



Job Posting: Notetaker

Role Information

Position: **Part-Time Notetaker**
Department: Administration
Supervisor: Town Manager
Work Location: Bluff Community Center/Town Offices located at
190 N 3rd E Street, Bluff, UT 84512
Hourly Wage: \$18.00 – \$22.00 Commensurate with experience

Application Information

To Apply: **Submit a current resume and cover letter to**
manager@townofbluff.org

Questions: Contact Erin Nelson at 435-269-0021

The position will remain open until filled.

Overview

The Town of Bluff is seeking a reliable and detail-oriented Part-Time Notetaker to provide accurate and comprehensive meeting minutes for Town Council and Planning & Zoning meetings and other municipal gatherings, as needed. The ideal candidate will ensure that meeting proceedings are documented clearly and professionally, capturing key discussions, decisions, and action items. This position is essential in maintaining transparency and keeping an accurate record of municipal activities for public reference. The role provides a unique and rewarding opportunity to contribute to the effective governance of our community.

Key Responsibilities:

- Attend all town meetings, including but not limited to all Town Council meetings, Planning & Zoning Commission meetings, and public hearings.
Current Meeting Schedule*:
 - Bluff Town Council Meetings: First three Tuesdays of each month, from 4:00 – 5:30 PM
 - Bluff Planning and Zoning Meetings: First and third Wednesdays of each month from 6:00 – 7:00 PM
 - Work Sessions, Public Hearings, and Other Meetings are scheduled as needed during weekdays (no weekends). Evening work may be required.

****Meeting dates/times subject to change***

*All meetings are currently hosted virtually, with some meetings also taking place in person at the Bluff Community Center located at 190 North 3rd East Street, Bluff, UT 84512. The Notetaker will be required to attend each meeting at the scheduled time.

Responsibilities (continued)

- Take comprehensive and accurate minutes of proceedings, including all motions, discussions, decisions, and action items.
- Edit and update minutes based on council/commission feedback.
- Ensure all minutes are well-organized, clearly written, and promptly distributed to relevant parties within 2-3 business days.
- Maintain postings on the Utah Public Notice Website and Town of Bluff website.
- Physically post materials on public bulletin boards in Bluff in a timely manner to adhere to all state-required deadlines.

Desired Qualifications and Skills

- Fluency in Microsoft Office Suite and strong computer skills required
- Excellent written and verbal communication skills
- Strong organizational and time-management abilities; ability to meet strict deadlines
- Familiarity with municipal government procedures and regulations is a plus
- Requires the ability to work independently and collaboratively with elected officials, staff, and external stakeholders

Physical Demands

- Must have the ability to perform office-related tasks which may include prolonged sitting or standing
- Ability to occasionally lift and transport up to 20 pounds
- Ability to type for extended periods of time

Hours

Part-time: Averaging 5-12 hours per week; heavily dependent on the week of the month and meeting scheduling.

Compensation Package

\$18.00 - \$22.00/hour - Commensurate with experience.

This is a part-time position. The Town of Bluff will provide a computer and access to all software required for the role. Hybrid working arrangements are possible based on the candidate's qualifications. There will be work required in the office at 190 N 3rd E Street, Bluff, UT 84512.

The Town of Bluff provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.