

Board Secretary

Compensation

Hourly Rate: \$20.00 – \$30.00 per hour, commensurate with experience.

Position Overview

We are seeking a meticulous and highly organized Board Secretary to provide comprehensive administrative support to two separate boards. This is a part-time position requiring up to **16 hours per week**, with a flexible daytime schedule for routine tasks. The ideal candidate will serve as the central communication hub for both boards, managing a heavy volume of detailed email correspondence with professional precision.

Distinguishing Features of the Position

The Board Secretary is responsible for coordinating various Town advisory boards by attending assigned evening meetings, preparing accurate and timely meeting minutes, and preparing memos on behalf of the advisory board. The incumbent works independently with general supervision and exercises discretion in maintaining accurate public records.

The position currently provides coordination services for the following boards:

- Conservation Board
- Tree Conservation Advisory Commission (TCAC)

Each board meets approximately one to two times per month during evening hours.

Typical Work Activities

- Attend regularly scheduled evening meetings of assigned boards.
 - Conservation Board: First and third Wednesdays of the month
 - TCAC: Third Wednesday of the month
- Prepare meeting schedule, reserve meeting rooms, and prepare agendas for each meeting.
- Compile and provide meeting materials to board members.
- Record attendance, discussion summaries, and comments of the board.
- Prepare clear, accurate, and concise meeting minutes.
- Submit draft minutes within established deadlines.
- Make revisions as directed by the Chairperson or designated Town official.
- Maintain meeting records in accordance with Town policies and applicable laws.
- Coordinate with board members and Town staff regarding agendas, meeting schedules, and approved minutes.

- Prepare memos on the board's behalf based on the comments made at the meeting on each item.
- Coordinate with board chairs to revise and finalize memos prior to sending them to the referring board or town department.
- Receive and make phone calls to applicants or their representatives when necessary.
- Perform related duties as assigned.

Required Knowledge, Skills, and Abilities

- Excellent written communication, grammar, spelling, and proofreading skills.
- Ability to accurately summarize discussions without editorializing.
- Ability to maintain confidentiality when appropriate.
- Ability to work independently and meet deadlines.
- Proficiency with Microsoft Word and basic computer applications.
- Ability to understand and prepare clear public records.

Minimum Qualifications

Graduation from high school or possession of a high school equivalency diploma and either:

- One (1) year of clerical, administrative, or secretarial experience involving document preparation and recordkeeping; **or**
- An equivalent combination of training and experience sufficient to demonstrate the ability to perform the duties of the position.

Special Requirements

- Must be available to attend evening meetings, generally three evenings per month.
- Must have reliable transportation to Town meeting locations.

Email or send resume to:

Email: tkuzemczak@yorktownny.org

Town of Yorktown
Attn: Human Resources
363 Underhill Avenue
Yorktown Heights, NY 10598,

Equal Opportunity Employer