

The Town of Marshall seeks to hire a Town Administrator. Part-time hours with a minimum of 20 hours per week. The Town Administrator is responsible for directing and coordinating all municipal activities for the Town, serving as chief administrative officer, performing all required related work. The Town Administrator acts as an agent of the Town Board of Aldermen and Mayor, and performs all duties as prescribed by them; acts as the Zoning Officer, including review and approval of all zoning requests and enforcement of Town zoning ordinances; researches and pursues grants for the Town; reviews, develops and recommends administrative practices and policy; acts as the Town Clerk; consults with department heads, governing body members, legal staff and state officials as required, and directs, supervises and coordinates the operations and functions of all departments; prepares the Board agenda, publicizes meeting times and agenda, attends all Board meetings, and takes accurate minutes; serves as official custodian of public records; ensures the maintenance of a central accounting system that meets statutory requirements; prepares all financial statements; oversees investments; supervises tax billing; develops and administers the annual budget; recommends personnel actions; coordinates activities with other public agencies; performs general administrative duties; and attends various meetings to keep abreast of developments in local government administration.

Candidates must demonstrate a thorough knowledge of the principles and practices of public administration, state statutes and procedures of municipal governments, and local government finance and accounting procedures. A candidate must also possess the ability to effectively plan, supervise and coordinate all functions of a municipal operation; develop and implement municipal policies and procedures; prepare and present comprehensive oral and written reports; secure and retain the confidence of the Aldermen, the Mayor, and the public; deal effectively with the public; establish and maintain effective working relationships with department heads, governing officials, outside agencies, business leaders and the general public.

Qualifications:

Experience: A minimum of 2 to 4 years of experience in local government administration, finance and accounting, or any equivalent combination of training and experience.

Education: Bachelor degree required. Priority given to applicants with a MPA, MBA or other advanced management degree. Candidate must possess a valid North Carolina driver's license.

Please submit resume or curriculum vitae to the Town Attorney at stokeslawoffice@bellsouth.net by September 20, 2017.