

## **Board Secretary**

The Cranston Public Library Board of Trustees seeks a qualified part-time Board Secretary.

Duties include taking and transcribing minutes for monthly board or committee meetings. The minutes must be completed within five business days from the date of the meeting. The position includes a minimum of 1 evening meeting per month, with special executive sessions as necessary.

Required: General knowledge of business English and spelling, as well as an understanding of Robert's Rules of Order. Ability to type accurately; ability to take notes or shorthand at a reasonable rate of speed; skilled in the use of Microsoft Word. Ability to maintain confidentiality. High school diploma or equivalent.

Up to six hours a month; \$20 per hour. Contact Ed Garcia, Library Director, [director@cranstonlibrary.org](mailto:director@cranstonlibrary.org)