

## TOWN CLERK/PUBLIC INFORMATION OFFICER – 1009

### General Definition of Work:

Under limited supervision, performs responsible paraprofessional and administrative tasks as Town Clerk/Executive Assistant to the Town Manager/Public Information Officer. Reports to the Town Manager.

### Essential Functions/Typical Tasks:

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Prepares and posts public/legal notices and advertisements of all official Town meetings, public hearings, and business in accordance with state statutes.
- Maintains regular Town Board/Committee meeting and facilities schedules; ensures adherence to open meetings and public information law.
- Researches and provides information as requested by town manager, elected officials, employees and general public; coordinates response to citizen complaints.
- Sets up, maintains, secures files and provides for indexing/searching capability for all Town Records, including ordinances, minutes, contracts, general files, etc.; manages records retention/disposition policies.
- Prepares meeting agendas, supporting materials, and formal minutes in a timely manner; attends meetings; administers oaths of office; attests and affixes Town seal for all contracts and official business; attends bid openings and records bids; plans and coordinates special projects and events as required.
- Prepares, maintains and posts adopted ordinances, resolutions and proclamations; arranges codification of ordinances with contract firm; reviews and verifies Code Supplements prior to on-line posting and distribution.
- Designs, publishes and maintains Town website and electronic forms; prepares news releases as directed; coordinates media relations; prepares, distributes, compiles and analyzes citizen surveys; designs, publishes, distributes promotional, educational and informational materials.
- Provides administrative support for Town Manager, Mayor and Board of Aldermen; prepares and distributes monthly calendar to staff, board and commission members; maintains correspondence and filing system; channels routine requests/problems to appropriate department; prepares and/or processes various records and reports .
- Participates in Leadership Team and meetings as requested by the Town Manager; interacts with state and local elected officials and community leaders, regional council of governments, NC League of Municipalities, NC Clerks Association, UNC School of Government
- Operates a variety of office equipment such as computer, copier, calculator, fax, postage meter, binder, scanner, laminator, digital recorders A/V equipment, and a variety of computer software such as Microsoft Office Suite, Adobe Acrobat, ICS Municipal Accounting
- Performs related tasks as required.

### Knowledge, Skills and Abilities:

Thorough knowledge of the functions and organization of municipal government; of the rules of order as related to public hearings; of standard office procedures, practices and equipment. Ability to research and prepare reports; to rapidly learn the Town's Charter and Code; to express ideas effectively both orally and in writing; to establish and maintain effective working relationships with Town officials, professional associates, employees and the general public.

### Education and Experience:

Requires an Associate's degree and/or certification in public administration, journalism, paralegal sciences, business or other relevant field (Bachelor degree preferred), supplemented by a minimum of five years responsible administrative work experience, preferably as a certified clerk in a local government setting, or any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

### Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### Special Requirements:

Must possess, or be able to attain, Notary Public certification within six months and certification as Municipal Clerk within two years of hiring.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*