Town of Danbury

Job Title: Town Clerk/Finance Officer
Status: Part-time, 8 hours/week
Pay Rate: $16 - $20 per hour
Benefits: None
Reports To: Town Administrator

Summary

Appointed by the Town Council, this position performs a variety of administrative duties as Town Clerk in accordance with ordinances and Internal Control directives of the Town Council and performs duties of Finance Officer and maintains a working knowledge of the Local Government Budget & Fiscal Control Act. As Custodian of Records, the Town Clerk is expected to be knowledgeable in records retention, destruction, and disclosure policies and statutes.

Essential Duties and Responsibilities

1. Serves as Custodian of Town Records.
2. Prepares, reviews and maintains accurate reports and files.
3. Prepares and transmits reports to the state and federal agencies at the appropriate times.
4. Assists with development of the agenda for Town Council and special meetings.
5. Takes minutes at Town Council meetings and other meetings, as directed.
6. Performs all duties of Finance Officer as specified in GS 159-25.
7. Pays bills.
8. Reconciles bank statements monthly.
9. Prepares and presents financial reports to the Town Council.
10. Prepares Town records for annual audit.
11. Prepares correspondence of all types.
12. Handles incoming and outgoing mail, including conventional and electronic formats.
13. Manages the Town website.
14. Answers phone calls and returns messages.
15. Assists with special projects, as needed.
16. Alerts the Town Administrator to interagency conflicts and problems.
17. Attends training, conferences and meetings as required.
18. Receives citizen complaints and responds and/or takes action to resolve complaint(s).
19. Keeps the Town Administrator informed of incidents and events that might require the attention of Town Council members or Town Attorney.
20. Assists the Town Administrator on other issues as needed.

Work Hours and Schedule

Hours of work are flexible to the extent that in coordination with the Town Administrator's hours Town Hall is open to the public four days per week, 9:00 AM to 1:00 PM.

Supervision Received

Receives direct supervision from the Town Administrator.

Supervision Exercised

None.

Qualifications

To be successful in this position, the Clerk must be able to perform each essential duty satisfactorily. Proficiency in the application of financial software such as QuickBooks is necessary. Experience using Microsoft Word, Excel, Outlook, and Power Point is required, as well as the ability to quickly learn and adapt to new technologies and operating systems. The competencies listed below further define abilities required.

Education and/or Experience
Any combination of education and experience in public administration, government budgeting, and public records management is preferred. Alternatively, private sector experience with similar duties and responsibilities may be acceptable.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit. The ability to read written materials including on a computer screen, with or without corrective lenses is a necessity. The employee is occasionally required to bend, stoop, or kneel. The employee must occasionally lift and/or move approximately 50 pounds.

License Requirement
A valid driver's license and proof of insurance is required.

Competencies
To perform the job successfully, an individual is expected to demonstrate the following competencies:

1. *Problem Solving* - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
2. *Customer Service* - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
3. *Interpersonal Skills* - Maintains confidentiality; Remains open to others' ideas and tries new things.
4. *Oral Communication* - Speaks clearly; Listens and gets clarification; Responds well to questions;
5. *Written Communication* - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
6. *Teamwork* - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback.
7. *Ethics* - Treats people with respect; Keeps commitments; Works ethically and with integrity; Upholds organizational values.
8. *Organizational Support* - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports Town goals and values.
9. *Judgment* - Displays willingness to make decisions; Exhibits sound and accurate judgment.

10. *Motivation* – Readily self-motivates; Demonstrates persistence and overcomes obstacles; Measures self against standards of excellence.
11. *Planning/Organizing* - Prioritizes and plans work activities; Uses time efficiently; Anticipates need for additional resources and takes timely action.
12. *Professionalism* - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
13. *Quality* - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.
14. *Attendance/Punctuality* - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
15. *Dependability* - Follows instructions, responds to Mayor and Town Council inquiries; Takes responsibility for own actions; Keeps commitments; Commits to longer hours of work when necessary; Completes tasks on time or notifies the Town Administrator of an alternate plan.
16. *Initiative* – Is able and willing to work alone without guidance; Undertakes self-development activities; Seeks responsibilities; Looks for and takes advantage of opportunities.

Approved this the 26th day of June, 2024.

Janet S. Whitt
Mayor

Attest:

Dianne B. Starnes
Town Clerk

Approved as to form:

W. Eugene Russell
Town Attorney

Revised 6/26/24
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