

Administrative Services Director / Town Clerk

The Town of Weldon, North Carolina seeks a qualified Candidate for the Position of **Administrative Services Director / Town Clerk**. An employee in this class performs professional and managerial work including finance, human resources, risk management, and other functions in cooperation with the Mayor and Board, Town Administrator, and department heads in the Town; serves as Town Clerk. This employee will be responsible for preparing bi-weekly payroll, attending Board of Commissioners meetings and keeping Board minutes.

The Town provides a comprehensive employee benefits package, including membership in the N.C. Local Government Employees Retirement System, vacation, hospitalization, dental, vision, life insurance, and sick leave. Salary commensurate with qualifications. Please submit application and resume to Town Administrator, Town of Weldon PO Box 551, Weldon, NC 27890. Applications may be obtained in our business office located at 109 Washington Ave or downloaded from our website. Closing Date is **November 2, 2018**. The Town of Weldon is an EOE.