

FAIRFIELD TOWN RECORDER / ADMINISTRATIVE ASSISTANT

Fairfield Town, Utah

Position: Town Recorder / Administrative Assistant

Employment: Part-Time

Starting Pay: \$24.00 per hour or higher, depending on qualifications and experience

Regular In-Office Hours: Monday–Thursday, 9:00 a.m.–3:00 p.m.

Assigned Meeting Days: Generally 3:00 p.m.–9:00 p.m.

Position Open Until Filled

POSITION SUMMARY

Fairfield Town is seeking a highly organized, dependable, and detail-oriented individual to serve as **Town Recorder / Administrative Assistant**.

The successful candidate will perform the statutory and administrative responsibilities of the Town Recorder while also providing general administrative and office support for Fairfield Town.

The position includes maintaining official Town records, preparing agendas and meeting materials, attending and documenting public meetings, preparing accurate meeting minutes, posting public notices, processing public-record requests, assisting with municipal elections, and supporting the Mayor/Town Manager, Town Council, Planning Commission, Town staff, and the public.

Attention to detail, strong reading comprehension, excellent written and verbal communication, reliability, organization, and follow-through are essential for this position.

WHAT WE ARE LOOKING FOR

The successful applicant should have:

- Exceptional attention to detail and accuracy.
- Strong reading comprehension.
- Excellent written and verbal communication skills.
- Strong grammar, spelling, proofreading, and document-preparation skills.
- The ability to listen carefully and prepare clear and accurate meeting minutes.
- Strong organizational and physical/electronic records-management skills.

- The ability to manage multiple responsibilities and deadlines while maintaining accuracy.
- The ability to work independently and complete assignments without repeated reminders.
- The ability to recognize approaching deadlines and take appropriate action.
- The ability to follow written and verbal instructions carefully.
- The judgment to ask questions or seek clarification rather than make assumptions when instructions or requirements are unclear.
- Proactive communication when information is missing, a deadline is approaching, or a problem is identified.
- Professional judgment and the ability to appropriately handle confidential or sensitive information.
- Dependable attendance and punctuality.
- The ability to communicate professionally with elected officials, staff, residents, businesses, applicants, attorneys, consultants, and government agencies.
- Proficiency with, or the ability to quickly learn, Google Docs, Google Drive, email, spreadsheets, PDFs, websites, and other common office technology.
- The ability and willingness to learn Utah municipal requirements involving public meetings, public records, records retention, elections, and other Town Recorder responsibilities.

Municipal or other government related experience is **preferred but not required**.

Fairfield Town welcomes applicants with strong administrative, legal, office, executive assistant, office management, records management, governmental, or similar professional experience who demonstrate the skills and ability to learn the municipal-specific requirements of the position.

GENERAL RESPONSIBILITIES

Responsibilities include, but are not limited to:

- Preparing Town Council and Planning Commission agendas and meeting packets.
- Coordinating meeting materials with the Mayor/Town Manager, Planning Commission Chair, Town staff, attorneys, consultants, and others.
- Preparing, posting, distributing, and documenting required public notices.
- Attending assigned Town Council, Planning Commission, public hearing, and other official meetings.
- Maintaining official meeting recordings.
- Preparing accurate and timely meeting minutes.
- Maintaining ordinances, resolutions, minutes, agreements, contracts, notices, correspondence, and other official Town records.

- Maintaining organized hard copy and electronic filing systems.
- Maintaining consistent electronic file-naming and document-management practices.
- Ensuring authorized Town staff can readily locate official records.
- Assisting with records retention and historical records.
- Receiving and tracking GRAMA/public-record requests and applicable deadlines.
- Assisting with municipal election responsibilities.
- Maintaining and updating Town information and notices as assigned.
- Preparing correspondence, forms, notices, and administrative documents.
- Providing general administrative support to the Mayor/Town Manager, Town Council, Planning Commission, and Town staff.
- Assisting residents and the public and directing inquiries to the appropriate person when necessary.
- Coordinating administrative matters with attorneys, engineers, inspectors, consultants, Utah County, state agencies, and other entities as directed.
- Assisting with special projects and other duties reasonably related to the position.

WORK SCHEDULE

Regular in-office hours are **Monday through Thursday, 9:00 a.m. to 3:00 p.m.**

On assigned Town Council, Planning Commission, or other evening meeting days, the work schedule will generally be **3:00 p.m. to 9:00 p.m.**

Because Fairfield Town operates with a small staff, **dependable office coverage, punctuality, and attendance at assigned meetings are essential.**

Remote work is not a regular component of this position unless specifically authorized by the Mayor/Town Manager.

COMPENSATION

Starting pay is **\$24.00 per hour or higher, depending on qualifications and experience.**

HOW TO APPLY

Please read and follow all application instructions carefully.

To be considered for the position, applicants must submit the following:

1. **A current resume** outlining relevant education and work experience.
2. **A short cover letter** addressing each of the following:
 - Why you are interested in working for Fairfield Town;

- What skills or experience you have that would make you successful in this position; and
 - An example of a position or responsibility in which accuracy and attention to detail were important.
3. Submit the resume and cover letter as **PDF attachments**.
 4. Name the files using the following format:
LastName_FirstName_Resume.pdf
LastName_FirstName_CoverLetter.pdf
 5. Email the completed application materials to:
hmckinney@fairfieldtown-ut.gov
 6. Use the following email subject format:
Town Recorder Application – First Name Last Name

Please do not call the Town Office regarding the status of your application. Applicants selected for an interview will be contacted directly.

Incomplete applications or applications that do not include the requested materials may not be considered.

SELECTION PROCESS

Applications will be reviewed as they are received.

Professional references may be requested from finalists.

Finalists may also be asked to complete a brief job related skills exercise designed to evaluate skills applicable to the position, including attention to detail, written communication, organization, and administrative judgment.

APPLICATION PERIOD

POSITION OPEN UNTIL FILLED

Applications will be reviewed as received, and Fairfield Town may begin interviewing qualified applicants at any time. Applicants are encouraged to apply promptly.

Fairfield Town reserves the right to modify or withdraw this recruitment, reject any or all applications, and select the applicant determined to best meet the needs of the Town. Fairfield Town is not obligated to fill the position as a result of this recruitment.

The successful candidate may be required to complete a background check as a condition of employment, consistent with Town policy and applicable law.

Fairfield Town is an Equal Opportunity Employer.

