

Job Announcement  
Charter Committee Clerk

RECRUITING FOR: Committee Clerk

APPLICATION DEADLINE: June 30, 1991

SALARY RANGE: \$1,600 - \$2,250

DURATION: 12 -18 months

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Note: This position is employed by the Metro Charter Committee and shall serve at the pleasure of the Committee Administrator. It requires evening work. Please only apply if you can work a flex schedule, ie. 40 hours per week which includes evening meetings. The Metro Charter Committee is an independent citizen committee established by legislation enacted by the 1991 session of the Oregon State Legislature. The Committee is empowered to prepare a proposed charter for the Metropolitan Service District and to place the charter on the ballot for a vote by residents of the Metropolitan Service District at either a statewide primary or general election. Members of this committee have been appointed by the three counties and twenty-four cities within the boundaries of the Metropolitan Service District, the Metro Council, Executive Officer, President of the Senate and Speaker of the House.

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DUTIES:

1. Schedules committee and subcommittee meetings; public meetings and other meetings as requested by the Committee.
2. Arranges meeting places and makes sure appropriate public notice is given.
3. Sends out agendas, minutes and all other Committee mailings to Committee members, mailing list, press and others.
4. Keeps all records as directed by the Committee and its Administrator. This includes: attending committee and subcommittee meetings; taking notes of the proceedings and preparing summaries and formal minutes of meetings; maintaining archives of documents; keeping records of formal Committee actions.
5. Generates written documents and graphics requested by the Committee including related correspondence.
6. Answers phones and directs inquiries as appropriate.

### COMMITTEE CLERK

\$1,600 - \$2,250/mo.

The Metro Charter Committee is recruiting for a committee clerk to aid the Committee in the performance of its work program. This includes scheduling Committee, Subcommittee, and public meetings; arranging meeting places and making sure appropriate public notice is given; sending out agendas; generating written documents and graphics requested by the Committee; answering phones and directing inquiries; and keeping all records as directed by the Committee and its Administrator. This includes attending committee and subcommittee meetings; taking notes of the proceedings and preparing summaries and formal minutes of meetings. This position is employed by the Metro Charter Committee and shall serve at the pleasure of the Committee Administrator. Please apply only if you can work a flex schedule, i.e. 40 hours per week which will include evening meetings. Education/Experience equivalent to high school diploma or GED and a minimum of three years of responsible secretarial duties requiring discretion and judgment. This position closes June 30, 1991. Please submit a letter, indicating your interest in the position, a resume, and the names and phone numbers of three references, postmarked no later than June 30, 1991, to:  
Charter Committee  
PO Box 9236  
Portland, Oregon 97207