



Employment Opportunity

Recording Secretary Board of Health Town of Bedford

The Town of Bedford (pop. 14,329) is seeking a Recording Secretary to take minutes at the monthly Board of Health meetings. The Board usually meets on the first or second Monday of each month, in the evening. Meetings normally run from one to three hours. During certain times of the year or during times when issues arise that require an additional Board of Health meeting or two during the month, the Recording Secretary is expected to attend the additional meetings, perform his/her duties and will be compensated as during the usual meetings.

The Recording Secretary must attend all meetings in their entirety. Duties include preparing a first draft of the Minutes and emailing those minutes to the Director as soon after the meeting as is possible (not later than one week). Upon receipt of comments from the Director, a final draft is prepared for presentation to the Board. The Board will review minutes at their next meeting and make any comments or edits. Following receipt of those comments, Recording Secretary will incorporate them into the record and finalize the minutes.

Minimum requirements include a high school diploma or G.E.D. Access to email and Microsoft Word is required.

The salary for this position is \$16.79 per hour, and is not eligible for benefits. The position is paid at a flat rate of six and a half (6.5) hours per meeting inclusive of the time to prepare the draft(s) and final minutes.

Application for employment may be downloaded at: www.bedfordma.gov/employment

Please send resume, application, and letter of interest to:

Sarah Buhler

SBuhler@bedfordma.gov

Human Resources/Management Analyst

Town of Bedford

10 Mudge Way

Bedford, MA 01730

or fax to: (781) 275-6310

Position will remain open until filled.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.