

**ASSISTANT TOWN MANAGER  
THE TOWN OF MILLSBORO**

The Town of Millsboro is accepting applications through September 30, 2010. Applicants must have a bachelor's degree in public / business administration or related field. Two years experience in office policies and procedures or any combination of education, experience and training that provides the required knowledge, skills and abilities to perform the job desired.

The job requires a considerable knowledge of accounting and financial principles and practices, skill in personnel administration, public relations and office management. Must be able to work with the town manager in providing long range strategic planning, represent the town at local, state and national levels of government when necessary, work with other department supervisors to ensure coordination within the town functions.

Applications and job descriptions are available at the Millsboro Town Hall, 322 Wilson Highway, Millsboro, DE 19966. Completed applications will be accepted through September 30, 2010. Applicants may contact town hall by telephone 302 934 8171 or Millsboro's web page, [www.millsboro.org](http://www.millsboro.org). References will be required at time of application. Salary determined on qualifications.

The Town of Millsboro is an Equal Opportunity Employer