

TOWN OF SOUTH BETHANY
TOWN CLERK POSITION

The Town of South Bethany is currently accepting applications for the full-time position of Town Clerk. The candidate must work well under pressure in a busy coastal environment and provide a high level of public relations. Experience in finance and strong computer skills required. Municipal government experience preferred.

The Town Clerk is responsible for providing quality customer service and administrative assistance to property owners, visitors, elected officials and Town staff. Responsibilities include, but are not limited to, assisting the Finance Director, issuing mercantile and rental licenses and parking permits, accounts receivable, cash management, and assisting the Town Manager with meetings and Town elections.

A full position description and employment application can be found online at <https://southbethany.delaware.gov/employment>. Please submit an application and resume by Friday, January 15, 2021, to Town Manager Maureen Hartman at Town of South Bethany, 402 Evergreen Road, South Bethany, DE 19930 or email townmanager@southbethany.org. Salary is dependent upon experience. South Bethany offers competitive wages and benefits. THE TOWN OF SOUTH BETHANY IS AN EQUAL OPPORTUNITY EMPLOYER.