, AND SKILLS

The ideal candidate should have experience working with Microsoft Word or other word processing programs, good writing and communication skills, ability to work independently, ability to work efficiently, and familiarity working with boards or committees. Knowledge of and experience with the work of Selectboards would be beneficial. The minutes are not intended to be a transcription of everything said, but to capture the essence of matters discussed, key decisions and points made, and all actions of the boards. They should be presented in a clear, legible format. The Recording Secretary must have his or her own equipment to review the recorded meetings. Past board and commission minutes are available at the Town Office and may be reviewed on-line at <http://bristolvt.org/meeting-minutes/>.

OTHER

Invoices will be processed twice a month. The Recording Secretary will be responsible for all taxes. Because State law requires meeting minutes to be available to the public within five days, the meeting minutes will need to be delivered to the Town Administrator as soon as possible after each meeting but no later than by the end of each week.

The terms of the contract, including compensation, may be renegotiated or terminated as deemed appropriate by the Selectboard. Compensation is \$20 per hour. Adjustments may be made depending on qualifications, experience, and performance.

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