

**JOB POSTING
TOWN OF KENLY
DEPARTMENT OF TOWN MANAGER'S OFFICE
JOB DESCRIPTION**

Department: Town Manager's Office
Job Title: Town Clerk / Administrative Services Manager
Position Number: TM23-002
Classification: Salary Exempt
Reports To: Town Manager

NATURE OF WORK

Under the direction of the Town Manager, the Town Clerk / Administrative Services Manager serves as the principal officer for the Clerk's Office and the record keeper of the Town. This highly visible position is responsible for maintaining public records, fulfilling public records requests, overseeing Town Council meetings and assisting with payroll and accounts payable tasks. The Town Clerk / Administrative Services Manager will be responsible for all other administrative duties assigned by the Town Manager. The incumbent will also serve as the primary contact during Town Manager's absence.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Town Clerk / Administrative Services Manager include, but are not limited to, the following:

- Managing and ensuring the integrity of Town records remain in compliance with the Town's retention schedule.
- Attending Council meetings and ensuring meeting minutes are accurately and timely completed for public meetings and closed sessions.
- Responsible for scheduling regular Council meetings, workshops, special Council meetings, and board meetings.
- Creating, distributing and posting meeting agendas.
- Responsible for maintaining official documents for the town and providing assistance to the Town Council as required.
- Preparing legal notices for publication as required.
- Overseeing payroll and accounts payable processes.
- Serving as back up to the Utility Clerk, including responsibility for website maintenance and social media and digital sign updates.
- Responds to citizen complaints / inquiries, routes the complaints / inquiries, and follows up accordingly.
- Furnishes information about meetings to the public.

- Oversees preparation, publication and filing of legal notices and ordinances, resolutions, and Town Council actions based on established procedures and legal requirements.
- Ensuring compliance with all applicable laws related to public records, public notices, and elections.
- Assisting with completing annual budget and helping department directors with budget requests.
- Approving expenditures and supervising preparation of and approval of requisitions for materials and supplies.
- Assisting the manager with completing reporting requirements of federal and state grants.
- Serves as liaison between Town officials and the public with respect to complaints, requests, and suggestions; handles many of these issues independently unless direct involvement of the Town Manager is required.
- Assisting with completing human resources tasks.
- Supporting coordination of procurement bids, requests for proposals, and requests for qualifications.
- Supervising staff in the Clerk's office and ensuring maximum productivity and compliance with applicable laws and best practices.
- Provides general resource information to the public regarding Town services and handles general customer inquiries by phone, in person and email for the Administration Department.
- Answering questions from members of the public and providing direction and guidance when needed.
- Attending Town events, activities, and emergencies as needed.
- Participates in special projects and is responsible for all other administrative duties assigned by the Town Manager.

KNOWLEDGE, SKILLS AND ABILITIES

Employees in the position of Town Clerk / Administrative Services Manager should have:

- Considerable knowledge of North Carolina General Statutes regarding Public Records and Open Meetings law and other regulations impacting local governments and specific responsibilities of the Town Clerk.
- Considerable knowledge of general management principles and practices and experience in public administration, communications, fiscal management and public relations.
- Ability to acquire and apply knowledge of the Town policies, procedures, and services of the department to which assigned; ability to apply to interpret personnel and Town policies.
- Works closely with Town Manager in planning and management of Town's finances and daily accounting functions, including tracking revenues and expenditures.

- Responsible for completion and timely submission of a wide variety of financial, administrative and grant related reports.
- Ability to provide leadership, manage programs, functions, and activities of the department, and create initiatives and strategies.
- Ability to exhibit a professional demeanor, cooperate, communicate constructively and establish and maintain effective working relationships with municipal officials, employees, and the general public.
- Ability to exercise judgment in decisions with confidential information, data, and materials in conformance with laws, regulations, and policies.
- Ability to perform multiple tasks appropriately and efficiently under varying conditions.
- Ability to supervise employees including monitoring work activities, providing training, evaluating performance and fostering proactively creative approaches to increasing efficiency and effectiveness.
- Availability to work varying hours to attend meetings and fulfill other job requirements with little notice.
- Exceptional computer skills, electronic records management and email communications.
- Ability to create clear public reports and relay important information to the Manager and public in a timely manner.
- Ability to work independently with little supervision.
- Highly organized, detailed, and pays close attention to details.

MINIMUM REQUIREMENTS

- Bachelor's degree in public administration, business management, public relations/political science, accounting or a closely related field and 3-5 years of administrative experience in a municipal or county government clerk's office, preferably as a municipal clerk; or associate degree in business management or closely related field and 5-8 years of related governmental experience; or 10+ years of experience in a similar role or closely related field may be considered;
- High level of knowledge and proficiency in use of computers including Microsoft Office (Word, Excel, Access, One Note, Publisher) and Adobe
- Competency in financial and accounting management systems (preferably Logics);
- Possession of a valid driver's license issued by the State of North Carolina;
- Commissioned as a State of North Carolina notary public.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

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

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, and other electronic devices.
- Occasional light to moderate lifting of office products and supplies may be required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and moderate traffic).
- Ability to maintain focus and productivity while experiencing frequent interruptions from members of the public, telephone calls, and employee inquiries.
- Ability to work within a confined area and at a computer station for extended periods of time.
- The Town of Kenly promotes a drug free work environment using mandatory pre- and post-employment drug testing.

Salary Range:

Negotiable.

APPLICATION DEADLINE: Applications with attached resumes and cover letters will be accepted until 09/09/2022 or until position is filled. First review of applications will begin 09/12/2022. Submissions must include an application and be submitted to Kenly Town Hall, PO Box 519, 207 West Second Street, Kenly, NC 27542 or emailed to jobs@townofkenly.com.

The Town of Kenly provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.