Town of Suffield
Job Posting

Position: Board of Finance Recording Secretary
Post Date: November 17, 2026
End Date: Open Until Filled

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government - as employees and volunteers alike - remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Recording Secretary for the Board of Finance. This position is responsible for attending regular monthly and other special meetings as needed, record meeting minutes and maintain accurate commission records. Serves the residents of Suffield in customer-oriented manner that helps promote a positive, professional image for the Town government.

Supervision Received:

Works under the general direction of the Board of Finance Chairman.

Essential Duties and Responsibilities:

1. Schedules meetings; reserves and sets up meeting rooms; notifies participants; prepares, assembles and distributes agenda packets.
2. Prepares and finalizes agendas; submit the notice of the meeting (time/place/agenda) to the Town Clerk at least 24 hours before the meeting convenes.
3. Attends meetings and public hearings.
4. All meetings must be conducted in accordance to Roberts Rules of Order.
5. Operates various equipment including recording equipment and laptop computer.
6. Takes minutes and audio taping of various meetings as needed.
7. Prepares draft and final minutes.
8. Takes attendance, follow the meeting agenda, take notes on any project discussions and any motions made.
9. Tracks of votes taken, noting who is in favor, opposed or abstained.
10. Guidance and feedback will be given by the Chairman regarding the level of detail expected with the minutes.
11. Drafts and/or types meeting agenda and minutes.
12. Ensures materials, reports, and packets for signature are accurate and complete.
13. Submits meeting minutes to the Town Clerk within 7 days of meeting.
14. Perform other related work as assigned.

Minimum Qualifications:

1. High school diploma or equivalent.
2. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

Knowledge, Skills and Abilities:

1. Knowledge of Roberts Rules of Order and FOIA.

2. Knowledge of basic functions of public agencies, including the role of an elected Council and appointed boards and commissions.
3. Knowledge of rules and procedures governing the notice and conduct of public meetings.
4. Knowledge of principles and practices used in agenda and minute preparation.
5. Ability to prepare clear, accurate and concise agendas and minutes of meetings.
6. Ability to exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
7. Ability to record management principles and procedures including record keeping and filing principles and practices.
8. Proper spelling, grammar, and punctuation.

Hours:
Board of Finance meetings are held on the second Monday of each month at 7:00 p.m. (excluding for July and August) in addition to budget meetings the months of February – May.

Compensation and Benefits:
$150.00 per meeting.

How to Apply:
Applications can be found on the town website at suffieldct.gov/departments/hr.
Please submit an application and resume by email to koriola@suffieldct.gov or by mail to Town of Suffield, Human Resources Department, Attention: Kayla Oriola, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

The Town of Suffield is an equal opportunity employer m/f/d/v.
The above posting is intended as a guide and is not a complete description of the position or process