



NORTH TOPSAIL BEACH,
NORTH CAROLINA
TOWN CLERK

MGT



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North Topsail Beach, NC (Pop.1.1K - 33K seasonally) is partnering with MGT on the recruitment of their new Town Clerk who will be responsible for maintaining and safeguarding official Town records and documents, assisting the Town Manager with administrative tasks and projects, and ensuring compliance with local ordinances and North Carolina General Statutes. In addition, this position will also oversee public information and human resources activities of the Town.

DUTIES AND RESPONSIBILITIES

TOWN CLERK

- Maintains official Town records and documents.
- Assists the Town Manager with administrative tasks.
- Takes minutes of Board meetings and manages official Town documents.
- Tracks Board appointments and assist the public with document research.
- Drafts legal documents, prepares agendas, and conducts research.
- Assists with administrative functions and special projects.

PUBLIC INFORMATION

- Handles communication between the town and its residents, including disseminating important information and handling media inquiries.
- Prepares meeting agendas.

HUMAN RESOURCES

- Oversee employee recruitment, benefits and employee relations.
- Performs related duties as required.



MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in public or business administration or related field.
- At least 5 years of progressively responsible experience in complex administrative work, preferably in local or municipal government.
- If a candidate has certified municipal clerk certification, a minimum of 2 years of experience will be acceptable.
- Certified Municipal Clerk (CMC) certification is strongly preferred. If not presently certified, the selected candidate must begin the [Certified Municipal Clerk \(CMC\) Process](#) to become certified immediately after hire and stay on track to gain certification as soon as possible.
- Proficient in utilizing technology for efficient recordkeeping, developing and managing spreadsheets, and preparing and distributing agendas using the town's software platforms, Civics Plus and NeoGov.
- Must obtain Notary Public Certification within 3 months after hire and be bondable.
- Valid North Carolina Driver's License or a driver's license from another state for transfer within 30 days of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of:
 - North Carolina General Statutes and local ordinances governing the responsibilities of Town Clerks and of standard and approved practices and procedures used in the processing, safekeeping and utilization of Town records and documents.
 - Comply with all applicable laws and policies.
 - Knowledgeable in
 - public communication best practices, with expertise in leveraging social media and technology to effectively assist in maintaining the town's website and
 - federal and state statutes relating to human resources compliance
 - Proficiency:
 - in technology and administrative practices,
 - in grammar, spelling, and composition, and
 - in making sound judgments in decision-making.
 - Effective communication skills in oral, presentation, and written forms.
 - Ability to:
 - handle confidential information,
 - take accurate and comprehensive notes during public government meetings, transcribe and file and
 - establish and maintain effective working relationships with officials, department heads, employees, other governmental entities, and the community.
 - Strong analytical skills to evaluate data, programs, trends, and costs, and to formulate insightful recommendations and comprehensive reports.



CHALLENGES & OPPORTUNITIES

- Imagine working in a serene, beautiful town hall with stunning views and a picturesque location where the ocean is visible right from your office window. Who wouldn't love that?
- For candidates who enjoy multitasking, this role not only includes the Town Clerk's responsibilities but also oversees communications and human resources. It's a good opportunity to sharpen your skills for future career advancement!
- This position offers outstanding visibility and the opportunity to assist in a variety of public meetings and discussions at North Topsail Beach, collaborating closely with department heads and elected officials.
- In this role, you'll take on special projects that add variety and interest to your routine, including employee engagement initiatives and community events. You won't be confined to your desk all day!
- The seasoned and regarded Deputy Clerk does an outstanding job of supporting the Planning and Board of Adjustments by preparing the agenda, attending meetings and handling the minutes – helping to free the new clerk to pursue new and interesting projects.

CORE COMPETENCIES FOR SUCCESS

Organizational Skills: The ability to manage and maintain accurate records, schedules, and documents is crucial. This includes handling meeting minutes, town ordinances, and various permits and licenses.

Communication Skills: Strong verbal and written communication skills are necessary for interacting with residents, town officials, and other stakeholders. This includes preparing reports, responding to inquiries, and facilitating public meetings.

Attention to Detail: Precision in record-keeping, agenda creation, and public meeting notetaking in compliance with local laws and regulations is vital. This ensures that all town operations run smoothly and legally.

Interpersonal Skills: Building positive relationships with residents and colleagues is important. This includes being approachable, empathetic, and able to handle conflicts or complaints effectively.

