



Employment Opportunity

Recording Secretary Recreation Commission Town of Bedford

The Town of Bedford (pop. 14,329) is seeking a Recording Secretary to take minutes at the monthly Recreation Commission meetings. The Commission usually meets on a Wednesday each month, in the evening. Meetings normally run from one and one half to two hours. 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 FY16 rate of pay for this position is \$16.79 per hour, and is not eligible for benefits. The position is paid at a flat rate of four (4) 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.