



The Town of Roseboro is seeking qualified candidates for the position of
TOWN CLERK/FINANCE OFFICER

The Town of Roseboro operates with an elected Town Board and Mayor that work together to make decisions regarding Town services, revenues, and expenditures. The Town Board makes policy and legislative decisions and is responsible for budget approval. The Town Clerk functions as an agent to the Board in developing, interpreting, and implementing policy, directs and participates in the operations and functions of town hall to ensure smooth, effective, and efficient operation of the town. The Town of Roseboro is seeking qualified candidates for the position of Town Clerk. 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/media/1541> or obtained at Town Hall at 101 W. Pleasant Street, Roseboro, NC.

TITLE: Town Clerk/Finance Officer

REPORTS TO: Works under the direction of and is responsible to the Mayor and Board of Commissioners (referred to as the Board).

Salary Range: \$45,000 - \$55,000 based on experience

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

FLSA STATUS: Exempt

General Position Description: The Town Clerk is responsible for ensuring effective management of town affairs and operations. The Town Clerk oversees activities and projects; supervises human resources functions, conducts research, 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 deemed necessary.

Work Location/Environment: The Town Clerk works in the Town Hall located at 101 W. Pleasant Street, Roseboro, NC 28382.

Essential Job Functions:

The Town Clerk shall be responsible to the Board for administering all municipal affairs as delegated by the Board and shall have the following powers and duties. *This position may require additional duties and/or responsibilities in supporting the mayor or Board; therefore, this list should not be considered all-inclusive.*

Responsibilities and Duties:

- Ensures all state laws, the Town charter, Town ordinances, resolutions, and regulations are faithfully executed within the town, as well as performs related work as required by North Carolina Statutes.
- Directs, coordinates, and participates in the operations and functions of the town hall to ensure smooth, effective, and efficient operation. Directs and supervises the administration of the clerk's office subject to the general direction and control of the Board.
- Responds to requests and correspondence, including public records requests, from outside organizations and individuals or refers such requests and correspondence to the appropriate town official.

- Serves as clerk for the Board, which includes:
 - Acts as an agent to the Board in developing, interpreting, and implementing policy.
 - Prepares and posts on the town's website the town board meeting agendas, including resolutions adopted at town meetings.
 - Submits notice of publication to the local newspaper as required, of town and annual meeting notices.
 - Prepares meeting information packet for Commissioners for monthly meetings.
 - Attends all monthly and occasionally special meetings, recording in written form the minutes from those Board meetings.
 - Posts approved minutes to the town's website.
 - Organizes Board business, records official records, and administers adopted policies.
 - Maintains Board Minutes Books.
 - Maintains all official records and proceedings of the Board.
 - Researches topics of interest for Board members, at their request.
- 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.
- Attends other committee meetings as necessary.
- Maintains personnel records and job descriptions and performs other personnel-related tasks.
- Manages and maintains a variety of Town contracts, reports, and federal/state grant projects. Responsibilities include, but are not limited to:
 - Submits forms as required.
 - Submits reimbursement requests.
 - Submits reports monthly, quarterly, and/or annually to county, state, and federal agencies.
 - Prepares, submits, and maintains financial reports.
 - Prepares reports concerning the operations of town departments, offices, and agencies.
 - Seeks and researches grants for town improvement.
- Provides notification and support to town citizens and businesses by:
 - Keeping town ordinances up to date in Municode.
 - Mailing reminders of grease trap updates.
 - Assists the Small-Town Main Street (STMS) Director with events as needed (e.g., Bloomfest and the annual Christmas Parade).
 - Make posts and update information found on the town's website and social media platform(s).
 - Ensuring businesses are adhering to county fire inspections by tracking invoices.

- Addresses citizen complaints promptly, composing and mailing violation letters, as needed, to residents following the town's ordinances and conducting follow-up as necessary
- Composes letters and other documents for the mayor, Board members, etc., at their request. Reviews all documents to ensure accuracy.
- Completes the town's annual reports, which includes, but is not limited to:
 - Health insurance self-audit and renewal.
 - Property and liability insurance renewals.
 - Solid Waste report.
 - Worker's Comp insurance renewal.
 - Assists the deputy finance officer with completing various annual forms, including W-2s.
- Establishes and maintains a database inventory of all town-owned property.
- Willingness to cross-train, learning the basics of the deputy finance officer to perform payroll functions and invoice payments, the basic duties of the utility clerk, and obtain NC Notary Public certification.
- Performs such other duties as may be required or authorized by the mayor and/or Board.

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 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 possess a thorough understanding of public administration, financial management, and public sector management principles, policies, and practices. Possess the ability to interpret and apply municipal policies and procedures, Town ordinances, and Federal and State statutes. Ability to plan, organize, supervise, and inspect with attention to detail 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, issues, or citizen complaints, and in carrying out 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. Strong Experience with Windows Operating Systems, navigating Microsoft Outlook, Word, Excel, databases, and Adobe Pro software. Knowledge about grant writing/management is preferred but not required.

Education and/or Experience: Bachelor's degree in public administration or a related field; 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 Mid-Carolina Regional Council at (919) 503-8907 or email wdeaton@mccog.org for additional information or assistance.

Hiring Schedule:

Closing Date: Open until filled

Send Materials to:

Mid-Carolina Regional Council
Will Deaton, Local Government Services Director
6205 Raeford Road Fayetteville, NC 28304

Or email: wdeaton@mccog.org

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.