Technical Proficiency: Familiarity with business software, databases, and other technology used for record-keeping and communication is essential. This helps in efficiently managing town records and information.

Problem-Solving Abilities: The ability to address and resolve issues that arise in the town's administration, from logistical challenges to resident concerns, is key to maintaining smooth operations.

Knowledge of Local Government: Understanding the structure, functions, and legal requirements of local government helps in effectively performing the duties of a town clerk.

THE TOWN

The town is located on the northernmost 11 miles of Topsail Island with Surf City adjacent to it and Topsail Beach on the south end of the island. Each town is unique, with North Topsail Beach being known for being laid back and peaceful with an abundance of natural treasures. Wildlife, such as dolphins, sea turtles and shorebirds are regulars to the town and you might even catch a glimpse of more elusive creatures such as bald eagles, and an occasional alligator in the backwaters.

The North Topsail Beach motto - Nature's Tranquil Beauty – says it all. From breathtaking sunrises to spectacular sunsets, from beautiful sandy beaches to maritime forests, North Topsail Beach truly is an island paradise. It's known for its pristine, tranquil beaches, perfect for sunbathing, beachcombing, and water activities like kayaking and surfing. The area provides a relaxed, laid-back lifestyle, peaceful environment, and is ideal for those looking to escape the hustle and bustle of city life. The area boasts a pleasant climate with many sunny days, making it enjoyable year-round.

The charming community is friendly and welcoming, making it a great place for single adults, families and retirees. Residents can enjoy a range of outdoor activities, including fishing, boating, and exploring the natural beauty of the area. While offering a serene setting, North Topsail Beach is still conveniently located near essential amenities and services.

The town has two parks that also have boat launch areas for canoes, kayaks, etc. The Rodney Knowles Park on Island Drive offers a sound side observation deck as well as a picnic area. The Richard C. Peters Park on New River Inlet Road is the larger of the town parks and has a playground, nature trail, picnic area and two sound side piers. For outdoor enthusiasts, the park also has tennis, volleyball and basketball courts.

North Topsail Beach hosts a variety of events throughout the year such as:

Ocean City Jazz Festival: An annual celebration of jazz music featuring renowned artists in an intimate beachside setting.

Local Community Events: Various community events such as our annual Christmas tree lighting and festivities, Howl O Ween pet parade and costume contest at Richard Peters Park, and others such as the annual Sledgehammer Beach Run, the Rotary Club's annual Shrimp Dip, Turtle Talks during the summer season at Town Hall that are held by the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.

You can find more details and upcoming events on platforms like the Town's website and Onslow County Tourism.

