



Town of Henlopen Acres  
*104 Tidewaters*  
*Henlopen Acres, Delaware 19971*

## **TOWN CLERK**

### Position Description

The Town of Henlopen Acres is currently seeking a qualified individual for the role of Town Clerk. The Town Clerk provides administrative support to the Town Manager and Board of Commissioners, serves as the Town's records management coordinator, administers business licenses, oversees collection of property taxes, supports issuance of building permits and business licenses, coordinates public meetings, communicates with residents and the public, greets and assists Town Hall visitors, assists the Town Manager with administering the annual municipal election, and performs other various clerical duties.

### **Preferred Qualifications**

- Associate or bachelor's degree with coursework in public administration, business or related field; or equivalent combination of education and work experience.
- 2-5 years of administrative experience, including familiarity with general office procedures, practices and equipment. Municipal government experience is desirable but not necessary.
- Certified Municipal Clerk or Master Municipal Clerk certification is desirable but may be obtained after hire.
- Ability to operate a computer, photocopier, and virtual meeting equipment.
- Working knowledge of Microsoft Office and Adobe software.
- Strong organization skills and the ability to maintain physical and digital files.
- Excellent customer service skills and the ability to deal tactfully and appropriately with the public in person and on the telephone.
- Strong multitasking skills and the ability to work both independently and as part of a team.
- Knowledge of the Delaware Freedom of Information Act (FOIA).
- Ability to understand and follow oral and written instructions.
- Ability to express ideas effectively both orally and in writing.
- Delaware Notary Public certification is desirable but may be obtained after hire.

### **Principal Duties and Responsibilities**

- Coordinate public meetings, including scheduling, preparation and posting of agendas and meeting packets, virtual meeting facilitation, and preparation of meeting minutes.

- Conduct issuance of business license and rental license applications. Maintain records associated with rental contracts.
- Support issuance of building permits.
- Process and maintain annual property tax roll.
- Conduct issuance of boat slip contracts and maintain slip waiting list.
- Maintain updated resident directory.
- Serve as FOIA Coordinator.
- Serve as Notary Public.
- Complete paperwork associated with property sales.
- Maintain Town website and respond to contact form emails.
- Prepare and disseminate meeting notices, newsletters, and other communications to residents via postal mail and email.
- Answer phones and assist Town Hall visitors.
- Maintain Town records in orderly and appropriate fashion.
- Other duties as assigned by the Town Manager.

### **Compensation and Benefits**

This is a full-time non-exempt position at a rate of \$26 per hour. Work schedule is 40 hours per week, 8:30am-4:30pm, Monday-Friday. Benefits package includes paid vacation, paid holidays, paid sick days, health, dental, and vision insurance, life insurance, and 457(b) retirement plan.

### **Physical Demands and Work Environment**

Work is performed in an office environment and may require stooping, lifting, and repetitive motions. No adverse environmental conditions are expected.

### **To Apply**

Email your resume with a cover letter in a single PDF file to [townmgr@henlopenacres.com](mailto:townmgr@henlopenacres.com). Applications will be accepted on a rolling basis and the position is open until filled.

### **About Henlopen Acres**

Henlopen Acres is one of the smallest incorporated Towns in Delaware with approximately 137 full-time residents and 271 total residents. The Town is 174 acres (0.28 square miles) in area, and is bordered by the City of Rehoboth Beach, the Lewes & Rehoboth Canal, the community of North Shores, and the Atlantic Ocean. Features of the Town include the Rehoboth Art League, the Thomas B. Lewis Marina, Henlopen Acres Beach Club, and an undeveloped parcel of dunes and beachfront perpetually maintained in a natural state. The Town operates its own water plant and 24-hour Security patrol.

*The Town of Henlopen Acres is an Equal Opportunity Employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*