The City of Marion is nestled in the foothills of western North Carolina and is home to a vibrant downtown filled with local shops and restaurants. The City hosts a number of diverse cultural events annually and has been designated a “Main Street Community” by the N.C. Department of Commerce. Seated in the center of McDowell County and bordered by the Blue Ridge Mountains and Pisgah National Forest, Marion offers a sense of community and stability amidst the natural beauty that surrounds us. Come join us “where Main Street meets the mountains!”

Marion is looking for an innovative professional to join its team as the City Clerk / Public Information Officer / Assistant to Manager. This position prepares and preserves official City records, communicates key information to the public, staff, and City Council, and supports the City Manager administratively.

Essential Job Functions Include:

* Supervises and participates in the statutory responsibilities of City Clerk; serves as official custodian of public records, including ordinances, resolutions, contracts, agreements, covenants and minute books; maintains records in accordance with General Statutes; prepares indexes; coordinates codification and preservation of records. Serves as liaison between City officials and the public with respect to such matters as records requests, complaints and suggestions; researches and handles many independently.
* Coordinates the preparation of Council meeting agendas with the City Manager; compiles and organizes supporting documents; publicizes meetings in keeping with state statutes; attends City Council, Tree Board, and Joint Utility Committee meetings and prepares minutes; maintains minutes and other official documents according to State Archives of North Carolina requirements.
* Plans, develops, writes and/or edits internal and external communications to enhance public and/or employee understanding of City policies, programs and services; assists in developing, writing and distributing news releases, public service announcements, brochures, posters and fliers; strategically plans media coverage for City events; maintains City social media accounts in accordance with City policy; updates City website and creates content for the City Channel.
* Provides administrative support to the City Manager for correspondence, records management, files, and report generation; assists with scheduling and meeting preparation; screens and routes materials according to content of communications; coordinates travel arrangements for the City Manager and elected officials; completes special projects and conducts research for City Manager as directed.
* Maintains cemetery records and handles administrative tasks related to the sale of mausoleum vaults and columbarium niches, including billing and collecting payments; coordinates cemetery sales, burials, entombments with staff.
* Organizes special events; reviews event applications; analyzes data to determine return on investment and presents findings; collaborates with nonprofit partners on special projects and events.
* Performs related duties as required.

Knowledge, Skills, and Abilities

* + Thorough knowledge of modern office technology, office administrative practices and procedures, and the principles of vocabulary, grammar, spelling and composition.
  + Considerable knowledge of best practices in public communications, including social media use and website technology; ability to manage a website.
  + Knowledge of effective public relations principles to communicate with the public.
  + Ability to obtain working knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of City Clerks.
  + Ability to establish and maintain effective working relationships with public officials, supervisors, other employees, media, vendors, and the general public.
  + Ability to communicate effectively in oral, presentation, and written forms.
  + Ability to acquire and apply knowledge of the municipal policies, procedures, and services; ability to interpret municipal policies.
  + Ability to take notes of proceedings of official meetings and prepare accurate minutes; ability to proofread documents and create rough drafts of memos and reports.
  + Ability to work independently and exercise sound judgment in making decisions in conformance with laws, regulations and policies without supervision; ability to maintain confidentiality on assignments with regard to information of the City Manager’s Office.

Preferred Education and Experience

Graduation from an accredited college or university with a four-year degree in public administration, public relations, communication, or related field and experience in public relations or public information work; experience in office management work preferred; or an equivalent combination of education and experience.

Special Requirements

Valid North Carolina driver’s license.

Notary Public.

Compensation Package:

* Hiring Range of $51,661 - $56,827, depending upon experience and qualifications
* Comprehensive Insurance Package that includes Employer-Paid Medical, Dental, and Vision for Employees
* Life Insurance
* NC Local Government Employees’ Retirement System membership and benefits
* 5% 401(k) Employer Contribution to Supplemental Retirement Plan
* Paid Sick, Vacation, and Wellness Leave
* 13 Paid Holidays
* Service Level Benefits
* Degree / Certification Incentives
* Employee Assistance Program

To apply, submit a cover letter, resume, and City of Marion application to knolan@marionnc.org. A fillable City application, complete job description, and a job announcement flyer can be found at marionnc.org/jobs. **Application review will begin on February 15, 2024.**

**The City of Marion is an Equal Opportunity Employer.**