



DANIEL RIVERA
MAYOR

FRANK BONET
DIRECTOR

City of Lawrence
Personnel Department
City Hall, Room 303
200 Common Street
Lawrence, Massachusetts 01840

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JOB POSTING

Title: Community Liaison/Minute Taker
Department: City Council
Pay Grade: \$18,720 per year
Union: Non-Union, Non-Exempt, 18 hours per week (Temp/Part Time)

Duties: This position serves as the inter-governmental contact to address the need of individual constituents seeking services from various government agencies. Additionally, this position serves as minute taker for the Lawrence City Council.

Specific Duties/Responsibilities:

1. Maintaining updates concerning documentation and agency responses to inquiries and requests.
2. Organize community outreach activities and plan events such as town halls, community forums and legislative hearings.
3. Conduct issue research and track local community issues through field work
4. Serve as a liaison to advocacy groups and community/neighborhood organizations
5. When/if available, attend neighborhood association meetings on behalf of the Office of the City Council.
6. Maintain contact with members of media to inform them about scheduled City Council Meetings and manage official social media accounts from the Office of the City Council.
7. Attend City Council sub-committee meetings as required/agreed.
8. Take an accurate record of what is discussed and any actions taken at the subcommittees.
9. Type the minutes up within the timeframe agreed with the Council President and Committee Chair.
10. Send the completed minutes to the City Council Confidential Secretary within the agreed timeframe.
11. Performs similar or related work as required by the supervisor.

Qualifications: Bachelor's Degree; or any equivalent combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Skills, Knowledge & Abilities: Bilingual - Proficient Spanish and English (translation skills preferred). Ability to work with as a team member. Maintain and track a detailed database. Proven writing skills and communication skills. Ability to have flexible working hours.



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Knowledge of City of Lawrence and City government knowledge a plus. Ability to multi-task. Proactive in organizing diverse constituencies. Identify local issues and mobilize local residents.

Appointing Authority: _____

Daniel Rivera, Mayor

Open Date: December 21, 2017

Deadline: Until Filled

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE

Application and Full Job Description Available in the City Personnel Department

The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.