



City of Rochester

400 Sixth Street
Rochester, MI 48307
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www.rochestermi.org

Seeking: Minute Taker

The City of Rochester seeks candidates for the position of Minute Taker for the Rochester Planning Commission. This is a part-time position. Planning Commission Meetings take place at 7:00 p.m. on the first Monday of each month, with six (6) additional meetings occurring on the third Thursday of each month. Please see the Planning Commission meeting schedule [here](#).

The position requires the candidate to attend all (in-person, hybrid, and/or virtual) Planning Commission meetings and document the official minutes in accordance with the City's guidelines. The qualified applicant must be able to write a complete and accurate record of the meeting, including meeting date, time, and location; who was in attendance; a summary of the discussions for all agenda items; and a record of all official votes taken, and motions passed. Minimum of 1 year of professional experience in minute taking or similar for meetings is required.

Criteria:

- Full command of the English language
- Proficiency in Microsoft Word and formatting skills
- Excellent writing and grammar skills
- Keen attention to details
- Minimum 1 year of minute taking experience
- Ability to summarize a conversation between approximately 10-20 people

Must provide your own:

- Computer and writing tools
- Transportation (meetings are currently hybrid, *minute taker is remote*, but this is subject to change and in-person attendance will be required)

Compensation: \$30.00 per hour (1-2 hour minimum for meeting attendance & transcription of minutes)

Please email your resume to chall@rochestermi.org. Please call Ciona L. Hall, Planning Coordinator with any questions at (248) 733-3700.

The City of Rochester is an Equal Opportunity Employer (EOE).