TOWN CLERK TRAINEE

**TOWN OF FRANKFORD**

The historic but evolving Town of Frankford (Delaware), located less than 10 miles from the Atlantic Ocean, is searching for its next town clerk. The plan is to have the selected candidate shadow the retiring clerk for a period of roughly 2 months to increase the likelihood of a smooth transition. While the Town is an at-will employer, the candidate should be prepared to commit to serve the Town for many years to come.

While growing, the Town of Frankford is still relatively small for now; as such, there are few staff members. However, as a result, the position is especially interesting, because the town clerk has the opportunity to work on an especially wide variety of projects. Some of the many tasks with which the clerk assists involve public notices (agendas, public hearings, etc.), applications, code enforcement, Freedom of Information Act (FOIA) requests, general public relations, minutes, finance, human resources/payroll, records maintenance, and elections.

The Town of Frankford is in the process of transitioning to a council-manager form of government

- meaning the town clerk reports to the town manager. The clerk role is important - in part because, in addition to the town manager (management branch), the Town Council (legislative branch); boards, commissions, and committees; and others rely heavily on the clerk to provide outstanding administrative support.

# REQUIRED QUALIFICATIONS

Experience (1) as an administrative assistant and (2) in working with QuickBooks. Excellent

de-escalation and good communication (written and verbal) skills. Intermediate proficiency with Microsoft Word, Excel, and PowerPoint. Associate's degree in a public- or business-administra- tion-related field from a regionally-accredited (or equivalent) institution. Valid driver's license.

# PREFERRED QUALIFICATIONS

Municipal clerk experience strongly preferred. International Institute of Municipal Clerks certified municipal clerk (CMC) credential preferred.

# CONDITIONS OF EMPLOYMENT

90-day probationary period. Notary public by end of probationary period, and CMC within 3 years of hire date.

# WORK SCHEDULE

The normal work schedule for the town clerk is Monday through Friday from 8:00 a.m. to 4:30

p.m. In addition, the clerk is generally expected to work at least 1 evening per month.

# COMPENSATION

The successful candidate will be paid during training and while on probation. Final pay will be set after taking market considerations, the candidate's qualifications, and the candidate's perform- ance while a trainee into account. Generous benefits will be offered after the probationary period ends - including partly-Town-paid group medical, dental, vision, and term life insurance coverage; paid leave; 13+ paid holidays; and a retirement plan with a Town contribution. (The Town reserves the right to make adjustments to employee compensation as financial conditions change.)

# HOWTO APPLY

Interested individuals are asked to apply by sending a cover letter and their résumé to sheldon@hudsonmunicipal.com (with a carbon copy to frankfordtownhall@mchsi.com) by October 18, 2024. Applications received via postal mail (9 Main St., PO Box 550, Frankford, DE 19945) or in person will also be accepted. (The Town reserves the right to consider applications received after the deadline.)