



TOWN OF SOUTH KINGSTOWN JOB POSTING

Town Clerk

Office of the Town Clerk

The Town of South Kingstown, a suburban coastal community of approximately 32,000 residents is seeking an experienced professional for the role of Town Clerk. The Town Clerk's Office is responsible for providing a number of services to the public: ensuring transparency of government, providing administrative support to the Town Council, maintaining and supporting public access to records and archives, and administering local elections. The Town Clerk's Office focuses primarily on the Town Council Records, Land Records Registry, Board of Canvassers, Registry of Vital Statistics, Probate Court, Municipal Court, Public Records Requests and Business Licenses. The highly visible position of Town Clerk reports directly to the Town Manager, and serves as Clerk to the Town Council and the Board of Canvassers, as well as Probate Clerk and Municipal Court and Housing Court Clerk.

The Town Clerk performs statutory duties of a municipal clerk and a variety of complex professional, administrative, and technical work in supervising, planning, organizing, and directing the functions of the Town Clerk's office, ensuring full compliance with all laws and mandates. The Town Clerk is the custodian of official Town records and public documents including land evidence, elections, vitals, probate, licensing, and town council; oversees meeting minutes and historical records of all Council proceedings; drafts ordinances and resolutions; and oversees all National, State, and Local elections. Applicants must possess a thorough knowledge of appropriate laws, regulations and procedures, and municipal clerk. Knowledge of the Town of South Kingstown's municipal government, Town Charter, and Code of Ordinances preferred. Applicants must have the ability to apply technical knowledge and exercise independent judgement in carrying out responsibilities according to general policy directives and specific legal requirements. Applicants must have strong supervisory and general management skills, and strong administrative and organizational skills, with a high level of accuracy and attention to detail, and a demonstrated ability to prioritize tasks and meet deadlines. Applicants must possess excellent interpersonal skills, verbal and written communication skills, and the ability to maintain confidentiality and exercise discretion. Applicants must also possess strong computer skills in word processing and database management.

To be considered, candidates must have a Bachelor's Degree in public administration, business, or a related field and minimum of five (5) years of progressively responsible municipal experience in a town clerk's office, including at least three (3) years of supervisory responsibility, or an equivalent combination of education and experience. Candidates must also be a Certified Municipal Clerk (CMC), or successfully obtain such designation within three years of hire. Candidates holding CMC preferred.

This full time position has a salary associated with Non-Union Grade 15, starting at \$97,415 and includes a comprehensive benefit package as detailed within the Town's Non-Union Employee Benefit Summary. To apply, please fill out an online application found by going to the Job Opportunities site on the Town website: <https://www.southkingstownri.com/Jobs.aspx> Within each job posting there is a link to the online application. Application materials will be accepted through June 6, 2024.

EQUAL OPPORTUNITY EMPLOYER ■ POSTED 5.22.2024
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