

Town of Becket Job Description Clerk of Committees, Part-time

JOB SUMMARY: This job encompasses administrative/clerical support for the Board of Appeals, Board of Health and Conservation Commission. The position is an appointed position with the Town Administrator appointing the position of Clerk of Committees with approval of the relevant Board/Commission. The Clerk of Committees, under the general supervision of the Town Administrator, provides clerical and administrative support for committees, as follows:

Board of Health and Zoning Board of Appeals

- Provides information to interested parties on requirements for appeals/permits to the Board. Provides forms and answers questions about the appeal/application process.
- Accepts material prepared by parties applying to the Board, ensuring that the material is complete and includes all required paperwork.
- Makes copies of the material to be considered by the Board and provides the members with copies as required.
- Sets up the schedule of meetings of the Board and posts the meetings as required by law.
- Arranges for the use of the meeting room or another appropriate space for the meetings and unlocks the Town Hall exterior doors at the appropriate time with the use of an assigned key.
- Determines who needs to be notified of the meeting and notifies parties in advance as required.
- Prepares agenda and other documents requested by the Board chairperson or members.
- As required, prepares packets of advance material for distribution to the Board members and ensures delivery of packets to the members.
- Attends meetings and takes complete and comprehensive minutes of the proceedings. Answers questions during the meetings from the minutes to clarify the proceedings.
- Does the roll call of members on votes taken during meetings, carefully and accurately recording the results of the votes.
- Publishes the minutes in a timely manner as required by law.
- Distributes the results of the Board decisions to the applicants.
- Establishes and maintains orderly and complete files of material and meetings of the Board, ensuring that all material is maintained in a legally compliant manner and is available to the public as required.
- Answers questions from Town of Becket officials, other Town employees or interested outside parties regarding the work and decisions of the Board. Prepares and provides copies of material requested from the files of the Board.
- Prepares and implements purchase orders required for the work of the Board.
- Prepares input on budget requirements for the Board and provides the information to the chairperson of the Board.

Conservation Commission Assists the Conservation Agent with the following tasks:

- Makes copies of the material to be considered by the Commission and provides the members with copies as directed by the Agent.
- Notifies Commission members and applicants of the meeting in advance as required.
- Preparation of agenda and other documents requested by the Commission chairperson or members.
- Prepares packets of advance material for distribution to the Commission members and ensures delivery of packets to the members as directed by the Agent
- Maintenance of Commission files

In the absence of the Conservation Agent:

- Provides information to interested parties on requirements for permits to the Commission. Provides forms and answers questions about the application process.
- Accepts material prepared by parties applying to the Commission.
- Posts the meetings as required by law.
- Arranges for the use of the meeting room or another appropriate space for the meetings
- Attends meetings and takes complete and comprehensive minutes of the proceedings.
- Does the roll call of members on votes taken during meetings, carefully and accurately recording the results of the votes.
- Prepares the minutes in a timely manner for review by the Commission

Additional Duties:

The Clerk of Committees will be located at Town Hall and will be supervised by the Town Administrator or his/her designee. Additional duties assigned by the Town Administrator shall include:

Clerical and record-keeping duties of the Town Administrators office.

Clerical support duties for the Secretary, Board of Selectmen

Other duties as determined by the Town Administrator.

POSITION REQUIREMENTS

Abilities

- Preferred knowledge of the laws, ordinances, and other regulations governing municipal operations or ability to acquire within one year of accepting job.
- Knowledge of office procedures, practices and equipment, including Microsoft Excel, Outlook and Word.
- Attention to detail and accuracy.
- Ability to record and publish accurate, complete and comprehensive minutes in a timely manner.
- Proven ability to interpret and respond to questions in accordance with laws, regulations, and policies.
- Proven communication skills in dealing with a number of different groups as shown through successful experience in other related jobs.
- Ability to set priorities and accomplish a number of tasks in a compressed period of time.
- Job requires attendance at meetings at night and other times that are not standard business hours. Must be able to set personal schedule to fulfill the obligations of these meetings.

Education Preferred: Associate's degree from an accredited college with major in business, or related field or demonstrable equivalent knowledge through directly related experience in business administration, public administration or related field. Required: Business School certificate, Associates Degree or demonstrable equivalent experience. Experience Three or more years of verifiable work experience in a related field of a similar complexity and level of responsibility with required knowledge and abilities.