

**TOWN OF ESSEX
POSITION DESCRIPTION**

Title:	RECORDING SECRETARY
Department:	Essex Harbor Management Commission
Classification:	Hourly Staff, Level 6, Non-Exempt
Position Definition:	Performs secretarial and administrative work of a complex and responsible nature for the Harbor Commission.
Supervision Received:	Receives general supervision and task direction from the Commission Chairman. Plans and organizes work according to established or standard office procedures, performs work independently, establishing priorities within work assignment.
Supervision Exercised:	None.
Examples of Essential Duties:	<p>Must be able to attend the regularly scheduled Commission meetings the third Thursday of each month at 7:30 pm, as well as special meetings when scheduled.</p> <p>Serves as Recording Secretary at Harbor Management Commission meetings.</p> <p>Understanding of boating regulations</p> <p>Records, composes and types meeting minutes.</p>
Examples of Incidental Duties:	<p>Draft agenda: check with Chairman for additions; post on website, and with Town Clerk, in compliance with FOI requirements, forward to Commission members a few days before the meeting</p> <p>Attend meeting: take minutes. Prepare minutes for posting on website and with town clerk in compliance with FOI requirements and forward copy to Commission members a few days before the next meeting</p> <p>December meeting -- prepare the upcoming year's calendar of scheduled meetings, including location. Commission approval with a vote; post with the Town Clerk and web site. (It is always best to include January of the next year in the calendar as there are statutory posting guidelines.) Include in agenda.</p> <p>January -- Commission elects new officers, include in agenda Harbor Commission responsibilities – Check mail at Town Hall once a week and immediately prior to each meeting, include as part of Correspondence on meeting agenda.</p> <p>Note date of receipt for applications for wait list, moorings, Bushnell permits, etc. List names for each as part of Harbor Master report in each meeting, keeping Harbor Master informed.</p> <p>Keep the wait list on the town website updated following each meeting and provide the Town Clerk with a copy. Maintain Mooring Permit Holder list, also on web site and with Town Clerk. Group email for permit lists so that any weather notifications or other related blast emails can be sent out. Also check the Harbor Master and Harbor Commission emails printing out any and bringing them to a meeting as necessary.</p> <p>September – Check with Harbor Master for any changes to mooring permit form. Order forms with enough time to have them ready to be mailed in October. Harbor Master will provide a cover letter for renewals along with the additional offerings to Wait List people and deleting any non-returnees. Include on Agenda a Request for Bid for annual maintenance of harbor marks, floats, etc.</p>

**TOWN OF ESSEX
POSITION DESCRIPTION**

	<p>October -- mail mooring permit applications. Prepare initial request to commercial mooring permit holders. As permits come in carefully review for changes in address, phone, emails, boats, etc. Update data base to reflect all changes. Review carefully each application to insure that the mooring holder (that name that was on the wait list and offered the mooring) is the insured and the owner on the registration or certificate of decal. Bring any inconsistencies to the Harbor Master and Commission's attention.</p> <p>November – If you have not heard from an existing mooring holder by the deadline, the Commission suggests sending a quick form letter (last year's is available) stating that they will be not be offered a mooring because of failure to respond.</p> <p>December -- requests for a sabbatical are due in December. All requests should be in writing and brought to the Harbor Master and Commission. All mooring permits will be completed by the end of December -- mail out new permits and update all lists accordingly.</p> <p>Once the new permits are completed, mail renewals to the wait list.</p> <p>March -- update and mail small vessel registration (Bushnell) forms the first week of March. From March onward you will receive the small vessel registration forms. Review carefully for complete information. You may have to contact individuals for missing information.</p> <p>Throughout year maintain adequate stationery and postage levels. All expenditures must have Commission approval. Submit an invoice for services at each monthly meeting.</p>
Minimum Qualifications Required:	The skills and knowledge required would generally be acquired with an Associate's degree in Secretarial Science, and three years of progressively responsible secretarial or office administrative work; or any equivalent combination of education and experience.
Knowledge, Skills, and Abilities:	A working knowledge of the functions, activities and responsibilities of municipal government is desirable. The skill to take minutes of meetings, reports and correspondence, etc. in shorthand, rough notes or with transcription equipment is required. Must be able to perform word and data processing with skill and accuracy. Ability to compose clear and correct letters and reports. Ability to anticipate clerical requirements and to initiate and perform detailed work with little supervision. Ability to apply commonsense understanding to carry out instructions furnished in written, oral or diagrammatic and schedule form. The ability to add, subtract and multiply all units of measure. Must be highly organized and have the ability to efficiently process paperwork accurately and efficiently. Must have the ability to establish effective working relationships with other employees and the public.
License or Certification:	A Connecticut Motor Vehicle Operator's license may be required.
Physical, Mental Exertion/Environmental Conditions:	May be required to lift and move light to medium weights, for example, ledgers, office supplies, etc. Uses repetitive motions in operating office equipment, including keyboards, calculators, fax machines and copiers. Must be able to hear clearly (correctable to within normal limits) and to see (vision correctable to 20/20). There is some stress in meeting deadlines and in interacting with members of the public.
Note:	The above tasks and responsibilities are illustrative only. It is not meant to include every task or responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.