



Job Posting: Notetaker / ADA Compliance Coordinator

Role Information

Position: Part-Time Notetaker & ADA Compliance Coordinator
Department: Administration
Supervisor: Town Manager
Work Location: Bluff Community Center / Town Offices located at
190 N 3rd E Street, Bluff, UT 84512
Hybrid or Remote Work is Negotiable
Hourly Wage: \$18.00 – \$24.00 Commensurate with experience

Application Information

To Apply: Submit a cover letter and current resume to manager@townofbluffutah.gov
Email subject line should read: **Last Name, First Name – Coordinator Application**
Position Open Until Filled. First review of applications will occur on July 6, 2026.

Overview

The Town of Bluff (the “Town”) is seeking a reliable, detail-oriented, and technologically proficient Part-Time Notetaker & ADA Compliance Coordinator to provide accurate meeting minutes and assist the Town in maintaining compliance with federal accessibility requirements.

The successful candidate will be responsible for preparing comprehensive meeting minutes for Town Council, Planning & Zoning Commission, public hearings, and other municipal meetings, while also supporting the Town's ongoing efforts to improve accessibility of its website, online content, and public documents. The ideal candidate is highly organized, comfortable working independently, proficient with technology, and committed to supporting transparent and accessible local government.

The role provides a unique opportunity to contribute directly to local government operations while helping improve public access to municipal information and services.

Key Responsibilities:

Meeting Notetaking

- Attend municipal meetings in person or virtually, as assigned, and prepare accurate meeting minutes. In some circumstances, minute preparation may be completed from recordings after a meeting has occurred, with supervisor approval.
- Take comprehensive and accurate minutes of proceedings, including motions, discussions, decisions, votes, and action items.
- Prepare draft minutes and distribute them to elected officials and town staff within three (3) business days following each meeting.
- Edit and update minutes based on feedback from elected officials and staff.

Key Responsibilities (continued)

- Assist with preparation and posting of meeting agendas, packets, notices, and supporting materials, as needed.
- Maintain organized records of meeting minutes and supporting documentation.
- Maintain postings on the Utah Public Notice Website and Town website.
- Physically post required notices on public bulletin boards within Bluff in accordance with all applicable deadlines and state requirements.

Current Town Government Meeting Schedule

- Bluff Town Council Meetings: First three Tuesdays of each month from 4:00 PM – 5:30 PM Mountain Time
- Bluff Planning & Zoning Commission Meetings: First and third Thursdays of each month from 6:00 PM – 7:30 PM Mountain Time
- Additional work sessions, public hearings, special meetings, and committee meetings may be scheduled as needed during weekdays.

Evening work is often required. Meeting dates and times are subject to change. Meetings are held in person and virtually. Ideal candidates will be able to attend some or all meetings in real time, however, based on qualifications and availability, the selected candidate may coordinate minute taking activities virtually or after a meeting has taken place, with approval from the supervisor.

ADA Website & Digital Accessibility Compliance

- Assist the Town in maintaining compliance with applicable ADA accessibility requirements for digital content and public-facing information.
- Review and update documents posted on the Town website to improve accessibility and usability.
- Convert existing PDF documents, agendas, minutes, forms, ordinances, resolutions, and other public records into accessible formats.
- Assist with remediation of website content to improve compliance with recognized accessibility standards, including Web Content Accessibility Guidelines (WCAG).
- Assist with the creation of accessible templates for agendas, minutes, reports, forms, and other public documents.
- Coordinate with Town staff and website vendors, as needed, to address accessibility concerns.
- Maintain records of ADA compliance efforts and document remediation activities.
- Assist with other website content updates and administrative support tasks as assigned.

Qualifications and Skills

- **Fluency in the Microsoft Office Suite and strong computer skills with the ability to type accurately at a minimum of 40 words per minute; 60+ words per minute preferred.**
- Excellent written and verbal communication skills.
- Strong organizational and time-management abilities with the ability to meet strict deadlines.
- Ability to work independently and collaboratively with elected officials, staff, contractors, and members of the public.
- Demonstrated professionalism, discretion, and reliability.

Preferred Qualifications

- Familiarity with PDF accessibility, document remediation, ADA compliance, or Web Content Accessibility Guidelines (WCAG) accessibility standards is preferred. Training and support may be provided for otherwise qualified candidates willing to learn these skills.
- Familiarity with, or willingness to learn, municipal government procedures, public meeting requirements, and public records laws.
- Prior experience preparing meeting minutes, transcripts, or administrative records.
- Experience with website management or experience with WordPress.

Physical Demands

- Ability to perform office-related tasks, including prolonged sitting or standing.
- Ability to type and work on a computer for extended periods of time.
- Ability to attend meetings and occasionally travel within Bluff for posting notices and administrative tasks.

Hours

The position typically supports 6–10 scheduled meetings per month, plus occasional special meetings and public hearings. We expect this position to be part-time with semi-flexible hours, averaging 5-15 hours per week.

Compensation Package

\$18.00 - \$24.00/hour - Commensurate with experience.

This is a part-time position. The Town of Bluff will provide a computer and access to all software required for the role. Hybrid or remote work arrangements may be considered based on the candidate's qualifications, availability, and ability to fulfill meeting attendance requirements. Bluff Town offices are located at 190 N 3rd E Street, Bluff, UT 84512.

The Town of Bluff provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.