
Lower Cape Fear Water & Sewer Authority

Personnel Committee Meeting Minutes

February 10th, 2025

Chairman DeVane called to order the Personnel Committee Meeting on February 10th, 2025, at 8:30 a.m. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

Present: Norwood Blanchard, Patrick DeVane, Harry Knight, Al Leonard, Scott Phillips, and Charlie Rivenbark

Present by Virtual Attendance: None

Absent: None

Staff: Tim Holloman, Executive Director; Matthew Nichols, General Counsel; Sam Boswell, COG; and Danielle Hertzog, Financial Administrative Assistant

Guest: Director Bill Sue; Devon Moore, Computer Warriors

Presentation: Salary Survey 2024-2025

Executive Director Holloman advised that this is a standard salary study, and it was completed in-house. A copy of the Salary Survey will be included within the minutes.

Closed Session

Chairman DeVane requested a motion to go into a closed session in accordance with N.C.G.S. §143-318.11(a) (6) for Personnel Matters respectively:

Motion: Director Rivenbark **MOVED**; seconded by Director Blanchard, to go into closed session in accordance with N.C.G.S. §143-318.11(a)(6) for Personnel Matters. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

At 8:35 a.m., the board went into closed session. The board returned to open session at 8:49 a.m. Discussion only; no action taken.

ADJOURNMENT

There being no further business, Chairman DeVane adjourned the meeting at 8:50 a.m.

Respectfully Submitted,



Tim Holloman, Executive Director

SALARY STUDY

2024-2025

EXECUTIVE DIRECTOR

PUBLIC UTILITIES DIRECTOR

administration, accounts payable, general ledger monitoring, scheduling, and personnel matters.

Monitors expenditure of departmental funds within approved limitations throughout the fiscal year; recommends water and sewer capital improvement projects and their funding mechanisms.

Plans, organizes and assigns the work of staff engaged in the operation, maintenance and analysis phases of water treatment, water distribution, sewer collection and wastewater treatment plant operations, including the administration, line maintenance, facility maintenance, water production, and wastewater treatment.

Develops, prepares or reviews various water and sewer reports, distribution reports, construction updates, engineering studies, correspondence including treatment performance data, water quality, project tracking (cost & permitting) infrastructure tracking and other data pertaining to departmental operations, and submits such reports, studies, correspondence, etc., as required by federal, State or local regulations, or as requested by County Manager, Board of Commissioners, or the Utility Operation Board, or as otherwise deemed appropriate.

Coordinate with County Management and Elected Officials as needed.

Assist in employee training initiatives.

Administers operation and maintenance contracts and recommends budgets, review monthly expenses and invoices respective clients.

Provides external request for information including project updates, water and sewer construction specifications, projects interaction, utility capacity, and proximity.

Coordinates the preparation of plans and specifications for construction projects undertaken on behalf of the department.

Develops requests for proposals for formal bidding associated with departmental purchasing, including development of specifications associated with equipment and supplies.

Interacts with customers, supervisors, department employees, consultants, contractors, sales representatives, USEPA, DENR, and OSHA representatives.

Reviews and processes documents such as required state reports, construction plans and specifications, inspection reports, budget reports, invoice and purchase requisitions, various agreements, contracts, request for information, personnel forms, daily work reports, laboratory reports, technical studies, etc.

Prepares records, reports and documents such as production reports, statistical analyses, training reports, performance appraisals, annual reports, monthly reports, purchase orders, correspondence, etc.

Refers to department policies and operating procedures, manuals, texts, and documentation such as engineering manuals, NCAC standards, county policy and procedure, technical manuals and instructions, trade manuals and magazines, equipment manuals, DENR rules and regulations, NC General Statutes, etc.

PUBLIC UTILITIES DIRECTOR

budget reports, accounting spreadsheets, water and wastewater studies, diagrams, analyses, finance audit reports, permits, etc. Requires the ability to prepare correspondence, reports, forms, budgets, studies, assessments, contracts, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, administrative, and environmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply the theories of algebra, geometry, descriptive statistics and differential calculus.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have eye/hand/foot coordination. Requires the ability to drive a vehicle.

Color Discrimination and Visual Acuity: Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, night vision, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress and/or emergency situations. Must be adaptable to performing work in all kinds of weather.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via a telephone.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

relationships with County officials, other public officials, associates, contractors and the general public.

Bachelor's degree with coursework in public administration, engineering, planning, or related field and extensive experience of an increasingly responsible nature in public utilities management, or equivalent combination of education and experience.

Registration as a Professional Engineer preferred.

Valid driver's license in the State of North Carolina.

This position is a safety sensitive position and subject to random substance abuse testing in accordance with the Pender County Personnel Policy and Risk Policy.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel, frequently requires sitting and speaking or hearing and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Acknowledgement:

Employee: _____

Date: _____

Physical and Cognitive Demands Requirements

This work requires the frequent exertion of up to 15 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking, hearing, standing, walking and reaching; work has standard vision requirements; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Work requires the ability to maintain a high level of cognitive function and concentration to perform detailed analysis and execute critical thinking.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

I, _____, acknowledge that I understand the requirements, essential functions, and duties of my position. I have read and understand the job description for my position. I acknowledge that the job description does not constitute a contract of employment and that I am an at-will employee. I understand that H2GO may exercise its employment-at-will rights at any time.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.

