



Position Announcement Town Clerk

Welcome to the Town of Redington Shores

Located on a barrier island in Pinellas County Florida, Redington Shores was incorporated in 1955 and covers approx. 220 acres with just under 1.2 miles of Gulf Beach. Redington Shores is located midway between Clearwater and St. Pete Beach, is within 30 minutes of the Tampa International Airport and has World Class Sports teams and entertainment readily available. Tampa and Orlando Theme Parks are just a short drive. There are abundant educational opportunities, with the University of South Florida in nearby Tampa and the University of Central Florida in Orlando, along with several regional public and private colleges.

GOVERNMENT

The Town operates under a Charter providing for a 5-member Commission. The Town is divided into 4 districts represented by elected Commissioners who serve 2-year terms and a Mayor-Commissioner serving a 3-year term.

Day-to-day operations of the Town are managed under the leadership of a Town Manager. The Town Clerk is appointed by the Town Commission and reports directly to the Town Manager.



THE IDEAL CANDIDATE

Redington Shores is seeking an exceptional Town Clerk and leader who has a passion for their community and is eager to help take it to the next level. The Town Clerk will understand politics, but not be involved in them. They will have unimpeachable integrity, believe strongly in transparency, and be technically competent. The individual will be achievement oriented—someone who is always working diligently to identify and capitalize on improving Town services and being part of a team.

The best candidates will have at least three years of experience as a Town Clerk or Deputy Town Clerk with expertise in local government. Must be a Certified Municipal Clerk or obtain within 24 months. Certification as Master Municipal Clerk is preferred.



COMPENSATION

The salary range is \$70,000 to \$90,000 and will depend upon qualifications and experience. Medical, Dental, Vision, and Life insurance are currently paid 100% by the Town with a 25% Town contribution for dependent coverage. The Town of Redington Shores participates in the Florida Retirement System (FRS).

TO APPLY

Send cover letter, resume, and 3 professional references to: townadmin@redshoresfl.com. The position is open until filled.

