



PART-TIME MINUTE TAKER WANTED

The City of St. Albans is seeking a reliable person to take minutes of Parks Commission meetings. The minutes are a summary of the discussions at each meeting and serve as a record of decisions made and actions taken.

The Minute Taker works under contract with the City and reports to Kristen Smith, Community Relations Coordinator. Coverage is needed for this board that holds regular monthly meetings, as well as any special meetings, and any other public meetings on an agreed-upon ad hoc basis. This position will require approximately 5 hours/month or more and will vary based on length of monthly meetings.

The Parks Commission meets:

- Regular meetings currently take place on first Tuesday of each month at 6:00 PM.

Board meetings are typically held at the Recreation Department, 2nd floor of the Barlow Community Center at 39 Barlow Street and typically last 1 – 1.5 hours, but these details can vary from meeting to meeting. Digital recordings are often made of these meetings, and audio files could be made available to the Minute Taker.

Responsibilities:

The Minute Taker is responsible for:

- Taking minutes of the proceedings (preferably on a laptop computer).
- Submitting a draft version of the minutes in fulfillment of Vermont's Open Meeting law (1 V.S.A. § 312) within 4 calendar days of a board meeting (fully legible print or typed in Microsoft Word or fully compatible format).
- Conducting themselves respectfully and capably during board meetings and when performing their duties for the City of St. Albans.

Qualifications:

- Ability to take accurate minutes for public record that are either handwritten or on personally supplied laptop (final version must be provided in approved electronic format).
- Reliability – able to attend regular board meetings or retrieve digital recording of meeting within a timely manner.

- Efficiency – able to draft and finalize minutes within a feasible number of hours.
- Strong writing skills.
- Ability to communicate effectively with Director of Recreation, board members, or others as necessary to finalize minutes.
- Honesty – providing a truthful account of hours spent drafting and finalizing minutes.
- Strong command of English language.
- Must possess a reliable, personal email address with password protection
- Any equipment used to produce electronic minutes and send emails to City must possess anti-virus and anti-intrusion security measures.
- Ability to be legally employed within the State of Vermont.

Starting Date: As soon as possible.

Hours: As needed for board attendance and completion of minutes.

Employment Status: Independent Contractor.

Compensation: \$15/hour. Also miles traveled from physical residence to any special board meeting locations outside City of St. Albans will be compensated at the prevailing IRS rate.

To Apply: Contact Kristen Smith, Community Relations Coordinator at 802-524-1500 x*253 or k.smith@stalbansvt.com.

Deadline: Applications accepted until position is filled.

Compensation will be made as invoiced with terms of 15 days. Minutes Taker will be required to fill out required W-9s and other IRS forms.

Applications should include:

- Full name.
- Full contact information (include phone and email).
- Employment and educational background.
- Explanation of minute-taking capabilities and available equipment/software.
- Three references.

Applicant will be interviewed before a contract decision is made.

The City of St. Albans is an Equal Opportunity Employer.