

Position Available - Pocomoke City, Maryland

City Clerk

Under administrative direction, plans, organizes, and directs the operations and activities of the City Clerk's Department to include: receiving administration direction from the City Manager, election management, the legislative function, archiving of public records and public information.

Essential and other important responsibilities may include, but not limited to the following:

- **Works closely with the City Manager, City Council, Mayor, City Attorney, department managers and other public and private entities in providing professional information and services.**
- **Prepares and coordinates Council agendas and supporting material including public notification, and legal and display advertising; publish, issuance, and posting of final agendas; attends Council meetings; keeps a record of Council proceedings and of ordinances, resolutions, and other actions and official documents.**
- **Attends City Council and other special meetings and is responsible for the documentation, maintenance, and dissemination of Council actions including minutes, ordinances, resolutions, and contracts.**
- **Represents the City in meetings with representatives of governmental agencies, business, professional and community agencies, and the public.**
- **Effectively use computer systems and software applications.**
- **Possession of or the ability to obtain a certification as a Certified Municipal Clerk and Certification as a Notary Public is desirable.**

Please submit a letter of interest / resume to: Jeff Gleason, Human Resources Director, P.O. Box 29, Pocomoke City, MD 21851.

"POCOMOKE CITY is an EQUAL OPPORTUNITY EMPLOYER"