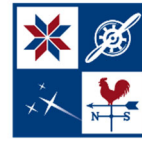


Town Clerk/HR Lead

Coats, North Carolina



COATS
NORTH CAROLINA
Celebrating Earth & Sky

The Position

The Town Clerk is responsible for the effective administration and daily operations of the Town. This role performs professional and administrative work in providing the statutory responsibilities of the Town Clerk. This role oversees municipal activities and projects; manages human resources functions; conducts research; provides accurate information; and serves as the primary liaison and coordinator among elected officials, staff, volunteers, and residents. This role is expected to attend Board of Commissioners meetings, present information as required, and provide administrative support to the Mayor, Commissioners, and Town Manager. The position is full-time and requires evening and weekend availability as needed.

The Candidate

We are seeking a credible, forward-thinking, and collaborative leader who is fully committed to the success of the organization and capable of seeing and planning for the big picture. The ideal candidate will demonstrate strength in both external engagement and people-centered leadership, with the ability to balance relationship-building and operational effectiveness. A positive, service-oriented mindset, a consistent track record of delivering high-quality work on schedule, and the ability to function as a strong, collaborative member of both internal staff and inter-agency teams are essential.

Education & Experience

Minimum Qualifications

Ideal Candidate: 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

Knowledge & Skills

- Considerable knowledge of North Carolina General Statutes
- Considerable knowledge of local ordinance governing municipal procedures
- Can perform statutory Town Clerk responsibilities as required
- Assists the Town Manager with the preparation of agendas and related materials
- Ensures accurate preparation and timely completion of the Board of Commissioners meeting minutes as required
- Serves as custodian of Town records
- Working knowledge of Town personnel policies and procedures and principles of effective supervision
- Provides administrative support to Town Manager and Commission including document production, file management, travel arrangements and related tasks
- Maintains and updates employee personnel files (physical and electronic)
- Processes new hire paperwork and onboarding documentation
- Maintains confidentiality of all personnel information
- Collects and verifies timesheets and leave documentation

Duties & Responsibilities

- Signs up employees for benefits; enters changes regarding position, salary, deductions and other changes in employee data base; Prepare W2s.
- Files Worker's Compensation claims.
- Prepare advertising for various public hearings
- 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
- Strong Experience with Windows Operating Systems, navigating Microsoft Outlook, Word, Excel, databases, and Adobe Pro software.
- 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
- Must have the physical ability to carry out the basic operational responsibilities of the position, including light physical activity
- Must possess the visual acuity to prepare and analyze data and figures, perform accounting processes
- Related duties as required

Anticipated Hiring Range: \$45,000 - \$55,000 DOQ

Benefits: Paid medical, dental, vision, life, and longevity; and NC LGERS (Retirement) Enrollment

HOW TO APPLY:

Individuals interested in this position are required to submit both a cover letter and a current résumé.

Please submit your application materials by emailing information to Samantha Wullenwaber, Executive Director of MCRC, at swullenwaber@mccog.org with the subject line **"Coats Town Clerk/HR Lead."**

If you have questions regarding this announcement, please call Samantha Wullenwaber at 910-536-3552.

The position will remain open until filled; however, the screening process will move quickly.

The Town of Coats is an equal opportunity employer and is strongly committed to enhancing the diversity of its workforce.

Mid-Carolina Regional Council

6205 Raeford Road

Fayetteville, NC 28304

www.mccog.org



**MID-CAROLINA
REGIONAL COUNCIL**

Creative Regional Solutions

Mid-Carolina Regional Council is a voluntary coalition of local governments and functions as a multi-county planning, development, and human services organization. The Council provides technical assistance to our local governments and administers programs that benefit our region's citizens. The Council's mission is to provide creative regional solutions to relevant and emerging issues in Cumberland, Harnett, and Sampson Counties. North Carolina provides a standard of excellence in the delivery of federal, state, and regional services for our communities.