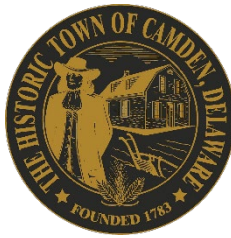


Town Clerk/Land Use Administrator - Job Description

The Town Clerk oversees the day-to-day operations of the Town under the direction of the Town Manager. The Town Clerk serves as the official custodian of all public records of the Town, performs statutory responsibilities, executes legal documents, attends all meetings (Council, Board of Adjustments, and Planning Commission), takes minutes, processes ordinances, resolutions, and any other documents, coordinates all agenda preparations, places legal advertisements, and performs administrative duties at the request of the Town Manager, Mayor, and Council. The Town Clerk is responsible for the administration of all land use, handles confidential information, monitors vacancies and appointments to boards and committees, and regularly handles and updates the Town's website.

Primary Responsibilities

- Prepares meeting agendas as assigned and assures that they are posted where and when required, assembles meeting materials, and attends all meetings.
- Prepares Town Council, Board of Adjustments, and Planning Commission minutes for committee approval at the next meeting, and posts minutes to the website once approved.
- Maintains and preserves all permanent town records.
- Posts all necessary information to the town website and provides overall maintenance thereto.
- Plans and supervises the conduct of all town elections, prepares the polls, ballot boxes, voting machines, and ballots, instructs election officials as to the election laws and procedures, issues absentee ballots, processes all election ballots and reports results to the State of Delaware Board of Elections.
- Validates official documents, oversees posting of official notices, ordinances, and advertisements, records papers with federal, state, and county governments as needed, and swears in municipal officials as necessary.
- Completes advertising of required notices such as public notices, bids, tax appeals, contracts, and elections.
- Prepares all billing and processing of payments.
- Works in concert with the Town Solicitor to prepare town properties for monitions.
- FOIA Administrator for the Town of Camden.
- Reviews, calculates, and issues all building permits for the Town.
- Administers the zoning, land development and subdivision regulations for the Planning Commission and the Town.
- As the Zoning Official, enforces all applicable Town of Camden zoning codes and coordinates the enforcement efforts with our Building Inspection Official, planning department, town engineer, department of public works, and other local officials, responsible for the enforcement or execution of elements of the local regulations.



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- Meets with applicants and assists in the development of all applications, coordinating all proposed land development projects and subdivisions with applicable federal, state, and local laws.

Qualifications

- A Bachelor's Degree from an accredited four-year college or university with course work in planning, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.