

**TOWN OF MINERAL SPRINGS, NORTH CAROLINA**  
**POSITION TITLE(S): TOWN CLERK / FINANCE OFFICER**  
**FULL TIME: 36 - 40 HOURS PER WEEK**

---

**TOWN CLERK:**

**NCGS § 160A-171**

There shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council.

**GENERAL DESCRIPTION OF DUTIES**

This position is the primary source for subject matter expertise in each of the following disciplines and as such serves as the day-to-day contact for Mineral Springs residents who are seeking assistance and direction. The appropriate staffing and efficient daily operations of the Town Hall are a critical requirement of this position. Consequently, an employee in this position is empowered to reason independently, reach sound conclusions and proceed within the framework of each role and in compliance with Mineral Springs town policy and the direction of the Town Council.

**TOWN CLERK RESPONSIBILITIES:**

- ❖ Appointed by and serves at the pleasure of the Mineral Springs Town Council and will be supervised by the Mineral Springs Town Administrator.
- ❖ Serves as Town Clerk and performs statutory duties as required by the State of North Carolina and the Town Charter.
- ❖ Develops agenda content, prepares agendas for the Town Council meetings; publicizes meeting times and agendas; prepares legal advertisements and notices and gets same posted and published; oversees all preparations for town council meetings, attends all Council meetings; drafts minutes for Council approval and sees that same are properly executed and maintained; answers inquiries regarding Council actions; provides research on prior Council actions; serves as staff support for the Mayor, Council, and Town Administrator.
- ❖ Serves as the legal custodian of public records including ordinances, resolutions, proclamations, contracts, adopted fee schedule, agreements, minute books, and correspondence.
- ❖ Maintains schedules in compliance with open meetings law, including monthly calendar of meetings of the Town Council, Planning Board, Board of Adjustment, and all Committees. Issues notices to news media regarding meetings.
- ❖ Prepares and disburses agenda packets for the Board of Adjustment, Planning Board, or other boards established by the Town Council.
- ❖ Receives and follows up on citizen inquiries and complaints. Responds to correspondence or questions received by the Clerk's office.
- ❖ Maintains record of board and committee appointments.
- ❖ Coordinates the microfilming of all Town minutes with the State Division of Archives and History.
- ❖ Administers oaths of office as required.

- ❖ Maintains custody of Town Seal and attests all official Town documents.
- ❖ Reviews all bank account statements.
- ❖ Maintains and updates town addresses.
- ❖ Develops the town newsletter, manages its production, including content and distribution.
- ❖ Coordinates with the Town Webmaster to keep the town website up to date.

### **EQUIPMENT OPERATED**

Computer, copier, postage machine, printer and other assigned office equipment.

### **REPORTING RELATIONSHIP**

This position serves at the pleasure of the Mineral Springs Town Council and will report to the Town Administrator on a day-to-day basis.

### **WORKING CONDITIONS**

Work is of a sedentary nature requiring some light physical activity such as walking, reaching, stooping and repetitive motion of the wrists, hands and fingers. Exposure to atmospheric conditions normally associated with office type work.

### **PREFERRED QUALIFICATIONS**

- ❖ Education - Graduation from an accredited high school.
- ❖ Professional Certification – Certified Municipal Clerk (CMC) obtained from the International Institute of Municipal Clerks.
- ❖ Valid Driver's License.
- ❖ Notary Public.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- ❖ Ability to communicate effectively in oral and written forms, as well as public speaking.
- ❖ Proficiency in modern office management, procedures and practices.
- ❖ Experience in people management, (hiring, coaching, directing activities, delegation, performance reviews, recognition and termination.)
- ❖ Knowledge of the Town Charter, governing ordinances, organizational structure and functional areas of the Town of Mineral Springs. (Or the ability to acquire this knowledge.)
- ❖ Knowledge of the laws, regulations, policies and procedures related to land use planning, zoning, growth management, subdivision ordinances, community development and local governments. (Or the ability to acquire this knowledge.)
- ❖ Proficiency in the operation of assigned office equipment, including computer equipment, and Microsoft Office Software.
- ❖ Proficiency in managing work teams, building consensus, collaborative problem solving, prioritization and project planning.
- ❖ Ability to establish archiving processes and to maintain records effectively.
- ❖ Ability to be resourceful in the investigation and benchmarking of recommendations and solutions for continuous improvement and presentation to the Town Council.

- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions, the Town Council, elected and appointed officials, community groups and the general public.
- ❖ Ability to interpret and follow North Carolina General Statutes as they pertain to any given circumstance presented, including the responsibilities of government officials.

## **FINANCE OFFICER**

The proposed job description for the finance officer position in the Town of Mineral Springs encompasses two major areas of responsibility: Statutory Duties and Executive Duties. The finance officer shall serve at the pleasure of the town council and shall provide reports, and any other materials deemed necessary for performance evaluation purposes by the town council, on such a schedule as may be established by the town council. This position encompasses all aspects of town finance, including revenues, expenditures, recordkeeping, budgeting, reporting, capital planning, policy development and implementation, and statutory compliance.

**Statutory Duties.** The statutory duties of the finance officer in North Carolina are clearly spelled out in Article 159 of the North Carolina General Statutes. The statutory duties include but are not limited to the relevant sections of the statutes as presented in Appendix 1 to this document, and are summarized as follows:

- ❖ Serve at the pleasure of the Town Council.
- ❖ Perform the duties of budget officer, including preparation of the annual budget ordinance for adoption by the Town Council on or before June 30 each year.
- ❖ Keep the accounts of the Town of Mineral Springs, observing the principles of Fund Accounting for a General Fund as well as any additional funds that may be required to account for activities authorized by project ordinances.
- ❖ Preaudit expenditures and make disbursements in strict compliance with the adopted budget ordinance and any adopted project ordinances.
- ❖ Present financial reports to the town council at a frequency and level of detail prescribed by the town council.
- ❖ Receive and deposit all municipal funds in depositories designated by the town council, making deposits as required by statute and/or adopted policy.
- ❖ Prepare and submit to the Local Government Commission the semiannual report of deposits and investments (Form LGC-203) as required by §159-33.
- ❖ Prepare and submit to the Local Government Commission any financial statements required by §159-33.1.
- ❖ Coordinate and prepare for the annual independent audit as required by §159-34.

**Executive Duties.** The Mineral Springs finance officer shall undertake such executive duties as are required to fulfill the statutory duties presented above, as well as any additional duties requested by the town council. Specific areas of responsibility and tasks include but are not limited to:

- ❖ Manage the payroll in cooperation with the Town Administrator as processed by the authorized payroll service provider, and maintain all relevant payroll and employment records.
- ❖ Administer any employee benefit programs.
- ❖ Ensure and monitor compliance with the preaudit requirements described in “D” above, providing preaudit forms as required by town policy to staff members with debit-card authority.
- ❖ Track expenditures against available budgetary authorizations and prepare budget amendments for adoption by Town Council if expenditures in any department will exceed budgetary authorization.

