

POSITION: Clerk of the Board of School Committee (BOSC)
LOCATION: SAU 37 District Office (Manchester, NH)

QUALIFICATIONS:

- Prior experience as an administrative assistant
- Word processing experience necessary with ability to record and transcribe verbatim minutes
- Strong organizational skills
- Must adhere to strict statutory guidelines for postings and availability of meeting minutes
- Comprehensive knowledge of municipal legislative procedures
- Comprehensive knowledge of parliamentary procedures
- Thorough knowledge of the Manchester City Charter
- Prior use of agenda management software and equipment, preferred
- Ability to post electronic minutes, preferred

GENERAL RESPONSIBILITIES:

To complete the detail and written work related to Board of School Committee operations. To staff all Board and sub-committee meetings and assist the Chair with running the meetings. To oversee the dissemination of all relevant or requested school district information to Board members including historic information. To work accurately, effectively, and expeditiously to process the minutes and associated legal or confidential documentation related to Board of School Committee meetings, including sub-committee meetings.

SALARY: \$45,000 minimum with competitive benefits package

SCHEDULE:

The position is a year-round/twelve-month work year with a requirement to attend Board of School Committee meetings and subcommittee meetings as scheduled including evenings (a salary position, work load fluctuates based on meetings and peak time).

EFFECTIVE DATE: Expected start date - January 15, 2018. The Clerk finalist(s) will be interviewed in early January by the BOSC. The elected Clerk shall hold their respective position for a term of two years with term start as voted by the Board.

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