



catawba county
north carolina

COUNTY CLERK

CATAWBA COUNTY is recruiting a **County Clerk** to support the Board of Commissioners and County Management in delivering programs and services aimed at maintaining high quality of life.

We invite you to join our team in Catawba County, a place with a long tradition of transforming possibility into prosperity. Our community's creative, industrious spirit has consistently driven us to innovate and collaborate toward Making. Living. Better. Today, this looks like revitalized Mill Districts through renovating abandoned mills into thriving corporate and retail spaces; major community development projects designed to enhance walkability, livability, connectivity and aesthetic appeal; computers in the hands of all of our students; and the expansion of access to our incredible natural recreation spaces through the addition of hundreds of acres to our local park systems.

And that's just the beginning of our story.



MAKING. LIVING. BETTER.



OUR COMMUNITY

Situated in the foothills of the Appalachian Mountains and bordered by the Catawba River, Catawba County offers the hospitality of a mid-sized community with reach that extends across a fast-growing region. With a population nearing 160,000, Catawba County is the largest jurisdiction in a four-county Metropolitan Statistical Area totaling more than 400,000 residents.

Located with Interstate 40, Hwy 16, and 321 bisecting the county, we are an easy drive to major cities, the mountains, and the coast. Thanks to this ideal location, we provide a unique opportunity to live and work in a connected, inclusive and knowable community with convenient access to urban amenities and North Carolina's beautiful outdoors.



Catawba County is an ideal home for those who have a sense of adventure and a heart for hard work: for people with a passion for making something of themselves, their community, and the future.

We are actively crafting a living and a life rich in both tradition and promise. Our work ethic is the essence of our community: if it can be made, we'll make it. If we can improve it, it'll get better. And if we can do it together, it'll be the best it can possibly be.

We appreciate where we've been and look forward to where we're headed, and we approach life with warm hospitality, humility, strong loyalty to family and community, and a fierce commitment to making a difference for the people who live and work here.

Catawba County builds futures. With three K-12 public school districts, numerous private and charter schools, an active homeschool community and significant pre-K programming, children get a great start here. That great start continues at top-ranked Catawba Valley Community College, renowned for its innovative workforce development programs. Catawba County is also home to Lenoir-Rhyne University, which offers undergraduate, graduate and doctoral programs.



With a low tax rate, increasing building permit activity, and business investment and expansion, our local economy is booming – particularly in the areas of advanced manufacturing, healthcare, and transportation and logistics. We are a comprehensive medical hub, with two medical centers and an extensive system of healthcare options, and we're also a regional shopping destination.

Catawba County truly offers something for everyone. With an exceptional amount of arts, culture, recreation and entertainment experiences for people of all ages, there's no shortage of things to do here.



OUR ORGANIZATION

Catawba County's form of governance combines the civic leadership of an elected Board of Commissioners with the managerial experience of an appointed County Manager, Mick Berry, who serves as the county's Chief Executive Officer and has 31 years of experience in Catawba County local government. In North Carolina, counties are limited in their capacity to raise funds and provide services to those authorized by the state.

Our annual budget is approximately \$300M and covers a wide range of services, from Elections to Public Health. Additionally, we are proactively working to fill jobs and strengthen our local economy through collaborative, Board-led strategic action in critical growth areas, including water & sewer infrastructure, economic development, education, health and safety, arts and culture, parks, and community marketing.

We are a forward looking, conservative and fiscally prudent community with a pro-business and smart growth philosophy underpinning our ordinances and policies. Our property tax rate of \$0.575 per \$100 in assessed value is second lowest in our region and is lower than the average of all North Carolina counties.

Our team is comprised of approximately 1,200 full-time employees. We are professionals dedicated to serving our community in ways that reflect the values we hold. We embody our roots as doers by continually striving to do the best job possible for our residents and our community every single day.

Our approach to this work is guided by our shared commitment to four core values:

DOING WHAT'S RIGHT.

integrity, respect, transparency, professionalism

DOING WHAT MATTERS MOST.

service to others, initiative, empowerment, prioritization, authenticity

DOING IT TOGETHER.

teamwork, inclusion, stewardship, empathy, patience

DOING IT WELL.

innovation, accountability, operational excellence, continuous improvement

Don't just take our word for it.

