

JOB DESCRIPTION

TITLE: Town Clerk
DEPARTMENT: Town Hall
REPORTS TO: Town Administrator

JOB TYPE: Full Time, Nonexempt
SALARY RANGE: Starting \$46,061
CLOSE DATE: Open Until Filled

JOB DESCRIPTION

The Town of White Lake is seeking a Town Clerk to perform a variety of statutory, and administrative task for the Town Administrator and the Board of Commissioners.

An employee of this classification is responsible for the maintenance and safekeeping of official public records. Work involves the responsibility for keeping the minutes of the council meetings and for the publication, indexing, filing, and safekeeping of all council proceedings in accordance with the NC General Statutes and local ordinances. Work also includes serving as the lead administrative support for the Town Administrator and the Board of Commissioners. Considerable tact and courtesy are required in communicating with the public. The employee works under the supervision of the Town Administrator.

DUTIES AND RESPONSIBILITIES

ADMINISTRATIVE

- The Town Clerk serves as the official custodian of all public records including ordinances, resolutions, agreements, board minutes, all applicable meeting minutes; maintains the Town Code; maintains the Town of White Lake Seal; preforms responsibilities as prescribed by the NC General Statutes; executes legal documents by affixing the proper signatures of town officials and attesting to the compliance with general statues and local ordinances.
- Attends Board of Commissioner meetings and necessary committee meetings of the Council, may record minutes of these meetings; processes all ordinances, resolutions, and other actions of the Council; coordinates agenda preparations, publication, and distribution; in cooperation with the Town Administrator prepare agendas, arranges legal notices, and press packets.
- Coordinates the maintenance of the Code of Ordinances; manages codifications, indexing, code changes, records, etc.
- Performs administrative duties for the Town Administrator, Mayor and Council members by handling correspondences, responding to public inquiries, and mail for these officials.
- Research, compiles information, and executes projects as requested by the Council or Town Administrator.
- Prepare, compose, and type correspondence, letters, memorandums, and other directives inside and outside of the organization on behalf of the Town Administrator, Mayor, and the Council.
- Arrange appointments, schedules, meetings, travel and conferences for the Town Administrator, staff, and Council members.
- Maintains Town Board and administration website information and calendars. Plans and executes municipal social functions.
- Coordinates arrangements for receptions, retreats, and other town related events.

FINANCIAL

- In cooperation with the Finance Director and Deputy Finance Officer, maintain a complete record of the finances of the Town, showing receipts, disbursements, and any other information relating to the Town finances as prescribed by the Board of Commissioners.
- Assists with the preparation of the annual budget and work session materials.
- Serves as the custodian of the Town's credit cards and purchase orders.
- Compiles timesheets, enter time into the computer system, maintain and update payroll records in cooperation with the Deputy Finance Officer.

ZONING

- Coordinate the maintenance of the Town's Zoning Code; manages text amendments, code changes, records, etc.
- Compile, coordinate, and distribute all permitting documents to the appropriate authority for review and ultimate approval for permit issuance.
- Process development applications for special use permits, general & conditional re-zonings, subdivisions, annexations, text amendments and as assigned prepare staff reports and presentations for the Town Board and Planning Board.
- Research and respond to request for zoning related documents and information from the public, private agencies, or Town staff.
- Attend public meetings and make formal presentations as requested to the Planning Board and other committees

ADDITIONAL

- Ability to build, foster, and maintain relations with staff, council, and the public.
- Ability to prioritize, meet deadlines, and follow instructions.
- Ability to represent the Town of White Lake in a professional and respectful manner.
- Ability to evaluate procedures and provide adequate feedback.
- Ability to exercise sound judgement in making decisions in conformance with laws, regulations, and policies.

EDUCATION AND QUALIFICATIONS

REQUIRED

- Valid NC Driver's License
- Excellent verbal and written skills.
- Proficient in various IT functions
- High School diploma or GED

PREFERRED

- Associate degree from an accredited community college or university with major course work in business, secretarial science, or related field and five years of experience in office management with related duties associated with experience in the safekeeping and care of public records; or an equivalent combination of education and experience.

- NC Notary Public Certification, or the ability to obtain certification within six months of employment.
- Clerk Certification from the NC Association of Municipal Clerks or International Institute of Municipal Clerks, or the ability to obtain certification within two years of employment.

ADDITIONAL INFORMATION

This is a full time 40 hour a week position with weekend, holiday, and some evening hours required. Schedule will vary due to ongoing capital projects, municipal needs, and various miscellaneous task. While this job description is meant to provide a comprehensive overview of the Town Clerk position within the organizational structure of the Town of White Lake, this position is subject to other duties as assigned by the Town Administrator, Mayor, or Town Board of Commissioners. The Town offers a generous benefit package including membership in the North Carolina Local Government Employees Retirement System; 401(K) contribution with no match required; 100% employee-only paid health, dental, and vision insurance; optional family plans for dental, health, and vision insurance; optional disability, flexible spending account, and other insurances; and paid holiday, vacation, and sick days annually.

If interested, please submit a cover letter with at least four references, resume, and Town of White Lake application to smartin@whitelakenc.org. The employment application is available on www.whitelakenc.org/employment-opportunities. This position is open until filled. For questions, please contact Sean Martin, Town Administrator, at 910-862-4800.

The Town of White Lake is an Equal Opportunity Employer.