



Wake Forest, North Carolina



Invites your interest in the position of

Town Clerk



The unique, growing community of [Wake Forest, NC](#), seeks a motivated, inspirational leader with impeccable organizational skills to serve as its next **Town Clerk**. The Wake Forest **Town Clerk** serves as the official secretary for the Wake Forest Board of Commissioners, custodian of the official seal and all legal documents for the Town and acts as records manager. The **Town Clerk's** portfolio will include essential responsibilities related to the Town of Wake Forest's Board of Commissioners, its organization and operations, maintenance of public records, and supporting the Town Manager and leadership team; therefore, leadership and collaborative aptitude are critical for this position.

This position is for the municipal professional with a customer service mindset and outstanding supervisory skills. The next **Town Clerk** has successful experience maintaining responsibility for employee performance, accountability, development, and annual evaluation. The ideal **Town Clerk** seamlessly works with employees, various community members and stakeholders, bridges gaps, and cultivates a collaborative, unified work environment. The **Town Clerk** is a member of the Town's leadership team and works closely with the Board of Commissioners.

The **Town Clerk** effectively balances the position's daily responsibilities, including compliance, management, and accountability, along with short- and long-term strategic planning to update and simplify processes and technology and implement creative and proactive solutions to workload challenges. The next **Town Clerk** enjoys interacting with others and has a proven track record of developing and cultivating relationships with staff and stakeholders, including the Board of Commissioners, and vendors. The next **Town Clerk** will enthusiastically join a well-educated, engaged community, an organization with a family atmosphere where collaboration is the norm, and where staff highly value and support one another.

About the Organization and Position:

The six-member Wake Forest Town Board, which operates under the Council/Manager form of government, is passionate about preserving Wake Forest's vibrant, diverse, and welcoming community, which fosters its distinct character, thriving economy, and high quality of life. The town's 500 employees, which includes part-time and seasonal staff, work collaboratively to fulfill its mission and strategic goals - as outlined in its [2022-2027 Strategic Plan](#). All organizational staff are committed to upholding the town's core values of caring, commitment, character, collaboration, and innovation.

Wake Forest holds a AAA bond rating, has received multiple GFOA awards, and has a [2024-2025 FY budget of \\$128.7M](#). The town prides itself on community engagement and offers multiple ways for community members to become involved and stay informed, from eight Advisory Boards and Commissions to state-of-the-art communication tools such as mobile apps, e-newsletters, a TV channel, and neighborhood social media options, as well as a Citizen's Academy. Additional information about the town can be found [here](#).

Wake Forest's **Town Clerk**, reporting to the Assistant Town Manager, supports the management of the Office's \$280K budget and the Board of Commissioner's \$450K budget and is responsible for approving expenditures, budget transfers, reimbursements, and revenue receipts for the Mayor and Board of Commissioners. The Town Clerk's Office has 2 FTEs, including one direct report to the **Town Clerk**.

Qualifications:

The successful *Town Clerk candidate* will have an education equivalent to a minimum of a bachelor's degree from an accredited college or university, appropriate professional certifications, and experience as a Town Clerk in North Carolina. Experience in a Director or Senior Leadership role for at least 5 years is preferred. Certification as a North Carolina Municipal Clerk is strongly preferred or ability to obtain within 18 months of employment.

Key Position Priorities:

- Improve morale and mentorship within the Town Clerk's Office through intentional efforts that foster team and relationship building within and outside the daily working environment.
- Participate collaboratively with the Town Manager, the Town's Senior Leadership Team, and, when appropriate, the Board of Commissioners on the strategic planning and visioning process to ensure consistent performance and strategic direction of the Office of the Town Clerk.
- Develop goals and priorities and cast a vision for the department while educating staff (both within the Office and across the organization) on the value and significance of the department's roles and create a working environment that curiously explores opportunities for improvements and embraces change.
- Streamline roles, responsibilities, and processes and improve/enhance training within the department to ensure quality, consistency, compliance, and accountability in the town's records management system.
- Assess what technology, equipment, and software upgrades are essential to the department's functions and advocate for funding current and future improvements.

The Successful Candidate:

- has a thorough knowledge of:
 - North Carolina General Statutes and 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; and,
 - the principles of grammar, spelling, and composition;
- exercises sound judgment in making decisions in conformance with laws, regulations, and policies and performs the oath for Town employees and volunteer board and commission 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;
- attends Board of Commissioner meetings, work sessions, retreats, staff meetings, and necessary committee meetings of the Board; records proceedings of meetings and prepares meeting minutes for timely review;
- serves as a liaison between Town staff, Board of Commissioner, and the public concerning such matters as complaints, requests, and suggestions; adequately handles issues unless direct involvement of a higher-level official is required;
- is knowledgeable of Microsoft Office Suite, particularly Word, Excel, PowerPoint, and Publisher; Adobe Acrobat and related features, New World Systems; agenda management software; MUNIS and GRANICUS experience desirable; time-keeping and other associated records management software;
- skillfully manages confidential information and sensitive public contact matters;
- effectively communicates ideas, both orally and in writing;
- demonstrates a commitment to excellent customer service and holds self and staff accountable for prompt delivery of same;
- has outstanding organizational skills with an eye for 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 judgment when making decisions;
- effectively balances 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:

Located in Wake County, just north of Raleigh and part of the Research Triangle region, the Historic Town of Wake Forest boasts a thriving, walkable downtown that features many local favorite restaurants and shops. Known as the original location of Wake Forest University, Wake Forest is now home to the Southeastern Baptist Theological Seminary and features Wake Forest Reservoir, a 50-acre lake. The town's 55,000 residents love the community's quality of life, beautiful parks and greenways, and abundant recreational opportunities. Wake Forest is regularly recognized as one of the best places to raise a family, get an education, do business, and retire. Despite experiencing significant growth like all municipalities in Wake County, Wake Forest is committed to maintaining its small-town charm and unique identity.

In the heart of downtown, the Wake Forest Renaissance Centre, the purchase of which was part of the town’s significant investment in its downtown municipal district, is Wake Forest’s premier cultural arts and event venue. Also known as the Renaissance District, this area encompasses 220 acres. The town’s international flavor and rich heritage come to life in its cultural and historical attractions.

Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Wake Forest residents. Wake Forest boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. With its temperate climate and easy accessibility to the mountains of North Carolina and Atlantic Ocean beaches, the Town of Wake Forest provides residents with the best of both worlds. Click [here](#) to learn more about what makes Wake Forest a great place to live, work, and visit.

Salary and Benefits:

The hiring range for this position is \$87,000 - \$115,000. Starting salary is dependent upon qualifications and experience. The Town of Wake Forest provides an [excellent benefits package](#).

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Town Clerk – Town of Wake Forest, NC** title. **Please note the following:**

- 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 **December 8, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluation on **January 9-10, 2025**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hire@developmentalassociates.com.

The Town of Wake Forest is an Equal Opportunity Employer. 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.”



Employee Offered Benefits

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short Term Disability
- Long Term Disability
- Local Government Employee’s Retirement System
- 401 (k) Retirement
- NC 457 Retirement Plan
- Employee Assistance Program (EAP)
- Flexible Spending Account
- Supplemental Insurance
- NC 529 Plan
- Local Government Federal Credit Union (LGFCU)
- Merit Increases
- Holidays and Vacation
- Sick Leave
- Paid Parental Leave
- Paid Elder Care Leave
- Floating Holiday
- Tuition Assistance
- Wellness Program
- Pet Insurance
- Gym Membership Discounts