

BOARD OF FINANCE CLERK

JOB DESCRIPTION: The Town of Franklin Board of Finance Clerk is responsible for writing and submitting meeting Agendas, Meeting Cancellation Notices, Annual Schedule of Meetings, and Meeting Minutes in accordance with requirements of Connecticut State Statute Sec.1-225 Freedom of Information (FOI) and Town of Franklin Policy for Website Submissions, and guidelines of Roberts Rules of Order. The Board Clerk is also responsible for various administrative and legal tasks outlined below.

GENERAL DUTIES AND RESPONSIBILITIES: For all meetings scheduled: the Clerk attends the meetings, prepares an Agenda Packet for Board members that may include the Agenda, Minutes from the previous meeting, financial reports provided by Town Staff, and other supplemental information provided by the First Selectman or the Chairman or Vice Chairman of the Board.

Annual Report: The Board is responsible for publishing an annual town report. The Clerk is responsible for working with the Board to contact those whom are required to provide financial information. Required reports include comments and recommendations of the Auditor, Annual Town Tax Collector information, Annual Report of the Town Director of Health, Annual Report of the Board of Education and Superintendent of Schools.

Appointments by the Board: At any such time the Board takes action in appointing members, the Clerk is responsible for writing an appointment letter and submitting it to the recipient and Town Clerk.

Budget Process: Responsible for writing and posting the Legal Notice for the Annual Town Municipal Budget Public Hearing as required by Connecticut General Statutes Section 7-344.

Correspondence: Responsible for writing Board correspondence as required.

Recording of Meetings: The Clerk is responsible for setting up a digital recording device for each meeting and managing such recordings in accordance with Freedom of Information Guidelines.

Retention Guidelines: Responsible for following the Connecticut State Library Record Retention Schedules for the Municipal Records Management Program.