



Morrisville
Live connected. Live well.

THE TOWN OF MORRISVILLE, N.C.

Invites Your Interest in the Position of

TOWN CLERK



Morrisville



2021

TOWN OF MORRISVILLE

Progressive, Diverse, Wake County Community Seeks Town Clerk

If you like serving your community, working with highly competent people, solving challenges in a collaborative way, and you are effective in strategic leadership, the **Town Clerk** position in Morrisville, NC, needs to be on your career radar. This **Town Clerk** position is an integral member of the Town's support for the community and for Town Council and will be relied upon to provide support and guidance for administrative and operational responsibilities. If you have the passion and skills to join a team that is highly regarded by its community, Town Council, and peers, this position could be for you.

The portfolio of the **Town Clerk** in Morrisville will include essential responsibilities related to Town Council meeting organization and operations, maintenance of public records, and supporting the Town Manager and Senior Management Team; therefore, leadership and collaborative aptitude are critical. The **Town Clerk** will also supervise and mentor the Deputy Town Clerk, which will require effective leadership and communication and organizational skills to manage shared responsibilities and coordination of the overall work of the Office of the Town Clerk.



The next Town Clerk will be an integral member of the Town's support for the community and the seven-member Town Council (left).



About the Organization:

The Town of Morrisville is governed by a seven-member Town Council utilizing the Council/Manager form of government. The Town Council sets the policy and direction, and the Town Manager oversees the day-to-day operations of the organization, which consists of a team of 228 employees, not including part-time and seasonal staff, across 13 departments. With AAA bond ratings from bond rating agencies and excellent stewardship of tax dollars, the Town is regarded as a fiscally responsible and well-managed government. The [FY2024 approved budget](#) of \$49.5M is supported by a property tax rate of \$.39 cents per \$100 of assessed valuation.



The strategic focus of Morrisville is guided by the community vision established in the 2017 [Connect Morrisville Strategic Plan](#) and renewed in the 2021 update. A 2022 Community Survey indicates that 94% of residents think Morrisville is a good or excellent place to live. The Town also relies on its [Comprehensive Transportation Plan](#), [Land Use Plan](#), [Capital Investment Program](#), and other policies adopted by the Town Council to guide its work.

The six strategic goals for the Town are:

- Improved transportation mobility,
- Thriving livable neighborhoods,
- Engaged, inclusive community,
- Public safety readiness,
- Operational excellence, and
- Economic prosperity.



About the Position:

Reporting to the Town Manager, the **Town Clerk** serves as a key member of the Town Manager's team. The experience and credentialing of the successful candidate are equally focused on both technical and interpersonal skills. The selected candidate will be a key part of Town Council working relationships.

The **Town Clerk** must be able to lead multiple complex and time-critical projects and initiatives through creative problem-solving and solutions-based outcomes. Responsibilities will include leading and/or supporting projects through various stages while ensuring collaboration across departments and community stakeholders to achieve positive results that are aligned with strategic priorities. This will also require working collaboratively with Town staff, Council Members, residents, businesses, other community partners and stakeholders, and utilizing creative thinking, problem-solving, organization and attention to details, and leadership to navigate and, whenever possible, proactively address challenges that arise.

The successful candidate will have a proven track record in community engagement and experience with working closely with Town Council and Town management to effectively manage Council agendas, Town records, public records requests, and other administrative, leadership, and support responsibilities and opportunities. The **Town Clerk** will embrace the opportunity to collaborate with those in the community seeking to support smart growth aligned with the Town Council's vision and the Town's Strategic Plan. The successful candidate will have experience as a supervisor and will directly supervise the Town's Deputy Town Clerk.

Key Priorities:

- Works closely with the Town Manager and the Senior Leadership Team to ensure consistent performance of the work of the Office of the Town Clerk, particularly as it relates to interactions with and support of the Morrisville Town Council.
- Proactively communicates and engages with a diverse group of stakeholders, including residents, businesses, regional and community partners, senior management and department directors, the Deputy Town Clerk, and Council members in a manner that promotes the Town's values of dedication, integrity, courtesy, and innovation.
- Demonstrates stewardship of community records in a manner that aligns with Town Council, staff, and community expectations as well as legal requirements in North Carolina.

Qualifications:

The successful **Town Clerk candidate** will have education equivalent to a minimum of an associate's degree (public administration or political science preferred), appropriate professional certifications, and experience as a Town Clerk in North Carolina. A bachelor's degree and certification as a North Carolina Municipal Clerk is strongly preferred.

The Successful Candidate:

