Annabella Town Treasurer and Planning Commission Secretary Job Opening

Role Overview: We are seeking an enthusiastic and detail-oriented individual to serve as the Annabella Town Treasurer & Planning Commission Secretary.
This role is a part-time position, with an average commitment of **10 to 20 hours per month.**
This unique role combines financial oversight with administrative responsibilities related to land use, zoning, and community development.

Treasurer Duties

- **Timely Deposits**: Promptly deposit all Town funds into the appropriate bank account two to three times a week.
- **Check Co-signing**: Co-sign checks as required.
- **Compliance with Regulations**: Deposit all money in accordance with the State Money Management Act (Utah Code 51-7).
- **Meticulous Record-Keeping**: Keep an accurate and detailed account of all money received.

Planning Commission Secretary Duties:

- **Meeting Attendance and Minutes**: Attend Planning Commission meetings and meticulously record accurate minutes.
- **Agenda Coordination**: Collaborate with the Town Clerk to create meeting agendas and efficiently distribute relevant materials.
- **Effective Communication**: Facilitate seamless communication between the Planning Commission, Town Council, and community members by sending letters, notices, etc. as requested by the Planning Commission.
- **Other duties as assigned**.

Qualifications:

- **Financial Acumen:** Experience in financial management, budgeting, and accounting.
- **Organizational Skills:** Ability to handle multiple tasks efficiently and maintain meticulous records.
- **Communication Skills:** Strong written and verbal communication skills.
- **Collaborative Spirit:** Willingness to work closely with elected officials, and community members.
- **Familiarity with Land Use Planning:** Basic understanding of land use regulations and zoning processes (training can be provided).

Requirements:

- High school diploma or equivalent (additional education in finance or administration preferred).
- Availability for evening meetings (Planning Commission meets on the fourth Monday of each month).

Compensation: $15 per hour

Application Process: Interested candidates should complete an application and submit their resume to the Annabella Town office.

Contact Information: Annabella Town Hall 295 East 300 North PO Box 175 Annabella, UT 84711 Phone: 435-896-6571 email: annabellatown@hotmail.com

Closing date: Wednesday March 6, 2024

DWS-WDD 305
Rev. 09/2019

State of Utah
Department of Workforce Services
EMPLOYMENT APPLICATION

Employer: _____ Date: _____

Name: _____ _____ _____
Last First M.I.

Address: _____ _____ _____ _____
Street address City State ZIP

Home phone: _____ Work phone: _____

Email address: _____ Are you a veteran? ☐ Yes ☐ No

List the positions you are interested in by specific title (typist, carpenter, auto mechanic)

1st choice: _____ 2nd choice: _____

Available to work: ☐ Full time ☐ Temporary ☐ Part time ☐ Shift work

Date you can start: _____ Desired salary: _____

Are you employed now? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

Have you applied to this company before? ☐ Yes ☐ No Where? _____ When? _____

Trade or professional licenses, certificates or registrations: _____

References: Three persons not related to you whom you have known at least one year:

Name	Address	Telephone/Business/Occupation

Education:

Are you a high school graduate? ☐ Yes ☐ No If no, indicate highest grade completed (1–12):

College, Business or Trade Schools (Name and Location)	Major or Vocational Subjects	Length of Time Degree/Certificate

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Work History: Beginning with the present or most recent, list your three most significant employers. If you wish to elaborate, you may attach a supplemental sheet or resumé. Include military service, if applicable.

Firm name: _____ Dates of employment: _____

Address: _____ _____ _____ _____
Street address City State ZIP

Job title, responsibilities and duties: _____

Firm name: _____ Dates of employment: _____

Address: _____ _____ _____ _____
Street address City State ZIP

Job title, responsibilities and duties: _____

Firm name: _____ Dates of employment: _____

Address: _____ _____ _____ _____
Street address City State ZIP

Job title, responsibilities and duties: _____

Additional qualifications and skills: machines, equipment, tools used, related activities, etc.

Certification of Applicant:
I certify that all statements made in this application are true and correct and that any misstatement of material facts may subject me to disqualification or dismissal. Also, I authorize verification of all statements made in this application.

Signature: _____ Date: _____

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