

TOWN OF SOUTH KINGSTOWN

PRESS RELEASE



OFFICE OF THE TOWN MANAGER

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FOR RELEASE: IMMEDIATELY
FROM: ROBERT ZARNETSKY, TOWN MANAGER
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TOWN CLERK HIRED

The Town Manager is pleased to announce that Susan M. Flynn has been hired as the Town of South Kingstown's next Town Clerk. Ms. Flynn has been the Town of South Kingstown's Deputy Town Clerk for the last twenty years, and began in her new role on February 5, 2020. Per Town Charter, the Town Clerk's appointment by the Town Manager requires formal approval by the Town Council, and at their Regular Meeting on February 10, 2020 the Town Council unanimously approved Ms. Flynn's appointment. As Town Clerk, Ms. Flynn will also serve as Clerk of the Town Council, Clerk of the Probate Court, and Clerk of the Board of Canvassers. In her new position, Ms. Flynn will report to the Town Manager, will be responsible for coordinating and supervising the Town Clerk's Office, and will be the custodian of official Town records and public documents including land evidence, elections, vital statistics, probate, licensing, and town council. Ms. Flynn will also be responsible for overseeing meeting minutes and historical records of all Council proceedings, drafting ordinances and resolutions, and overseeing all national, state, and local elections.

After conducting a regional search, the Town Manager determined the best qualified candidate was in house. "After reviewing the resumes submitted by candidates for the position and after discussing the role with Susan, I am absolutely certain that Susan is the best person for the job. In the time I have known her, Susan has shown a strong work ethic, a can-do attitude, and a great regard and respect for the public we serve. I am delighted that Susan has agreed to join the ranks of the Town's senior management team," said Robert Zarnetske, Town Manager. Ms. Flynn earned a Bachelor's Degree in Journalism from the University of Rhode Island, and holds the designation of Certified Municipal Clerk. Ms. Flynn is also a member of the Rhode Island Town and City Clerks Association, the New England Association of City and Town Clerks, and the International Institute of Municipal Clerks. Ms. Flynn has worked for the Town of South Kingstown in the Town Clerk's Office since 1992.