



Submit resume and cover letter to:
Northern Water, 220 Water Ave.
Berthoud, CO 80513
Email Preferred: careers@northernwater.org

Posted: 3/31/2025
By: JG
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By:

Board Recorder and Historical Analyst

Division/Department: Finance and Administrative Services Division/Records and Administrative Services Department
Reports to: Records and Administrative Services Department Manager
Location: Berthoud, CO
Type of Position: Full-time
Status: Exempt
Salary Range: \$74,438 - \$86,034

GENERAL STATEMENT

This position is primarily responsible for the drafting and editing of all Board and committee meeting minutes as requested by management. The analyst role requires conducting research, communicating findings, and collaborating with various stakeholders to maintain and leverage Northern Water's historic collections and utilize knowledge to inform minute recording and recordkeeping. Assists in developing programming for and interpreting Northern Water's records and archive heritage collection.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Attends all Board and committee meetings for purposes of drafting and editing minutes.
- Roll-call and verification of quorum for Board and committee meetings. Tracking and reading attendance into the record during Board executive sessions.
- Attends Board meetings and provides documentation of the topics discussed, action items, deadlines, and follow-up requirements.
- Explores and develops the use of Board agenda management platform for minute taking workflows in coordination with Administrative Supervisor and Department Manager.
- Coordinates with Administrative Support Specialist and legal counsel in the minutes review and finalization process.
- Performs research, analyzes material, provides facts and opinions, and reports findings in oral and written formats for litigation support, Colorado Open Records Act requests, policy analysis, and decision making utilizing Northern Water's document management system.
- Develops programming and digital history projects utilizing Northern Water's records and archive collection for internal accessibility and knowledge management.
- Organizes, maintains, and processes files, records, and correspondence (paper and electronic) into Northern Water's document management system.

OTHER DUTIES AND RESPONSIBILITIES

- Assists Administrative Supervisor in preparation of monthly board meeting agendas and electronic board packets including review of agenda items submitted and assures completeness and accuracy of packet and agenda information.
- Serves as back up to minutes recording for NISP and Windy Gap Enterprise Participant Meetings.
- Serves occasionally as backup Receptionist as requested.
- Performs other records and administrative duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education

- Degree in history, public history, English, communications, public administration, library science, archives or an equivalent combination of education and experience.
- Continuing education in English, formal writing, historical analysis, Microsoft Office, Adobe Acrobat, or proofreading.

Experience

- Four years' experience or training in formal writing, editing, proofreading with strong written and oral communication.
- Experience in a legal, records management, administrative, or communications support role or an equivalent combination of work experience and education.
- Proven work experience or specialized training supporting public meetings is preferred.
- Prior experience or internship working in the public sector is preferred.
- In-depth training and understanding of the entire Microsoft Office suite, Adobe Acrobat Professional, databases and document management systems.
- Use of Outlook and online/cloud applications for organizational management.
- Experience with Granicus Peak Agenda, iLegislate, Office 365, and Opentext eDocs a plus.

LICENSE, CERTIFICATE AND CREDENTIAL REQUIREMENTS

- Valid driver's license

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Thorough knowledge of English, writing, spelling, vocabulary, and grammar.
- Thorough knowledge of office procedures and workflows.
- File sharing, Microsoft Office, Outlook, and calendars to schedule and organize work.
- Knowledge using video conferencing software.
- Colorado Open Meetings and Open Records requirements and statutory obligations related to public agencies is desired.
- Demonstrated knowledge of Northern Water, its Municipal Subdistrict and Enterprises, water related issues and Colorado water history is highly preferred.
- Familiarity with digital history methodologies a plus.

Skills

- Excellent reading, writing, editing, and proofreading skills.
- Excellent organizational skills, with the ability to prioritize work and perform several tasks concurrently with ease and professionalism with all levels of staff.
- Excellent communication skills, both oral and written.

- Highly proficient with Outlook, word processing, spreadsheets, presentations, and web applications.
- Proficiency with agenda publishing software and records databases.

Abilities

- Interpret and apply organizational and departmental policies and procedures in the performance of duties.
- Handle stress with tight deadlines and changing priorities.
- Work responsibly with or without direct supervision in teams and independently.
- Apply independent judgment.
- Approach problem solving proactively.
- Follow instructions and procedures while performing detail-oriented work.
- Perform detailed work.
- Composing correspondence and assembling routine documentation effectively and correctly.

PHYSICAL REQUIREMENTS

- Walk and climb stairs daily.
- Operate keyboard devices over a sustained period.
- Sit and stand for long periods.
- Lifting of boxes (weighing approximately 40 pounds) and files to move them from one location to another.
- Must be able to meet the physical requirements of a post job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions of the job.

OTHER REQUIREMENTS

- Responsible and dependable.
- Professional.
- Maintains a personal appearance appropriate for job position and image of Northern Water.
- Remains discrete regarding sensitive or confidential information.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, marital status, sexual orientation, gender identity, national origin, disability, genetics, veteran status or other legally protected characteristics. Northern Water complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Northern Water also prohibits any form of workplace harassment in accordance with these 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.