



**The Town of Roseboro is seeking qualified candidates for the position of
Town Administrator/Town Clerk**

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 the budget approval. The Town Administrator/Town Clerk acts as an agent to the Board in developing, interpreting, and implementing policy and directs and participates in the operations and functions of Town Hall to ensure smooth, effective, and efficient operation of the Town. Currently, the Town of Roseboro is looking for qualified candidates to apply for the position of Town Administrator/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 Janet Dunn, Interim Town Clerk, PO Box 848, 101 W. Pleasant Street, Roseboro, NC 28382, or email to roseborotcfo@roseboronc.com.

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 Administrator/Town Clerk

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

Salary Range: Negotiable

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

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 and capital 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.

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

Essential Job Functions:

The Town Administrator/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:

Town Administrator duties include:

- To ensure all state laws, the Town charter, Town ordinances, resolutions, and regulations are faithfully executed within the Town.
- To appoint, suspend, or remove town employees at the direction of the Mayor, and/or Town Board, and Personnel Book.
- To direct and supervise the administration of all departments, offices, and agencies of the town, subject to the general direction and control of the Board.
- To direct, coordinate and participate in the operations and functions of Town Hall to ensure smooth, effective, and efficient operation.
- To act as an agent to the Board in developing, interpreting, and implementing policy.
- To make 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.
- To respond to requests and correspondence from outside organizations and individuals or refer such requests and correspondence to the appropriate town official.

- To attend all town board meetings and other committee meetings as necessary.
- To annually submit to the Board and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year.
- To oversee the preparation and submission of the annual budget to the Board.
- To perform such other duties as may be required or authorized by 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.

Town Clerk duties include:

- Performs as clerk for Town meetings.
- Maintains all official records and proceedings of the Board.
- Maintains financial records of the town.
- Prepares annual financial reports.
- 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.
- Prepares information for health insurance self-audit and renewal as well as property/liability insurance renewals.
- Establishes and maintains database inventory of all town equipment and materials.
- Provide responses to public information requests
- Serves as the backup Notary.

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 carrying out administrative responsibility. Ability to establish and maintain effective working relationships with employees, Town officials, and business community, the public, and State, Regional and Federal officials. Knowledge about grant writing/management is preferred but not required.

Education and/or Experience: Bachelor's degree in public administration or a related field; five years senior 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 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 the Town at (910) 525-4121 or email roseborotcfo@roseboronc.com for additional information or assistance.

Hiring Schedule:

Closing Date: Open until filled

Send Materials to:

Janet Dunn
Town of Roseboro
PO Box 848
Roseboro, NC 28382

Or email: roseborotcfo@roseboronc.com

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.