

Human Resources Officer/ Town Clerk

Position Description

The Town of Maiden is recruiting a Human Resources Officer and Town Clerk. This position is responsible for creating Council agendas, meeting minutes and other correspondence for the Town Manager, Mayor and Councilmembers. The Human Resource functions of this position include recruitment, benefits administration, worker's compensation and risk management.

Responsibilities

- Composition of the Council Agenda under the guidance of the Mayor and Town Manager
- Attendance at some evening meetings, including monthly Council Meetings
- Composing Meeting Minutes
- Knowledge of public meeting laws, public records retention schedules, publishing notices
- Bid advertisement and procurement
- Recruitment and hiring of employees in conjunction with Department Heads
- Benefits administration
- Filing Worker's Compensation claims
- Safety Committee and Risk Management
- Other duties as assigned by the Town Manager

Qualifications

A Bachelor's degree in Public Administration, Human Resources Management, Business Management or other related field. A Master's degree in Public Administration or related field with at least two years of local government experience preferred.

Additional Requirements

Capacity to work with other Department Directors, Council members and the public. Impeccable judgement and discretion with sensitive and confidential matters. Must be self-motivated with the ability to prioritize projects. Excellent written and verbal communication skills.

The salary grade is 26. The anticipated hiring rate is \$57,724 to \$65,174.

Interested applicants should submit their resume and Town Application <https://maidennc.com/PDF/appl-bkgrnd-combo.pdf> to Mr. Todd Herms 19 N Main Ave. Maiden, NC 28650 or by email at therms@maidennc.gov. Open until filled, however the resume review process will begin September 30, 2019.