



JOB CLASS SPECIFICATION

ASSISTANT FINANCE DIRECTOR/TOWN CLERK (Exempt-FLSA)

GENERAL STATEMENT OF DUTIES:

This position performs a dynamic multi-function role to the Town's administrative office by being in a support role to several positions such as Assistant Finance Director/Town Clerk. This position is a key member of the Town management team, responsible for providing leadership and guidance to administrative staff and department heads in the interpretation and communication of Town policy and procedure.

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class serves as a public official as defined in the NC General Statutes and is the primary support for the administrative offices. Emphasis of the work is maintenance of financial records, personnel records, Town Ordinances/Policies, maintains records of Town Council/Planning & Zoning meetings as well as processing payments for our water/sewer accounts. Considerable tact, courtesy, and discretion is required in frequent and varied contacts with the public.

This position is also responsible for helping to support the development of and monitoring of the annual budget, review of revenue and expenditures, including back-up for the Town's payroll and serving as the assistant to the Finance Director. Providing guidance to Department Heads and supervisors in interpreting and applying Town policy and procedure, related to finance, human resources and other administrative functions.

Work is performed in accordance with the North Carolina General Statutes and municipal ordinances. Work is reviewed by the Finance Director and the Town Manager and is evaluated based on proficiency and accuracy, compliance with mandated legal requirements, and other performance criteria.

ILLUSTRATIVE EXAMPLES OF WORK:

- Provides a support role to the Finance Director/Town Clerk and Water/Sewer Billing Specialist as needed
- Helps serve as the official custodian of Town records of actions adopted by the Board; attests execution of legal documents
- Helps prepare Board agendas; helps prepare drafts of ordinances and resolutions; delivers to the Board and staff within internal deadlines
- Helps oversee the management, storage, and archival of official records including indexing and storage of contracts, easements, and other legal documents and coordinates notification and/or distribution of copies to departments after approval

- Attends meeting, and other formal and informal gatherings of public officials as required; helps prepare accurate minutes of meetings, proposals, specifications, contracts, reports, and other materials; administers oaths of office
- Responds to public information requests in compliance with State of NC laws; provides official responses to inquiries on behalf of the Mayor and Board
- Opens mail and routes to appropriate personnel; may screen routine mail for senior officials and provide written or verbal responses as dictated
- Coordinates appointment process of Town Board to fill vacancies on boards, commissions, and committees
- Helps gather hours worked, generates information for payroll, prepares monthly payroll and assures payroll is accurate and posted correctly
- Helps generate recruitment notices as vacancies occur, screens applications, monitors the recruitment, selection and appointment process
- Helps prepare budget reports, assist with developing annual budget, monitors expenditures, maintains budget reports
- Administrative oversight of billing, customer service and administrative support staff, participates in interview and performance review process of these positions
- Helps assure all new hires are properly introduced to the Town's benefits, policies and procedures
- Helps support Department Heads and supervisors in consistent interpretation and application of Town policy and procedure
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the NC General Statutes for public records and open meetings law and other regulations impacting local governments
- Comprehensive knowledge of English grammar, spelling, and punctuation
- Knowledge of the operation and use of common office-based equipment including personal computers, printers, and audio-video recording devices
- Knowledge of effective public relations principles to communicate with the public
- Working knowledge of the tasks and duties of the Finance Director/Town Clerk.
- Ability to establish and maintain effective working relationships with public officials, employees, and the general public; ability to exhibit a professional demeanor when interacting with citizens, public officials, and the news media
- Ability to maintain moderately complex records and prepare written narrative reports including those requiring statistical summaries and charts
- Ability to make math calculations, proof-read, and create rough drafts of memos and reports
- Ability to provide support for other personnel in support for other departments
- Ability to work independently without supervision on confidential assignments
- Demonstrated leadership and supervisor skills
- Ability to interpret and apply a variety of complex policy and procedure
- Ability to work evenings and other flexible schedules
- Bilingual (Spanish) preferred not required

PHYSICAL REQUIREMENTS:

Work in this class is generally sedentary. Work requires the ability to see, hear, talk, and the physical ability to move about the office as well as dexterity in the hands for typing and operation of standard office equipment. Visual acuity is necessary to read handwritten and typewritten materials and operate a computer terminal.

WORKING CONDITIONS:

Work is typically performed in an office setting with ambient temperatures and no exposure to external environmental conditions.

EDUCATION AND EXPERIENCE:

An ideal candidate should have an Associate degree in Accounting or Business Administration and three (3) or more years of responsible administrative experience. Experience in a municipal or county government clerk's office or administrative office is preferred.

Special Requirements:

- Valid North Carolina Driver's License; Certified as a Notary Public
- Current designation as a Certified Municipal Clerk by the Institute of Government or ability to obtain certification

FLSA Status:

Exempt-Executive (not subject to the overtime provisions of the Fair Labor Standards Act)

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.