



## **TOWN CLERK**

The Town of Camden seeks a qualified and experienced individual to serve as Town Clerk. The qualified individual will serve as official custodian of all public records of the Town, perform statutory responsibilities, execute legal documents, attend council meetings, take minutes, process ordinances, resolutions and any other documents, coordinate agenda preparation, place legal advertisements, and perform administrative duties for the Town Manager, Mayor and Council. Additionally, the Town Clerk will be responsible for the administration of land use, handle confidential information, monitor vacancies and appointments to boards and committees, as well as update and maintain the Town's website. Strong computer & communication skills are required. Certified Municipal Clerk certification is a plus. Benefits include a comprehensive health plan, vacation and sick time; salary is negotiable and will be commensurate with experience and education, ranging from \$35,000 to \$45,000 per annum. Letters of interest complete with resumes should be mailed to the Camden Town Hall, Attn: Town Manager, 1783 Friends Way, Camden, DE 19934.