

Town Clerk Opportunity–

The Town of Pine Shores seeks a qualified individual preferably with a background in municipal government to serve as Town Clerk.

This position performs a wide range of managerial and technical duties, administering town wide programs including Town code, records retention & document imaging, advertising, grant management, building inspections permitting and public information dissemination. The qualified individual will serve as official custodian of all public records of the Town, perform statutory responsibilities, execute legal documents, attend Board meetings, take minutes, process ordinances, resolutions and any other documents, coordinate agenda preparation, place legal advertisements, and perform administrative duties for the Town Manager, Mayor and Board. The Town Clerk will handle confidential information, research and compile information and carry out special projects, monitor vacancies and appointments to boards and committees serve as Public Information Officer to include: draft press releases, information technology coordination and maintenance of the Town's website. Strong computer skills are required.

The minimum starting salary for this position is \$40,660 plus an excellent benefit package including medical, dental, vision, 5% 401K, NC retirement, longevity, and other generous benefits. Salary is based on experience and a bachelor's degree in public administration, business or related field is required.

Interested candidates can submit their resume, cover letter and complete Pine Knoll Shores application to: psbadmin@townofpks.com or Human Resources Officer, 314 Salter Path Rd, Pine Knoll Shores, NC 28512. Applications can be found at: <http://www.townofpks.com/about#EmploymentOpportunities>

Closing date for submissions is July 13, 2020 at 4pm. The Town of Pine Knoll Shores is an Equal Opportunity Employer.