



Town of Melbourne Beach

Town of Melbourne Beach Employment Opportunities:

POSITION: DEPUTY TOWN CLERK

Full Time Position. Under general supervision, responsible administrative work managing the various functions and responsibilities of the Town Clerk's office.

Starting Salary: Negotiable depending on experience.

Schedule: 8 hour shift, 5 days a week. Some evenings during the month (weeknights) required.

Duties:

- Assist with official functions of the Town Clerk's office.
- Assist with processing and maintaining all official Town documents and record.
- Assist with preparing the agendas, packets, and minutes for the Town Commission meetings and various Board meetings.
- Assist with preparing the municipal election activities.
- Assist with the development, update and management of the Town's website and social media (Facebook and Nextdoor).
- Respond to concerns and requests from citizens.
- Assist with front desk duties when coverage needs arise.
- May be required to perform special assignments and projects as directed.
- All other duties as assigned by the Town Manager and/or Town Clerk.

Qualifications:

- High School Diploma or equivalent. Some college preferred.
- Computer skills required. Proficiency in Microsoft programs.
- Knowledge of JustFOIA software.
- Knowledge of Florida's Government-in-the-Sunshine Law.
- Knowledge of Florida Statute Chapter 119 Public Records.
- Prior Government work experience required.

This position is open until filled, Qualified Applicants Only Please.

Applicants must submit a completed employment application for the Town of Melbourne Beach, a detailed resume, salary history, and the names and contact information of three work-related references to:

Town of Melbourne Beach
ATTN: Jennifer Kerr, Finance Manager
507 Ocean Ave, Melbourne Beach, FL 32951
Finance@melbournebeachfl.org

Employment applications may be obtained at: www.melbournebeachfl.org
or in person at: 507 Ocean Avenue, Melbourne Beach, Florida.

Equal Opportunity Employer and a Drug Free Workplace