



TOWN OF PITTSBORO

Invites applications for the position of:

Town Clerk

An Equal Opportunity Employer

HIRING SALARY	\$50,000 - \$65,000 Annually (Anticipated Hiring Range)
CLOSING DATE	Open Until Filled
POSITION TYPE	Full-Time (Monday – Friday, 8:30am – 5:00pm with Night Meetings)
DEPARTMENT	Administration

The Town of Pittsboro is seeking an energetic and experienced candidate for our Town Clerk position. The Town Clerk works closely with the Town Manager, the elected Board of Commissioners, and all Town departments to ensure compliance with local, state, and federal protocols and policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform professional work serving as the official custodian of public records for the Town including ordinances, resolutions, contracts, agreements, covenants, and minute books by maintaining them in accordance with General Statutes and other local or state level records retention policies.
- Coordinate with the Town Manager the preparation of Board of Commissioner meeting agendas, including, but not limited to the following: compiling and organizing support documents; being the primary preparer and caretaker of public hearing notices and other notices requirements for the Town, and attendance at all Board of Commissioner meetings.
- Provide administrative support to the Town Manager for correspondence, records management, files, and report generation.
- Maintain the Town's website and social media for official announcements.
- Serve as liaison between Town officials and the public with respect to such matters as records requests and suggestions.
- Preparation and of resolutions, ordinances, and Board of Commissioner meeting minutes and other official documents.
- Lead role in receiving and preparing staff reports for annexation requests.
- Support to all Town departments regarding record-keeping and retention policies.
- Serve as primary custodian of the Town's asset surplus efforts.
- Provide human resources support to the Human Resources Director with filing, record-keeping, and other administrative requirements.
- Serve as an essential employee in the Town's response to emergency and crisis situations.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- General knowledge of the municipal government organizations, their function, operations, and departments.
- Ability to acquire and apply knowledge of the municipal policies, procedures, and services; ability to interpret municipal policies.
- Thorough knowledge of North Carolina General Statutes, and of local ordinances and regulations governing the responsibilities of municipal clerks.
- Thorough knowledge of office administrative practices and procedures, and the principles of vocabulary, grammar, spelling and composition.
- Skill in the use of office technology, computer equipment with working knowledge of Microsoft Office 365.
- Skill in working independently and exercising sound judgment in making decisions in conformance with laws, regulations, and policies without supervision.
- Skill in meeting established deadlines.
- Skill in the ability to maintain confidentiality on assignments with regard to information of the Town Manager's Office.
- General knowledge of public communications best practices as they pertain to social media and website maintenance.
- Skill in establishing and maintaining effective work relationships with vendors, management, government officials, media outlets, other employees, and the general public.
- Skill in communicating and presenting ideas effectively in oral and written forms.
- Skill in internal customer service excellence and collaborative conflict resolution.
- Ability to gather and analyze facts on a variety of subjects matters and to assemble and present concise reports and presentations.
- Ability to take notes of proceedings of official meetings and prepare accurate meeting minutes.
- Ability to proof-read documents and create rough drafts of memos and reports in support of the Town Manager.

QUALIFICATIONS:

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Graduation from an accredited two-year or four-year college with an Associate's or Bachelor's degree in public administration, public relations, communication or business or a related field plus 3-5 years of relevant professional experience in public record keeping and office management or an equivalent combination of education and experience.
- Certified Municipal Clerk (CMC) and North Carolina Certified Municipal Clerk (NCCMC) required or ability to obtain such certifications within 1-2 years.
- Master Municipal Clerk certification (MMC) desired.
- Valid North Carolina driver's license.
- Notary Public.

- Completion of a background check and a drug screen.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Work is performed primarily in a standard office environment and occasionally outdoors.
- Work involves walking; talking; hearing; using hands to handle, feel or operate objects, tools, or controls; and reaching with hands and arms.
- Vision abilities required by this job include close vision and the ability to adjust focus.
- The employee may be required to push, pull, lift, and/or carry objects up to 40 pounds
- Work may periodically require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl.

ADDITIONAL INFORMATION:

- Interested applicants must submit a completed online application to be considered.
- This is a continuous recruitment; review of applications will begin immediately. Prompt application is highly encouraged. Recruitment may close without notice.
- Successful candidates will be subject to a background check and drug screening.
- Applications are available on the Town's website at <https://pittsboronc.gov>
- Mail applications and resumes to Town Manager Chris Kennedy at P.O. Box 759, Pittsboro, NC 27312 or email to ckennedy@pittsboronc.gov