

## **TOWN OF LAUDERDALE-BY-THE-SEA, Florida – Town Clerk:**

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We are a small seaside Town of 6,000 residents and pride ourselves on the personal level of service we provide to our visitors and residents. Incorporated in 1947, the Town of Lauderdale-By-The-Sea is nestled between the blue waters of the Atlantic Ocean and the Intracoastal Waterway directly north of Fort Lauderdale. We are looking for the right person to be our next Town Clerk. We have a small, tightly-knit staff with a great deal of camaraderie and a commitment to quality work. The Town Clerk has a high level of interaction with the staff, the public and elected officials. The job requires competency in records management and retention; knowledge of Florida elections and public records laws and procedures; a high degree of accuracy and attention to detail in work; excellent word processing, organizational and communications skills.

Minimum five years of experience is required in progressively responsible administrative work in municipal government. A Bachelor's degree in Public or Business Administration or related field is preferred. A Certified Municipal City Clerk with Florida experience is preferred.

Hiring Salary Range: \$50 - 65K, DOQ.

More information about the Town and the position is available at [www.lbts-fl.org](http://www.lbts-fl.org).

**Open until filled:** Send letter of interest and resume to [TonyB@lbts-fl.gov](mailto:TonyB@lbts-fl.gov) or mail to Finance Director, 4501 Ocean Drive, LBTS, FL 33308. Qualified candidates will be contacted by e-mail.