

The City of Lewes



**City of Lewes Employment Opportunity
City Clerk**

The **City of Lewes** is seeking applicants who are committed to public service excellence for the vacant full-time position as the **City Clerk**.

The City Clerk provides administrative support to Mayor and City Council, serves as the City's records management coordinator, drafts and posts meeting agendas, prepares meeting minutes, manages the City's meeting management platform, communicates with the public, and assists the City Manager with administering the annual municipal election. The City Clerk reports to the City Manager. The successful candidate must have an associate degree or a minimum of two years of post-high school formal education, a minimum of three years of municipal experience, proficiency in Microsoft Office products, knowledge of the Delaware Freedom of Information Act, and be a Delaware Notary Public. The ideal candidate should have exceptional customer service skills, strong multitasking skills, a positive demeanor, and the ability to work independently. Accuracy and attention to detail are essential skills for this position. Candidates with the Certified Municipal Clerk or Master Municipal Clerk certification are preferred. Anticipating starting salary is \$50,000, negotiable subject to qualifications. Application deadline: Friday, October 1, 2021 at 4:00 p.m.

This is a year-round position working mostly Monday through Friday, 8am – 4pm. Attendance at evening meetings is required and work beyond the typical work schedule may be needed.

Employment is contingent upon a pre-employment drug screening and background check. For more information, please contact Ann Marie Townshend at (302) 645-7777 or atownshend@ci.lewes.de.us.

Applications are available on the City's website at www.ci.lewes.de.us and can be mailed to Lewes City Hall, P.O. Box 227, 114 E. Third Street, Lewes, DE 19958, or may be submitted via e-mail to hr@ci.lewes.de.us.

The City of Lewes is an Equal Opportunity Employer.

The First Town in the First State

P.O. Box 227
Lewes, Delaware 19958

(302) 645-7777
Fax (302) 645-6406

Website: www.ci.lewes.de.us