

City of Rehoboth Beach, Delaware

Job Description

Classification Title	City Secretary
Job Code	1009
FLSA Status	Exempt
Pay Grade	109

GENERAL POSITION SUMMARY

The City Clerk plays a vital role in ensuring the City's compliance with legal and procedural requirements while supporting the Board of Commissioners, Board of Adjustment, Planning Commission, Parks & Shade Tree Commission and various committees. This position is responsible for overseeing official meetings, maintaining accurate records, managing public information requests, and providing administrative support for permitting and compliance processes. The Clerk also serves as the Freedom of Information Act Coordinator, Civic Web Portal Administrator, and City Recorder, ensuring the transparency and accessibility of municipal operations.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Performs mandated and statutory requirements as defined by State Law, City Charter, and City Code.
- Responsible for all the Board of Commissioners and appointed Board of Adjustment, Planning Commission, Parks & Shade Tree Commission and other City Committee meetings; ensuring meetings comply with mandated requirements including the Delaware Meetings Law.
- Provides support to the Building and Licensing Department and Planning Commission for Permit of Compliance, Supplemental Permit of Compliance, Partitioning/Minor Subdivision/Major Subdivision/Site Plan Review, Variance/Appeal of Decision by the Building Inspector/Special Exception, Administrative Hearing of Parks & Shade Tree Commission, Administrative Permit of Compliance, Administrative Supplemental Permit of Compliance and Administrative Lot Separation/Merger within the City Limits.
- Serves as the Freedom of Information Act Coordinator, Civic Web Portal Administrator, webpage manager, and notary public.
- Prepares, posts, and publishes proper notice of agendas, including support agenda packets, for all official meetings of the Board of Commissioners and appointed Boards, Commissions, and Committees.
- Serves as City Recorder, recording, publishing, indexing, preserving, and authenticating accurate official minutes and actions of all Board of Commissioners and appointed Boards and Commissioners. Publishes, indexes, preserves and

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authenticates official minutes of all Committees. Also records all audios/videos of meetings, publishing them to the City portal.

- Coordinates and oversees the codification of ordinances into the City Code and the update of all code books.
- Mails notices of certain public hearings and ordinances to property owners of affected and surrounding properties.
- Performs related work as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's degree or two (2) years of formal training beyond high school
- At least (5) to seven (7) years of related work experience
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Valid Driver's License
- Certified Municipal Clerk

OTHER JOB REQUIREMENTS

- Delaware Notary Public
- Attend all meetings of the Board of Commissioners, Board of Adjustment, Planning Commission and Parks & Shade Tree Commissioner.
- Attend other meetings as need.

PREFERRED QUALIFICATIONS

- Master Municipal Clerk or desire to attain
- Member of Delaware Municipal Clerks Association
- Member of International Institute of Municipal Clerks

• COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

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Knowledge of:

- Office procedures
- Municipal functions, programs and services
- Freedom of Information Act
- Delaware Open Meetings Law
- Delaware Code

Skill in:

- Performing a variety of duties, often changing from one task to another of a different nature
- Organization and prioritization
- Use of office programs
- Data entry and maintaining databases

Ability to:

- Provide administrative research/legislative updates
- Respond to and resolve difficult and sensitive citizen inquiries and complaints through established City practices and procedures
- Provide staff support to the City Manager, City employees, and the public.
- Meet schedules and deadlines of the work
- Follow oral and written instructions
- Maintain working relationships
- Effectively communicate both verbally and orally
- Understand and interpret Municipal Charter and Code
- Understand and interpret Delaware State Code

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		

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Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (<i>below 32 degrees</i>)	X		
Extreme heat (<i>above 100 degrees</i>)	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (<i>85+ decibels</i>)	X		

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Date created:	9/12/2018
Dates revised	12/21/2018
	2/3/2025