



The Town of Roseboro is accepting applications for the position of Town Administrator/Town Clerk. The Town operates under an elected Board and Mayor who work together to make decisions about services, revenues, and expenditures. The Board is responsible for setting policy, adopting legislation, and approving the budget. Serving as an agent of the Board, the Town Administrator/Town Clerk will develop, interpret, and implement policy and oversee Town Hall operations to ensure they run smoothly, effectively, and efficiently. The Town Administrator/Town Clerk will perform a variety of administrative, paraprofessional duties for the Town Elected officials, as well as town departments.

This position will also serve as the Town Finance Officer, overseeing the Town Budget, assisting with financial decisions, closely monitoring the Town budget, including departmental budgets, tracking revenues and expenditures, directing the disbursement and accounting of Town funds, and evaluating the budget system and financial condition. Local government or municipal experience preferred. Familiarity with Southern Software is also preferred.

The Town of Roseboro is a small town offering opportunities to live, shop, and grow in our community. The Town employs approximately six full-time and one part-time employee in the areas of Administration, Public Safety, and Public Works.

If you are interested in this position and meet the qualifications, we encourage you to submit your cover letter, resume, and Town Employment Application to Will Deaton, Local Government Services Director, 6205 Raeford Road Fayetteville, NC 28304, or email to wdeaton@mccog.org. The Roseboro Employment application can be found online at <https://www.roseboronc.com> or obtained at Town Hall at 101 W. Pleasant Street, Roseboro, NC

Salary Range: \$60k-\$70k

Benefits: Paid Medical, dental, vision, life, and longevity; up to 5% match on NC 401(k) or NC 457; and NC LGERS Enrollment

**** Salary offered will be determined based on related experience ****

Work Location is 101 Pleasant Street, Roseboro, North Carolina

Hiring Schedule: Closing Date: Open until filled

TITLE: Town Administrator/Town Clerk

REPORTS TO: Works under the direction of and is responsible to the Mayor and Town Board.

FLSA STATUS: Exempt

General Position Description: The Town Administrator/Town Clerk is responsible for ensuring effective management of Town affairs and operations. The Administrator/Town Clerk oversees Town departments, activities, and projects; prepares and implements operating budgets; supervises human resources functions, conducts research, and provides information; and serves as liaison and coordinator between elected Town officials, employees, volunteers, and citizens. This position is expected to serve in a full-time capacity, including nights and weekends, as necessary.

Essential Job Functions:

The Town Administrator/Town Clerk shall be responsible for administering all municipal affairs as delegated by the Board and shall have the following powers and duties:

Town Administrator duties include:

- Ensures all state laws, the Town charter, Town ordinances, resolutions, and regulations are faithfully executed within the Town.
- Directs and supervises the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Board.
- Directs, coordinates, and participates in the operations and functions of Town Hall to ensure smooth, effective, and efficient operation.
- Functions as an agent to the Board in developing, interpreting, and implementing policy.
- Makes any other reports that the Board may require concerning the operations of Town departments, offices, and agencies subject to the Administrator/Town Clerk's direction and control.
- Responds to requests and correspondence from outside organizations and individuals or refer such requests and correspondence to the appropriate town official.
- Attends all town board meetings and other committee meetings, as necessary.
- Submits annually to the Board and makes available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year.
- Oversees the preparation and submission of the annual budget to the Board.
- Maintains personnel records and job descriptions and performs other personnel-related tasks.
- Manages the Town's contracts.
- Manages the Town's State and Federal grants.
- To appoint, suspend, or remove town employees at the direction of the Mayor, and/or Town Board, and Personnel Book.
- Performs such other duties as may be required or authorized by the Board.

Town Clerk duties include:

- Performs as clerk for Town meetings.
- Maintains all official records and proceedings of the Board.
- Files reports with County and State agencies.
- Performs related work as required by North Carolina Statutes.
- Prepares, posts/publishes Town Board meeting agendas, prepares meeting information packet for Board members for monthly meetings.
- Attends and records (in writing) minutes of monthly Board meetings.
- Organized Town Board business, recording official records and administering adopted policies.
- Records and reviews legal documents for accuracy.
- Posts and publishes Town and annual meeting notices, serves as clerk for Town meetings, posts resolutions adopted at town meetings.
- Research topics of interest for Board members, at their request.
- Composes letters and other documents for the mayor, Board members, etc. at their request.
- Maintains Town Board Minutes Books.
- Responds to public information requests.
- Serves as the backup Notary.

Town Finance Officer duties include:

- Plans, organizes, and directs the operations of the Town's finances, including disbursement and accounting of municipal funds.
- Supervises the payroll and maintenance of payroll and time records, accounts payable, and preparation of monthly, quarterly, and annual reports; performs budgetary accounting and general ledger maintenance. Reviews and monitors ongoing administration of department budget; monitors revenues and expenditures.
- Supervises and participates in the maintenance of a general accounting system for the Town, including financial records for each department, separate accounts for items of appropriation in the budget, including the amount of the appropriations, amounts paid, unpaid obligations against the account, and the unencumbered balance.
- Prepares and submits the annual budget to the Board.
- Submits to the Town Commissioners periodic statements of the financial condition of the Town; prepares budget amendments.
- Prepares information for health insurance self-audit and renewal, as well as property/liability insurance renewals.
- Establishes and maintains a database inventory of all town equipment and materials.

Physical Qualification: The work is primarily sedentary but involves some standing. The tasks include seated work, some light carrying, manual dexterity, and bending and lifting. The Town Administrator/Town Clerk is occasionally required to drive through the Town and throughout the state on limited, occasional travel.

Knowledge, Skills, and Abilities: The successful candidate will have a thorough knowledge of public administration, financial management, and public sector management principles, policies, and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances, and Federal and State statutes. Ability to plan, organize, supervise, and inspect the work of professional, technical, and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in fulfilling administrative responsibility. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the public, and State, Regional, and Federal officials. Knowledge about grant writing/management is preferred but not required. Local government or municipal experience preferred. Familiarity with Southern Software is also preferred. Must have a comprehensive understanding of Microsoft Office products.

Education and/or Experience: Bachelor's degree in public administration or a related field; five years of management experience (preferably in municipal government) OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills, and abilities.

Special Requirements: Clerk Certification from the UNC School of Government or a willingness to obtain Certification. Possession of a valid North Carolina Driver's License. Will require attendance at night meetings, including but not limited to Town Board and other committee meetings, as necessary.

Final applicant subject to pre-employment drug screening and background check.

To apply, submit the following materials:

1. Cover letter
2. Current resume
3. Roseboro Employment Application (<https://www.roseboronc.com/media/1541>)

Reasonable Accommodations: Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Applicants with disabilities may contact Will Deaton, Local Government Services Director, 6205 Raeford Road, Fayetteville, NC 28304, (919) 503-8907, wdeaton@mccog.org. for additional information or assistance.

Send Materials to:

Will Deaton, Local Government Services Director
6205 Raeford Road Fayetteville, NC 28304,
wdeaton@mccog.org.

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It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status, or disability.