

## School Modernization Building Committee (SMBC) Secretary

The Town of North Stonington is seeking a part time temporary (18 to 24 months) SMBC Secretary for the North Stonington School Modernization Building Committee (SMBC) during the Town's School Modernization Construction Project. Hours will vary during the project but are expected to average 5 hours per week. The pay is \$15.00 p/h, no benefits. Terms of Employment are available at the Town Website [www.northstoningtonct.gov](http://www.northstoningtonct.gov). "JOB OPENINGS" tab. Resumes will be accepted through February 21, 2017, 3 PM, submitted to [selectmen@northstoningtonct.gov](mailto:selectmen@northstoningtonct.gov).  
AA/EOE  
Selectman

Shawn P. Murphy, First

## **School Modernization Building Committee (SMBC) Secretary**

### **JOB TITLE**

SMBC Secretary (also referred to hereunder as "Employee").

### **DUTIES**

Employee will be required to work part time as needed, Monday through Friday for a period of 18 to 24 months. Assigned work hours will be varied. Presence during the SMBC evening meetings is required. These meetings are currently held weekly but are expected to change as needed at the discretion of the SMBC. The SMBC Secretary shall be available for other scheduled meetings that fall outside the normal work hours and during regular work hours for scheduled meetings and projects. Some work hours are flexible. All duties must be completed in a timely fashion.

The SMBC Secretary shall be under the direction of the First Selectmen and the SMBC Chairman.

The SMBC Secretary will be responsible for preparing and disseminating SMBC meeting agenda, which include but not limited to, taking minutes during SMBC meetings, revising such minutes, disseminating the minutes to committee members, and providing approved minutes to the Town Clerk. The SMBC Secretary will liaison with Town personnel to archive all essential committee documents. These documents include meeting minutes and critical Committee correspondence. The SMBC Secretary will liaison with Town bookkeeper(s) to ensure that project-related invoices and related materials are recorded and archived. SMBC Secretary must, at all times, ensure the confidentiality and protect the integrity of the building project in handling all telephone calls, typing correspondence, maintaining the projects general files, dispersing of all incoming and outgoing mail, and while serving both in personnel matters and with the general public and other officials, which includes all electronic communications. Employee shall have responsibility for completing all mandated State and Federal reports, and processing. In addition to the aforementioned, any other duties and responsibilities may be assigned as required by the First Selectman or SMBC Chairman.

All wages will be paid on a per hour weekly basis with the starting wage of \$15.00 per hour. It is understood that employment is being offered on a part time basis with varying hours as the project requires, and the employee will not be entitled to any/all benefits offered by the Town. It is also understood that employment by the Town and the employee's wage will be subject to budgetary allowances and restrictions. AA/EOE