We're **#MakingLivingBetter** in Catawba County, and others are taking notice:

- "Top 30 Best Small Cities in the U.S."
- "9th Best Place to Raise a Family in North Carolina"
- "Third Biggest Economic Gainer of 2017"
- "Top Tinsel Town in America"
- "Lowest Business Costs in the Nation for 2017"
- "Top 10 Best Places to Retire"

Check out more here: <http://www.catawbaedc.org/rankings-and-accolades>.



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MAKING. LIVING. BETTER.

makinglivingbetter.com





COUNTY CLERK

DESCRIPTION: Catawba County seeks a detail-oriented problem-solving multi-tasker to join its team as County Clerk. This position is the official records custodian for Catawba County and works in the County Manager's Office to create, coordinate, and maintain a permanent record of Board actions (including historical and current official records), assuring legally-required Board operational processes and procedures are followed. The ideal candidate will have significant and successful local government experience and a demonstrated passion for public service that supports the mission and values of Catawba County.

RESPONSIBILITIES:

- Prepare and ensure web access to agendas and required legal advertisements for Board meetings, gather information for meeting agenda packets, and notify Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings;
- Attend Board meetings, hearings, workshops, etc., and compose full and accurate account of all actions taken by the governing body. May prepare full and accurate minutes for other County boards and committees as required;
- Serve as official records custodian for Catawba County in accordance with NC General Statutes, producing official copies of documents including ordinances, resolutions, and meeting minutes as adopted by the Board, indexing and preparing minutes as historical account for public inspection, preparing updates to the County code, and certifying legal documents on behalf of the County;
- Maintain up-to-date information on all County Board and Commission appointments, bringing to the Board's attention any appointments that need to be made;
- Schedule and coordinate meetings for Commissioners and staff in the County Manager's Office as requested, ensuring availability of rooms, equipment, materials, refreshments, etc. Handle scheduling and travel arrangements as directed;
- Prepare and manage the Board of Commissioners' annual operating budget, including setting up purchase orders and payment requests, reconciling monthly purchasing cards, and monitoring expenditures throughout the fiscal year;
- Research, compose, interpret, and analyze various reports and activities, including resolutions, proclamations, ordinances, contracts, legal notices, etc., assuming responsibility for content and format;
- Respond to information or service requests from elected officials, County Management, community partners, the news media, and the general public

QUALIFICATIONS:

Bachelor's Degree in public administration, finance, business, or a related field plus 2 years experience in local government or serving a similar function; or Associate's Degree in business, paralegal, or a related field with 4 years' experience in local government or serving a similar function.

ADDITIONAL REQUIREMENTS:

- **Independent and self-directed initiative and drive**, with the capacity to learn new things and the appetite to take on new challenges over time;
- **Impeccable judgment and ability to maintain confidential information** and exercise discretion with sensitive documents and requests;
- **Capacity to work collaboratively and maintain effective relationships** with Board of Commissioners, County Management, other county departments, advisory boards and committees, partner municipalities, state and federal regulatory agencies and institutions, vendors, and consultants;
- **Ability to think analytically to prioritize work**, meet established deadlines, and attend to details as appropriate;
- **Familiarity with the organization and functions of County government**;
- **Exceptional customer service orientation**; including strong traits of diplomacy, tact, patience, and empathy;
- **Excellent communication**, both written and oral, including strong command of grammar and the ability to communicate concisely;
- **Adaptability in a dynamic and fast-paced environment** with changing job requirements and duties as they occur;
- Must be available for evening and early morning meetings;
- Must be a certified notary public or have the ability to obtain certification;
- Must be willing to work towards obtaining NC Certified County Clerk status through UNC-School of Government within a reasonable timeframe;
- Valid driver's license with a safe driving record

SALARY RANGE: \$51,322 to \$84,682

APPLICATION PROCESS: Open until filled. Initial application review will occur 7/26/21

Apply online at <https://www.catawbacountync.gov/county-services/human-resources/employment-opportunities/>