

Town of Kennebunkport

Town Clerk

The Town of Kennebunkport is seeking a self-motivated, detail-oriented, organized, customer service guru to join our dynamic team as Town Clerk/Deputy Tax Collector. Kennebunkport is a jewel along Maine's coast and hosts a year round population of approximately 3,700, but swells with summer residents and visitor during the summer months.

This full-time, 40 hour position is responsible for all duties associated with and oversight of official municipal records. The position serves as registrar of all vital and motor vehicle records, elections officer, and Deputy Tax Collector, along with dog licensure and sales of hunting and fishing licenses. Extensive understanding of municipal laws, clerk responsibilities, and office procedures are required.

The preferred candidate will hold a Bachelor's degree in a related field with 5 to 10 years of municipal clerk experience and a customer service background. The Clerk supervises two clerks and assists them with the collection of tax payments and processing vehicle registrations. Equivalent combination of experience and education which demonstrates possession of the required skills and abilities will be considered.

Candidate must be detail oriented, highly organized, flexible, enjoy working with the public, have an outgoing positive attitude, be a team player, and work well under pressure in a very busy office environment.

The Town of Kennebunkport is an equal opportunity employer and offers a competitive wage and benefit package.

Please submit a letter of interest, resume, and five references to Town Manager, Town of Kennebunkport, P.O. Box 566, Kennebunkport, Maine 04046. The review of resumes and hiring process will begin **March 4, 2016**.