- Has thorough knowledge of:
 - ◊ North Carolina General Statutes and of local ordinances governing the responsibilities of Town Clerks;
 - ◊ The organization and functions of Town government;
 - ◊ Standard modern office administrative practices and procedures employed in the processing, safekeeping, and utilization of official Town records and documents;
 - ◊ The principles of grammar, spelling, and composition;
- Has the ability to exercise sound judgment in making decisions in conformance with laws, regulations and policies and performs the oath for Town employees and volunteer Advisory Committee members as required by law;
- Serves as custodian of public records including preparing and maintaining ordinances, resolutions, and electronic files and records; facilitates all public records requests; provides training concerning public records law; archives records and provides Town-wide record management including records retention and disposition, and disaster recovery;
- Executes legal documents by affixing the proper signatures of Town officials and attesting to their compliance with general statutes and local ordinances;
- Has a history of establishing and maintaining effective working relationships with Town leaders, department heads, co-workers, and the general public;
- Has experience as a supervisor with direct responsibility for another employee's performance, accountability, development, and annual evaluation.
- Attends Town Council meetings, Town Council Work Sessions, Town Council Retreats, staff meetings, and necessary committee meetings of the Council; records proceedings of meetings, and prepares meeting minutes;
- Serves as liaison between Town staff, Town Council, and the public with respect to such matters as complaints, requests, and suggestions; adequately handles issues unless direct involvement of a higher-level official is required;
- Has knowledge of Microsoft Office Suite, particularly Word, Excel, PowerPoint, and Publisher; Adobe Acrobat and related features; agenda management software (Granicus experience preferred); MUNIS experience preferred; time-keeping and other related records management software;
- Successfully manages confidential information and sensitive public contact matters;
- Is able to communicate ideas effectively, both orally and in writing;
- Is committed to excellent customer service and holds self and staff accountable for delivery of same;
- Has outstanding organizational skills with an eye to detail and emphasis on follow-through;
- Has the ability to work autonomously; has a track record of assuming responsibility, dealing effectively with problems and exercising proper judgement when making decisions;
- Can effectively balance multiple tasks and be flexible in a dynamic, demanding environment with frequent interruptions; and,
- Projects a strong sense of professionalism with the ability to remain impartial and objective.

About the Community:

Since 2000, Morrisville's population has ballooned from 5,000 to over an estimated 32,000 residents as of July 2022. The Town's demographics include approximately 46% Asian, 35% White, 10% African American, and 9% other and two or more races. Asian Indian is the Town's largest group in the Asian category representing approximately 36% of the Town's total population in 2020, a considerable increase from 20% in 2010. Seventy-four percent of the population is over age 18 (Source – April 2020 U.S Census). The Town and the community are committed to diversity and inclusion for all residents, businesses, and visitors. The Town maintains a focus on cultural awareness and celebrating the cultural diversity of our community.

Morrisville is a community of approximately 10 square miles with limited ETJ for expansion. The "Live Connected. Live Well." is the Town's philosophy. When surveyed, residents communicated they value the connection they feel when in the Town - the connection they have to global businesses, opportunities, parks, and open space, and most importantly, to each other. Morrisville is a place to gather together, talk with neighbors, and engage with Town leaders.

Morrisville is a warm and welcoming community that embraces small-town ideals with the conveniences and amenities of a metropolitan city available in Town or within easy access nearby.



MORRISVILLE ACOLADES

Live Connected. Live Well.

Morrisville has been one of the fastest growing and most diverse towns in North Carolina. Recognized as an All-America City by the National Civic League in June 2021, Morrisville was one of only 10 communities nationwide to earn this recognition. Morrisville's many accolades include the following:

- No. 10 Best Small City in the U.S. to Start a Business by WalletHub.com (2023).
- No. 5 Best Place to Live for Families by Fortune Well, a living and wellness subsidiary of Fortune.com (2022).
- Rated by Niche.com as the No. 1 Best Place to Live in North Carolina in 2022 and 2021.
- Money magazine ranked Morrisville as the number 10 Best Place to Live in the United States (2020).
- WalletHub.com ranked Morrisville the No. 3 Best Place to Raise a Family in North Carolina (2019).



Morrisville is located adjacent to North Carolina's Research Triangle Park – a national hotbed of technological development, hosting over 250 companies and 50,000 workers. The Town has a diverse economic base including global companies, headquarters, start-ups, technology industries, and emerging biomanufacturing and life sciences clusters. The Town has immediate access to Interstates 40 and 85 and is conveniently

located to both Raleigh and Durham for access to amenities found in those larger cities including the Raleigh Durham International Airport, just 10 minutes from Morrisville.

The Town's population demographics are diverse, affluent, and highly educated. As a result, the local median household income is now \$114,075, almost twice the state average of \$67,481.

People stay in Morrisville because of the superb quality of life, regional proximity, and cultural enrichment. The Wake County Public School System provides excellent

schools to Morrisville families, including the recent addition of the Wake Early College of Information and Biotechnologies on the Wake Technical Community College campus in Morrisville and Morrisville High School, which is anticipated to open for the 2027-2028 school year. Wake Technical Community College also offers traditional college courses at the campus.



Cultural enrichment, which can be found at the Town's annual Diwali Festival, is one of the reasons community members love living, working, and playing in Morrisville.



Salary and Benefits:

The hiring range for the position is \$72,000 - \$80,000 depending on qualifications. The Town of Morrisville is recognized as a high-quality employer that values and supports its employees. Information about the Town's generous benefits (including but not limited to flexible work schedules – including up to two days of remote work per week following an orientation period, paid time off (PTO) beyond other paid leave, and contributions to a 401K) can be found [here](#). As a condition of employment for all positions with the Town of Morrisville, the selected candidate must successfully complete a pre-employment background check, drug screening, and motor vehicle record check.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates>, and click on the

Town Clerk – Town of Morrisville, NC title.

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **March 15, 2024**.
- Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation interviews on **April 18-19, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Interviews with the leadership team will follow quickly at a subsequent time in person.
- Direct inquiries to hiring@developmentalassociates.com

The Town of Morrisville, NC is an Equal Opportunity Employer



The Town of Morrisville offers great recreation programs, activities, and events for everyone in the family, all year long.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."