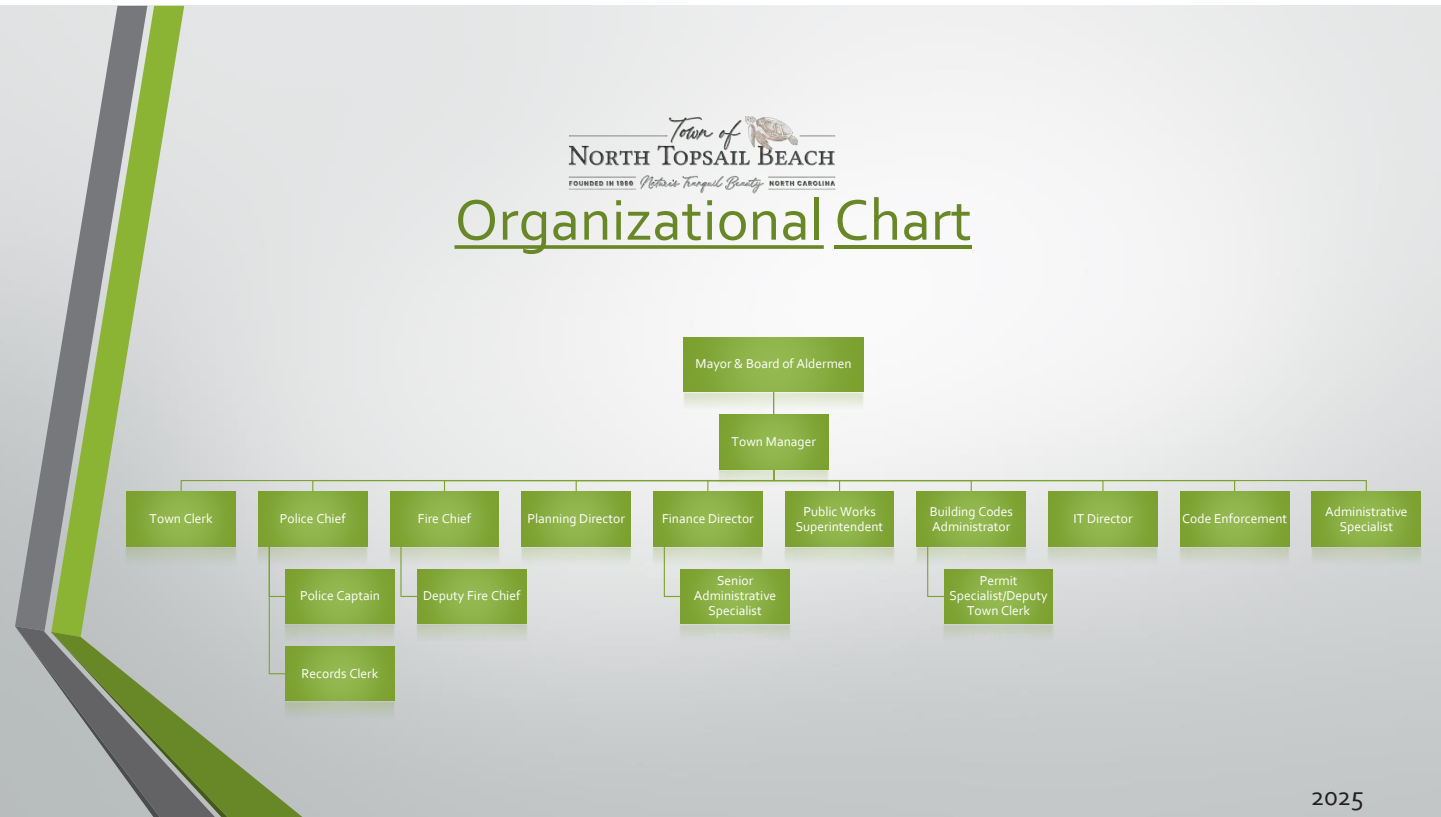




GOVERNING STRUCTURE

North Topsail Beach operates under a Council-Manager form of government. In this system, residents elect a governing body, including a mayor and a board of aldermen, to adopt legislation and set policies. The Board of Aldermen is made up of 6 members, 5 aldermen, and a mayor. The mayor is elected every 2 years. Aldermen serve 4-year terms.

The governing body then hires a manager with broad executive authority to carry out those policies and oversee the town's day-to-day operations.





OTHER IMPORTANT INFORMATION

Qualified candidates who meet the minimum qualifications are encouraged to apply online at GovHRJobs.com. Please submit a current resume, cover letter, and contact information for five supervisory or professional references. For any questions, please feel free to contact Joan Walko, Senior Consultant at (410) 499-9586..

The **hiring range** is \$70,000 - \$75,000 depending on qualifications and certification.

Salary Range is \$61,569.00 - \$95,432.00.

Application Deadline: Monday, April 28, 2025. Applications will be reviewed as they are received and the job posting may close once a suitable candidate has been identified. Early applications are encouraged.

Comprehensive Benefit Package: Employees of North Topsail Beach, NC, enjoy a range of benefits designed to support their well-being and professional growth. These benefits include:

- **Health Insurance:** Comprehensive health coverage options for those scheduled to work 30 hours per week on a continuous year-round basis.
- **Group Life Insurance**
- **Retirement Plan:** For employees who work 1,000 hours or more, participation in the North Carolina Local Governmental Employee Retirement System (NCLGERS) is mandatory with a 6% pretax contribution by the employee, and the employer contributes the amount determined by the system. In addition, all full-time employees may make voluntary contributions to the 401(k) Plan and the town will match up to 3% of your contributions!
- **Paid Leave:** Generous leave policies, including vacation, sick leave, and paid holidays.
- **Employee Assistance Program (EAP):** Access to resources for personal and professional support.
- **Tuition Reimbursement and Professional Development:** Resources for continuing education and training to improve skills for current positions or prepare for future promotions.
- **Wellness Programs:** Initiatives to promote health and wellness among employees.

For more detailed information, you can refer to the [Town of North Topsail Beach Personnel Policy](#).