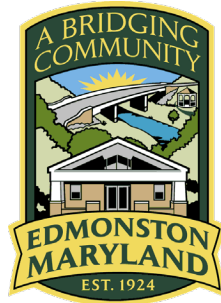


TOWN OF EDMONSTON

MAYOR
TRACY R. GANT

TOWN ADMINISTRATOR
RODNEY BARNES



COUNCIL MEMBERS
SARAH TURBERVILLE
SELITA J. BENNETT WHITE
SOPHIA E. LAYNE - BEE
JOHN A. JOHNSON

Employment Opportunity

10/15/2018 - 11/15/18

The Town of Edmonston is seeking a Town Clerk to provide administrative support for public meetings, maintain official municipal records, supervise elections, accounts payable/receivable, grant administration, coordinate community events, update website, Facebook, YouTube, Instagram and twitter, manage government access channel, produce newsletter, answer phones, & greet visitors. Must have excellent customer service, communication, & organizational skills and proficiency with MS Word/Excel. Bi-lingual a plus. Excellent salary and benefit package. Detailed job description and application available by contacting the Town Administrator at rbarnes@edmonstonmd.gov Interested candidates should submit letter of interest, application and resume to: Rod Barnes, Town Administrator, Town of Edmonston, 5005 52nd Avenue, Edmonston, MD 21781. Applications taken until November 15, 2018.