

# Minute Taker

---

## **Date Posted:**

02/21/2022

## **Position Objectives**

The Town of Hyde Park is seeking a reliable person to take the minutes of meetings of the Development Review Board, Planning Commission and Selectboard.

The meeting minutes are a summary of the discussions at each meeting and serve as a record of decisions made and actions taken. This is a great opportunity to get a first-hand look at town government and work with your appointed and elected officials!

This is a part-time position with compensation set at \$20.00/hour, estimated at 3 to 5 meetings per month and 10-16 hours per month. Applications accepted until position is filled.

Board meetings are typically at Hyde Park Municipal Office, 344 Route 15 West and last an average of 2 – 3 hours but vary from meeting to meeting.

## **Responsibilities:**

The Minute Taker is responsible for:

- Attending meetings in their entirety in person. The monthly meetings of the planning commission and Selectboard and any development review board meetings (DRB meets as need) and any "special and emergency meetings" that may occur from time to time but as these special meetings are usually not scheduled far in advance, special meetings and emergency meetings are an optional responsibility based on availability and need.
- Taking minutes of the proceedings
- Submitting a draft version of the minutes in fulfillment of Vermont's Open Meeting law (1 V.S.A. § 312) within 5 days of a board meeting (typed in Microsoft Word or fully compatible format).
- Conducting themselves respectfully and capably during board meetings and when performing their duties for the Town

## **Qualifications:**

- Ability to take accurate minutes for public record on personally supplied laptop
- Reliability – able to attend all regular meetings, currently three meetings per month for the three boards – planning commission, development review board and Selectboard.
- Efficiency – able to draft and finalize minutes within an appropriate number of hours.
- Strong writing skills.
- Ability to communicate effectively with town staff, committee members, or others as necessary to finalize minutes.

- Flexibility – able to attend most special meetings in different locations or at different times, as needed.
- 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 must possess anti-virus and anti-intrusion security measures. Preferred that minute-taker use their own personal laptop or desktop to create the minutes in WORD. Town will confirm security issues or may provide equipment.
- Ability to be legally employed within the State of Vermont.

**Starting Date:** As soon as able.

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

**Employment Status:** Part-time employee.

**Compensation:** \$20.00/hour. No benefits and no mileage reimbursement

**To Apply:**

Email letter of interest to Ron Rodjenski, Hyde Park Town Administrator, [admin@hydeparkvt.com](mailto:admin@hydeparkvt.com) or to PO Box 98, Hyde Park, VT 05655

**Deadline:** Applications accepted until position is filled.

**Letters of Interest should include:**

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

The selected employee will be expected to work effectively with all community members.

The Town of Hyde Park is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category legally protected by federal or state law. We encourage members of historically marginalized and underrepresented groups to apply.