

CLERK TO THE BOARD OF TRUSTEES (PUBLIC LIBRARIES)

DISTINGUISHING FEATURES OF THE CLASS: This is an office of the Board of Trustees of a public library which calls for the exercise of mature judgment in carrying out established routines, some of which are clerical in nature, in connection with the organization and management of a public library. The work is performed within the context of an officer of the Board but within the general direction of the Board of Trustees which formulates policy and checks on the work by means of periodic reports. The work may involve use of stenographic skill in taking and transcribing minutes of Board meetings. Does related work as required.

TYPICAL WORK ACTIVITIES:

Records proceedings of all meetings of voters;
Gives notice of time and place of district meetings;
Attends all meetings of the Board of Trustees and keeps a record of its proceedings;
Supplies notice of election or appointment of officers to the Town Clerk and to the office holder;
Prepares registers of qualified voters for all district elections;
Keeps all records, books and papers belonging to the office;
Prepares legal notices for publication as directed by the Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business administration procedures, public personnel practices and governmental budgetary procedures; working knowledge of the laws, regulations, practices and policies of New York State public libraries; working knowledge of account keeping procedures; ability to present oral and written opinions clearly and concisely.

MINIMUM QUALIFICATIONS: Qualifications are determined by the appointing authority.

PUBLIC OFFICER NOTE: As a Public Officer one must be at least 18 years of age, a citizen of the United States, a resident of the district in which employed, and must not have been convicted of a violation of selective training and service acts of the United States.