



## **Minutes Recorder**

**Position:** Minutes Recorder, Board of Library Trustees (Administrative)

**Benefits:** Obra

**Salary:** \$82.75 per month/993.00 annually

**Probationary Period:** Ninety days.

### **Job Description:**

Under the general supervision of the Board of Library Trustee Chairman (Chair)

- Attend all regular and special meetings including executive sessions of the Board of Library Trustees.
- Record discussions, information and data brought before the meetings
- Accurately record votes, conveyed opinions and decisions made by the Board in accordance to generally accepted practices of Roberts Rules of Order.
- Transcribes minutes of all meetings and provides an electronic copy to the Chairman prior to the next scheduled Board Meeting
- Performs all other related clerical duties required

### **Supervision:**

Works under the general supervision of the Board of Library Trustees, carrying out basic assignments independently with specific instruction. Chairman, Board of Trustees and elected Secretary for the Board provide guidance on format, standard practices, and procedures.

### **Qualifications:**

- High school education, familiar with Word Processing. Experience with working with board or committees desired.
- Ability to clarify and resolve problems efficiently
- Ability to establish and maintain effective working relationships with superiors, associates, and the general public.

### **Closing Date:**

Open until filled

### **Responses:**

Mail or email resume and cover letter to Board of Library Trustees, Milford Town Library, 80 Spruce St, Milford, MA 01757. Email: [milfordlibrarytrustees@townofmilford.com](mailto:milfordlibrarytrustees@townofmilford.com)

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