

Town of Londonderry, Vermont
100 Old School Street
South Londonderry, VT 05155
802-824-3356
www.londonderryvt.gov

Job Opening – Minutes Taker

The Town of Londonderry, Vermont is accepting applications for a part-time (~10 hours per month) position for a person to take minutes for Selectboard meetings and other board and commission meetings as assigned. In-person meeting attendance is preferred, but remote attendance (either real-time or viewing video recordings of meetings) is acceptable. Meetings are normally held in the early evening with occasional daytime meetings, and the job requires timely drafting of accurate, thorough and informative minutes. The full job description is attached.

Applicants are asked to submit a required Employment Application, which can be found in the employment section of the Town web site: www.londonderryvt.gov/employment. Submit via email to townadmin@londonderryvt.gov or mail to: Town of Londonderry, 100 Old School Street, South Londonderry, VT 05155.

The position is open until filled. The Town of Londonderry is an equal opportunity employer.

Posted October 06, 2026

Town of Londonderry, Vermont

Minutes Taker Job Description

FLSA Status: Non-Exempt

Reports To: Town Administrator

OBJECTIVE/PURPOSE

Under the direction of the Selectboard, or its designee, the Minutes Taker will produce accurate, informative and timely minutes of meetings of the Londonderry Selectboard and other public bodies as directed.

WORK HOURS

Physical attendance at all meetings of the Londonderry Selectboard is preferred, but remote attendance (either real-time or by viewing video recordings of meetings, if possible) is acceptable. Regular Selectboard meetings are normally held at 6:00 PM on the 1st and 3rd Mondays of the month, but special and/or emergency meetings may be held on other days and times as necessary. In general, other than attendance at meetings, the schedule for this position is self-directed and flexible, with the majority of work conducted remotely. The estimated average monthly hours for the position is 10 hours, and the average number of meetings per year is approximately 32.

DUTIES AND RESPONSIBILITIES

- Attends or otherwise views meetings of the Londonderry Selectboard and other public bodies as directed to prepare accurate minutes of the meetings in keeping with the Vermont Open Meeting Law and in a format proscribed by the Selectboard or its designee.
- Prepares and distributes draft meeting minutes within 5 days of the adjournment of the meeting.
- Minutes shall include all salient discussions, decisions and actions of the public body, and shall demonstrate objectivity and accuracy for spelling, grammar, punctuation, arrangement, and format.
- Once approved by the Selectboard or other public body, minutes will be amended as appropriate and filed physically and/or electronically as public records.
- Coordinate with the Town Administrator for the completion of the minutes, and documentation and dissemination of accurate related Board records.
- Maintain appropriate confidentiality of all items discussed in meetings.
- Remain current on software, municipal operations and terminology, and required paperwork and procedures.
- Refer to previous minutes and available templates for reference as appropriate.
- Participate in training, as needed.
- Ensures that all interactions with colleagues, Town officials and the public are respectful, courteous, and helpful.
- Complies with all Town policies and state and federal regulations.
- Performs other duties as assigned.

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Minutes Taker Job Description

KNOWLEDGE, SKILLS AND ABILITIES

- Must be dependable, be able to follow instructions, and be able to manage and prioritize tasks in a timely fashion.
- Must demonstrate excellent judgment, organizational, decision-making, customer service, and communication skills.
- Must maintain composure, discretion, and objectivity at all times, and interact tactfully and respectfully with all people.
- Must have the ability to work independently with minimal supervision.
- Must develop and maintain a working knowledge of the requirements of the Vermont Open Meeting Law regarding meeting minutes.
- Must demonstrate good English grammar, spelling and writing skills.
- Must have ability to learn and use new vocabulary and terminology regarding all elements of municipal government.
- Must willingly receive and apply constructive feedback.
- Must be able to operate various types of office equipment including, but not limited to, copy/scanning machine, computer, typewriter, and telephone.
- Must be proficient in MS Office suite for computer use.
- Must be able to provide own means of transportation to attend meetings in various locations.
- Prior experience in minute taking for a public agency or similar administrative experience is a plus.

EXPERIENCE, EDUCATION, AND TRAINING

- High School degree or GED equivalent necessary. At least two years of office experience is necessary. Experience in minute taking for public agencies is helpful.

TOOLS/TECHNOLOGY

- As necessary, must demonstrate computer literacy that includes: word processing, email, data entry, spreadsheet work, online training, etc.

PHYSICAL AND MENTAL DEMANDS

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems associated with work tasks and environment.
- Must demonstrate excellent judgment and quick reaction time to prevent accidents and respond appropriately in the event of an emergency.
- Must be able to read, comprehend and follow written and verbal directions and instructions.
- While performing the duties of this job, the employee is regularly required to sit, see and hear.
- The employee is frequently required to demonstrate manual dexterity to write, operate computers and office machinery/equipment.
- The employee will occasionally speak, walk, and stand and lift up to 20 pounds.
- Travel to various work sites may be required on occasion.

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- Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to hear conversations in quiet to loud environments. The employee must be able to meet deadlines with statutory and administrative time constraints.
- The noise level in the Town Office work environment is usually quiet.

WORK ENVIRONMENT/CONDITIONS

- Most work occurs at the Town Office (for in-person meetings) and in a home office or other remote location (for remote viewing of meetings and meeting follow-up efforts) as appropriate and necessary.
- Works with a minimum of supervision with a high level of accuracy and attention to detail, requiring the ability to independently complete assigned tasks in accordance with the given deadlines.
- Has contact in person and by phone or video connection with Town public bodies and staff, as appropriate.

Terms of Employment:

The position is a part-time hourly position.

Compensation:

As determined by the Selectboard.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Londonderry, Vermont is an Equal Employment Opportunity employer.

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