



WILLIAM C. CAMPBELL
City Clerk

City of Woburn, Massachusetts

OFFICE OF THE CITY CLERK

Woburn City Hall
10 Common Street
Woburn, MA 01801
(781) 897-5850

PLEASE NOTE this POSTING OF JOB VACANCY:

The **City Clerk's Office** has a vacancy for the position of **Clerk of Committees** which serves as a combined position of Clerk of Committees for the City Council, Clerk for the Licensing Commission and Clerk for the Board of Appeals. This position is located in the City Clerk's Office, is supervised by the City Clerk or his designee and performs other duties as assigned by the City Clerk or his designee. Night hours are required to take minutes at board meetings.

Please send letter and resume to Elaine Pruyne, Director of Human Resources, 10 Common St., Woburn, MA. 01801, Fax to 781-897-5959, or email to epruyne@cityofwoburn.com by June 12, 2017.

Duties of the position:

This job, hereinafter referred to as the Clerk of Committees, is a legislative position providing administrative/clerical support as the Clerk of Committees for the committees of the City Council, the License Commission and the Board of Appeals (hereinafter "the Boards"). The position is an appointed position by the City Council. The Clerk of Committees, under the day to day supervision of the City Clerk, provides clerical and administrative support for the Boards, including but not limited to the following:

- Set up schedules of all meetings of the Boards at the request of chairs and post the meetings as required by law.
- Arrange for the use of the Council Chamber, Committee Room or other appropriate venue for the Boards and unlock and lock the City Hall exterior doors at the appropriate time with the use of the assigned Security Card.
- Determine who needs to be notified of the Board meetings after conferring with Board chairs and notify parties in advance as required.
- Prepare agenda and other documents requested by the Board chairs or members.
- Keep the Boards informed of matters filed or pending before the Boards.
- Keep track of all time restrictions on actions required by the Board.
- Utilize all electronic and other systems implemented for recordkeeping of the Boards and learn all new systems developed and assigned.
- Develop knowledge of ordinances, statutes, laws, regulations and procedural requirements affecting the work of the Boards.
- Process papers and petitions filed with the Boards and distribute the papers and petitions for review by other departments as required.
- Maintain an index of all petitions filed with the Boards that will allow easy access and retrieval of the papers.
- Prepare meeting materials for distribution to the Boards and ensure delivery of the materials to the members.

- Attend meetings of the Boards and take complete and comprehensive minutes of the proceedings, including but not limited to accurate recording of motions and votes. Answer questions during the meetings from the minutes to clarify the proceedings.
- Read the agenda items, take roll call of members and other meeting duties as required by the Chair of the Boards.
- Prepare and publish the minutes of meetings of the Boards in a timely manner as required by law. Posts all minutes of the Boards on the city website.
- Maintain orderly and complete files of papers of the Boards and recommend improved methods when possible. Develop knowledge of the Open Meeting Law and Public Records Law.
- Answers questions from Boards, other city or and the general public regarding the work and decisions of the Boards. Prepare and provide copies of papers requested from the files of the Boards.
- Provide forms and procedural information to interested parties on requirements for obtaining permits, variances, licenses and other matters under the jurisdiction of the Boards.
- Accept material prepared by petitioning parties to the Boards, ensuring that the material is complete and includes all required paperwork.
- Make copies of the material to be considered by the Boards and provides the members with copies as required.
- Distribute the decisions of the Boards as required by law.

Additional Duties

The Clerk of Committees is in the Office of the City Clerk and will be supervised by the City Clerk or his/her designee. Additional duties include:

- Clerical and record-keeping duties of the City Clerk's office.
- City Council administrative and clerical support duties.
- Customer service including at the counter and by telephone.
- General knowledge of all other duties in the office and develop knowledge to provide information to the other city employees and the general public.
- Assist in conduct of elections, including working additional compensated hours.
- Other duties as determined by the City Clerk.
- This is a flex hour position that requires attendance at night meetings with compensation time in accordance with the terms of the City Hall workers contract.
- Attend meetings and conferences as assigned for professional development.

POSITION REQUIREMENTS

Abilities

- Knowledge of the laws, ordinances, and other regulations governing municipal operations or ability to acquire within one year of accepting job preferred.
- Knowledge of office procedures, practices and equipment, including Microsoft Excel, Outlook and Word required.
- Ability to learn new procedures, including computer programs required by law or determined to increase efficiency of processes.
- 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.
- Ability to handle confidential information appropriately required.

Knowledge, skills and abilities:

Advanced knowledge in Microsoft Office, including Excel, Word and Outlook. Excellent communication skills with ability to remain calm in difficult situations with petitioners, the general public and others. Attention to detail; strong organizational skills to assist in running a very busy office.

Annual Salary: \$52,810.96

32.5 Hours per week on flex schedule and occasional required compensated overtime during elections.