

TOWN OF MELBOURNE BEACH  
TOWN CLERK

Melbourne Beach (population 3,300) is seeking a highly motivated, qualified individual to fill the position of Town Clerk to this beachside community. The office is appointed by the five-member Town Commission and serves under the administrative direction and control of the Mayor. General duties include preparation of agendas and minutes of the Commission and Board of Adjustment meetings, including attendance at evening meetings; elections officer for town; legal advertising; business tax receipts; editor of the town newsletter; records custodian of municipal records; maintenance of Town ordinances; budget preparation and maintaining personnel records. Associates degree desired but not required, supplemented with no less than (3) to (5) years of related work experience in municipal government. The qualified applicant should possess proficiency in Microsoft Word, and knowledge of Florida Statutes. Certified Municipal Clerk (CMC) designation desired but not required. Must be able to obtain CMC certification within 5 years from hire date. Must be a notary Public at time of application. Starting salary: \$40,915 depending on qualifications. Position shall remain open until filled.

The Town of Melbourne Beach is an Equal Opportunity Employer and a Drug Free Workplace. Submit a completed employment application for the Town of Melbourne Beach along with a detailed resume, including salary history with the names and contact information of three work-related references to:

Town of Melbourne Beach,  
Rhonda Danielle, Interim Town Clerk  
507 Ocean Avenue  
Melbourne Beach, Florida 32951  
[Rdanielle@MelbourneBeachfl.org](mailto:Rdanielle@MelbourneBeachfl.org)

Employment applications may be obtained at: [www.melbournebeachfl.org](http://www.melbournebeachfl.org) or by calling (321) 724-5860.