

DEPUTY TOWN CLERK

General Statement of Duties

Performs professional level administrative and management support functions for the Community Development and Administration Departments. Serves as Clerk to the Planning Board and Board of Adjustment.

Distinguishing Features of the Class

An employee in this class serves as the Administrative Assistant to the Community Development and Administration Departments, the Clerk to the Planning Board and Board of Adjustment. Manages the Administration department's budgeting and time-keeping functions. Work includes preparation and compilation of agenda materials; taking minutes and doing follow up on Board actions; and assuring that all legal requirements for Board actions are followed and records are kept accordingly. Work requires an extensive knowledge of office operations; administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition and skill in disseminating information, data, and material in a professional manner; principles and practices of community development; and development reviews. Independent judgment and initiative are required. Work is performed under the general direction of the Community Development Manager and Town Clerk. Work is performed under the direct supervision of the Town Manager and is evaluated through observation, conferences, deadlines, and the quality and effectiveness of work completed.

Essential Duties and Illustrative Examples of Work

Acts as the Administration office manager over purchasing and time keeping.

Coordinates with the Community Development Manager on packet materials, agenda, and written documents required for the Planning Board and Board of Adjustment Public Hearings.

Coordinates with the Community Development Manager on the Development Review Committee packet materials and receive comments.

Sets up and attends both Planning Board and Board of Adjustment meetings; takes minutes; files records and minutes as required.

Composes Notification to Adjoining Property Owners of intent by Petitioner.

Composes Legal Advertisements for public hearings.

Distribution of documents includes Board members, petitioners, and media.

Composes Ordinance; Letter to Mayor/Board of Aldermen; Special Use Permit and Notification to Petitioners for Board of Aldermen meetings.

Schedules meetings for the Mayor and Alderman in the absence of the Town Clerk.

Attends the Board of Aldermen meetings and records minutes in the absence of the Town Clerk.

Maintains database for all boards/commission appointments and coordinates the notification and tracking process.

Drafts and files correspondence, memoranda, notes, reports, forms, or other materials as needed; review work for compliance with instructions, spelling, punctuation, and grammar; proofreads

final proof of materials.

Screens calls and inquiries; secures and gives information; handles public requests for services or information.

Receives and greets visitors; gives information concerning visitors' needs; handles some requests independently.

Secures information via telephone or personal contacts; selects appropriate materials to answers questions.

Serves as the Deputy Town Clerk.

Provides administrative support to the Community Development Department's planning, economic development, engineering, and transportation projects.

Provides administrative support to the Community Development Department's enforcement programs.

Manage and maintains the Community Development Department's files that relate to the Planning Board, Board of Adjustment, watershed & stormwater administration, FEMA administration, and special planning and development projects

Performs related duties as required.

Knowledge, Skills, and Abilities

Considerable knowledge of North Carolina laws governing municipal growth management regulations and planning.

Considerable knowledge of standard office management, and administrative practices and procedures; considerable knowledge of the principles of grammar, spelling, and composition.

Considerable knowledge of the operations and requirements for public board actions and processes.

Considerable knowledge of Microsoft's Word, Excel, Outlook, PowerPoint and Publisher software.

Ability to disseminate information onto the Web, Facebook and Twitter.

Ability to take notes of the proceeding of public official meetings and to prepare accurate minutes reflecting the actions taken.

Ability to plan, organize, and prioritize a variety of work functions.

Ability to communicate effectively in person and by telephone.

Ability to gather and give basic information and instructions on departmental programs based on inquiries.

Ability to gather and compile materials from a variety of sources.

Ability to establish and maintain effective working relationships with the general public, department heads, and employees.

Physical Requirements

Must be able to physically perform the basic life operational support functions of talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to prepare data and statistics, operate a computer terminal, proof read materials, work with accounting processes, and do extensive reading.

Desirable Education and Experience

Associates Degree in Business or Public Administration or closely related field with some administrative experience at a journey level; or an equivalent combination of education and experience.

Special Requirements

Municipal Clerk Certification
Notary Public issued by the State of North Carolina.

Fair Labor Standards Act (FLSA) Status

Non-Exempt