

ADMINISTRATIVE SERVICES SUPERVISOR

General Statement of Duties

Performs supervisory and professional duties in planning, organizing, and directing financial, utility customer services, human resources, and other administrative functions for the Town; serves as Deputy Town Clerk.

Distinguishing Features of the Class

An employee in this class plans, supervises, and organizes a variety of fiscal and administrative functions including disbursement and accounting of revenues and expenditures; general ledger, information technology coordination, human resources administration, and serving as Deputy Town Clerk.

The employee must exercise considerable independent judgement and initiative in planning and performing fiscal control and human resources systems. Work is performed in accordance with established municipal finance procedures, local ordinances, federal and state laws, and North Carolina General Statutes governing the responsibilities of local government financial operations, statutory responsibilities of Deputy Town Clerk, and legal and morale impacts of human resource administration. Work is performed under the general supervision of the Town Manager and is evaluated through conferences, reports, and by an independent audit of financial records.

Duties and Responsibilities

Essential Duties and Tasks

In absence of Town Clerk, serves as the officially appointed Deputy Town Clerk performing statutory responsibilities as official custodian of Town records; participates in preparation of agenda packages; performs taking and preparation of Council minutes, maintenance of ordinance and resolution books; researches Town minutes as needed; applies official Town seal to documents; tracking of board and commission appointments and terms.

Supervises the utility billing, collections, and customer services function; reviews and matches general ledger distribution updates with collection sheets; oversees adjustments to accounts.

Prepares journal entries and performs posting for state; shared revenue, returned checks, landlord deposits, interest earned, and related revenues; prepares and posts budget amendments; coordinates investment instruments under the guidance of the Town Manager; serves as liaison with banks for accounts; reconciles monthly bank statement; assists auditor with year end close outs; maintains and provides monthly financial statements and investment reports; assists staff of other Town departments with fiscal research, budget information and problem-solving; prepares a variety of required fiscal reports for the state and other entities such as Powell Bill report.

Serves as human resources administrator for the Town; maintains personnel files and records; coordinates benefits programs with employees and vendors; coordinates review and update of personnel policies and procedures; maintains official classification and pay plan; assists employees and supervisors with interpretation and application of personnel policies and personnel actions including hiring, promotion, discipline, and grievance; orients new employees to town policies and benefits.

Serves as risk management officer responsible for coordination of workers= compensation, property and liability insurance, flood insurance, and other insurance programs; coordinates claims, records and reports.

Serves as liaison with information technology vendor; performs trouble-shooting and user support for Town staff.

Participates in the development, publishing and distribution of the Town newsletter.

Serves as executive assistant to the Town Manager; assists with researching, planning and organizing programs and events; attends department head meetings to provide information and participate as part of the management team in problem-solving and planning programs; assists with operating and capital budget preparation and administration; assists with special events planning and

organizing; coordinates administrative department purchasing.

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Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.

Considerable knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting, budgeting, purchasing, and risk management..

Considerable knowledge of the laws, regulations, principles and practices related to public sector human resource management.

Considerable knowledge of the application of information technology to municipal financial, utility billing and collections, and human resources programs.

Considerable knowledge of the Town=s utility customer service polices and procedures.

Considerable knowledge of the statutory requirements, laws and practices related to Town Clerks.

Knowledge of modern and effective supervisory principles and practices.

Ability to evaluate financial systems and formulate and install accounting methods, procedures, forms, and records.

Ability to design and prepare analytical or interpretative financial statements.

Ability to establish and maintain effective working relationships with the public, departmental heads, governmental officials, and with other Town employees.

Accuracy and thoroughness in the analysis and preparation of financial records and reports.

Physical Requirements

Must be able to physically perform the life support functions of kneeling, walking, lifting, fingering, grasping, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare and analyze data and statistics, operate a computer terminal, perform accounting duties, and do extensive reading.

Desirable Education and Experience

Graduation from a four year college or university with a degree in accounting or public administration and experience in public finance administration including some supervisory experience; or an equivalent combination of education and experience. Prefer human resource management experience.

Special Requirement

Ability to obtain certification as Municipal Clerk.

Atlantic Beach
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