- ❖ Manage the town's obligations under the Local Governmental Employees' Retirement System and the North Carolina Employment Security Commission, and prepare and submit all reports and payments required by those entities.
- ❖ Manage the town's Property-Casualty-Liability and Workers Compensation insurance coverages, including preparing renewals, processing claims, and conducting self-audits as required by the carriers.
- ❖ Serve as the town's liaison with the county tax administrator's office, processing annual property tax documents and scrolls and processing tax payments collected by Union County on behalf of the town.
- ❖ Prepare the NC Department of Revenue's annual TR-2 form detailing the town's tax base and tax levy.
- ❖ Undertake special data-management projects that become necessary from time to time, similar to the preliminary data updating and post-count follow-up required by the 2020 Census.
- ❖ Ensure compliance with any county, state, and federal regulations and policies that the town is obligated to observe and remain up-to-date on such regulations and policies.
- ❖ Provide technical assistance as required to other town staff, such as the clerk, planning director, and zoning administrator on matters that are the responsibility of their respective offices.
- ❖ Evaluate and draft contracts on behalf of the town for review and possible execution by the town council.
- ❖ Prepare project ordinances as necessary for capital projects and grant projects and submit them to Town Council for adoption, and establish project funds to account for revenues and expenditures necessary to complete such projects.
- ❖ Seek advice of the town attorney on the legal and statutory ramifications of town policies and procedures.
- ❖ Seek, apply for, and administer such grants and other external funding sources as requested by the town council.
- ❖ Provide ongoing oversight of any grant programs and grant proceeds, including filing reports and providing any other documentation that may be required by the grant originators.
- ❖ Maintain required digital and printed copies of all financial records, and work in conjunction with the Town Clerk to ensure compliance with North Carolina records retention requirements.
- ❖ Evaluate and coordinate any purchases of real property.
- ❖ Maintain and update depreciation schedules for capital assets.
- ❖ Prepare and file the Annual Financial Information Report (AFIR) with the Local Government Commission (LGC) after the audit report has received LGC approval.
- ❖ File annually the sales tax refund forms E-585 and E-536R with the NC Department of Revenue
- ❖ Evaluate and coordinate with Town Council and Town Administrator on expenditures for renovation, repair, or development of real property, such as town buildings and greenway and open space properties.
- ❖ Assist the Town Administrator and other staff on computer network matters, installing, configuring, and maintaining routers, cabling, and other interconnect devices.
- ❖ Design and implement in-house software applications for financial recordkeeping, database management, reporting, and communication as needed.
- ❖ Work with the Town Administrator on evaluating and retaining third-party vendors and contractors to provide services and capital items related to town facilities and equipment that cannot be undertaken by town staff.

**EQUIPMENT OPERATED:**

Computers, copier, postage machine, printers, and other assigned office equipment.

**REPORTING RELATIONSHIP:**

This position reports to and serves at the pleasure of the Town Council under the general supervision of the Town Administrator.

**WORKING CONDITIONS:**

Work is primarily of a sedentary nature requiring some light physical activities and reaching for and lifting items generally weighing less than 25 pounds, and typing, writing, document handling and other repetitive motion of the wrists, hands, and fingers. There is exposure to atmospheric conditions normally associated with office-type work.

**QUALIFICATIONS**

- ❖ Graduation from an accredited high school.
- ❖ Completion of "Introduction to Local Government Finance" as offered by the UNC School of Government or equivalent classes either prior to hiring or within the first twelve months of employment.
- ❖ Ability to be indemnified by a Performance Bond in the amount of \$50,000 (premium to be paid by the town).

**KNOWLEDGE, SKILLS, AND ABILITIES**

- ❖ Above-average skills in basic arithmetic and mathematics specifically as related to bookkeeping, percentages, and routine computation.
- ❖ Ability to communicate effectively in oral and written forms with town staff as well as members of the public, and proficiency at public speaking.
- ❖ Proficiency in office management, procedures, and practices.
- ❖ Familiarity with and ability to utilize Microsoft "Office" software, as well as "Quicken" financial and bookkeeping software.
- ❖ Knowledge of the town charter, governing ordinances, policies, organizational structure, and functional areas of the Town of Mineral Springs.
- ❖ Ability to be resourceful in the development of financial recommendations and solutions and presentation of same to the Town Council.
- ❖ Ability to develop and maintain effective working relationships with peers in other jurisdictions including tax and finance staff in Union County and Local Government Commission staff in the North Carolina Treasurer's office.
- ❖ Ability to follow North Carolina General Statutes as they pertain to any given circumstance encountered, including the duties and responsibilities of government finance officials.

Acceptance of job description

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor, Town of Mineral Springs

\_\_\_\_\_  
Date