

LIBRARY BOARD OF DIRECTORS AND CITATION HEARING BOARD SECRETARY POSITION

Part time-Job Postings

Duties generally include, but are not limited to the following:

1. Has direct contact with the Library Board of Directors, Chairperson and Library Director and the Town Clerk's Office on a regular basis. For the Citation Hearing Board, direct contact is with the Chairperson, the Board, Blight Officer and Town Attorney.
2. Acts as secretary performs administrative details, compiles, and coordinates data for action by the Boards; organizes, composes, and prepares correspondence.
3. Records proceedings at regular, special meetings and public hearings; transcribes, prepares, and distributes minutes.
4. Establishes and maintains agenda for the Boards that denotes business to be conducted and actions necessary within guidelines of Freedom of Information regulations regarding posting of notices and agendas prior to all meetings and public hearings.
5. Preparation, drafting and publication of all required legal notices according to state and local guidelines and restrictions for all public hearings.
6. Establishes and maintains filing system within state record keeping requirements.
7. Performs other secretarial duties as may be required.

QUALIFICATIONS

Working knowledge of typing, computers, including Microsoft Word and email, ability to transcribe any recorded material; knowledge of office procedures; ability to establish and maintain cooperative relationship with all those contacted in the line of work; ability to follow complex instructions.

To Apply: Send your resume to Sue Ouellette, Library Director, 469 Bound Line Road, Wolcott, CT 06716 or e-mail your resume to souellette@wolcottct.org and adesaulniers@wolcottct.org