Education, Experience, and Other Requirements

Minimum of a bachelor's degree in public administration, Business Administration, Engineering, or a related field and a minimum of 10 years of progressive leadership experience in public utilities, municipal management, or a related sector.

Strong financial acumen, including budgeting, financial reporting, and fiscal responsibility.

Demonstrated experience in strategic planning and organizational leadership.

Knowledge of federal, state, and local regulations governing water services.

Excellent communication, negotiation, and interpersonal skills. Strategic leadership and decision-making abilities.

Financial, Rate Setting, Project financing and operational management expertise.

Stakeholder engagement and relationship-building skills

Effective Oral and written communication with elected officials, regulatory agency staff, the media, and customers

Strong analytical and problem-solving capabilities.

Ability to inspire and lead a diverse team.

DEPUTY DIRECTOR

JOB DESCRIPTION

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Ability to:

- Manage multi-disciplined operations and maintenance staff.
- Organize, direct, coordinate, and evaluate the operations of a large water and wastewater utility concerned with varied services and facilities.
- Perform a broad range of supervisory responsibilities over others.
- Perform technical research work on complex operational and maintenance problems, interpret results, and recommend appropriate action.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Establish and maintain effective working relationships with public officials, community groups, the news media, regulatory agencies, boards and committees, and the public.
- Communicate orally with individuals and groups in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Work safely without presenting a direct threat to self or others.

Serves as Project Manager on Utility-related projects.

Oversees construction and design of multiple capital improvement projects.

Manages, coordinates, and evaluates the work of personnel engaged in water and wastewater system construction functions as assigned by the Director.

Manages, coordinates, and evaluates the work of personnel engaged in water and wastewater system operation and maintenance functions and other functions as assigned by the Director.

Develops goals and objectives of short- and long-range policies, procedures, and plans.
Consults with the Director on policy matters and operational issues.

Interprets policy and provides staff direction on policies and procedures.

Serves as chief advisor and consultant on water- and wastewater-related operational problems.

Participates in the development, expenditure, and monitoring of the budget.

Assists the Director in coordinating functions with City, County, State, and Federal agencies, utilities, and professional groups.

Performs special studies and recommends changes to improve operations.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality seamless customer service.

Improves operations, decreases turnaround times, streamlines work processes, and works cooperatively and jointly to provide quality seamless customer service.

Establishes and maintains effective working relationships with public officials, community groups, the news media, regulatory agencies, boards and committees, and the public.

Performs other duties and related work as assigned or required.

DEPUTY DIRECTOR – DESIGN AND CONSTRUCTION

Public Utilities Deputy Director

**FSLA Status: Exempt
Grade 16**

General Definition of Work

Performs complex professional work supervising and managing operations of the department, and planning, organizing and directing the design, installation, maintenance and repair of water distribution and sewer collection lines and pumping stations, elevated water storage tanks, water and wastewater treatment facilities, and other public facilities maintenance and related public utilities operations. Work includes setting policies and goals under the direction of the Utilities Director and serves as the Director in the Director's absence. Supervision is exercised over operations personnel within the department. Work involves planning, developing and implementing programs to expand services in accordance with the needs of the County. Employee is responsible for oversight of all designs, permits, GIS, construction administration, database management, related to ensuring County water supply and wastewater systems are safe and in accordance with State and Federal regulations. Work involves assigned and unassigned tasks to assist the Director in all requirements of the Utilities and Solid Waste Departments. Assist with other duties as needed or assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Assists the Director in planning, organizing, and directing all activities to ensure service of current and anticipated water and sewer needs of County; anticipates treatment requirements and develops strategies and funding options to provide service; ensures compliance with State and Federal requirements and regulations. Exercises discretion and independent judgement.
- Supervises operations field managers of the utilities department.
- Strategic planning and communicates decisions to the staff assigned directly.
- Financial approval authority for the department shared with the Director.
- Collaborates with the Director on decisions and management of large projects within the department.
- Receives and responds to inquiries, complaints, and correspondence from citizens.
- Prepares, submits, and presents selected Board agenda items and other technical reports for the department.
- Develops scope of work and requests for proposals from grant writers and administrators, architects, engineers and consultants associated with the design and construction of Capital Improvement Projects.

Employee: _____

Date: _____

- Bachelor's degree from an accredited college or university with major coursework in public or business administration, accounting, human resources, or a related field and ten (10) or more years of progressively responsible fiscal and administrative management experience involving responsibility for the planning, organization, implementation, and supervision of varied administrative work programs.
- Minimum three (3) years in an executive leadership role preferred.
- Proficient in MS Office; Working knowledge of utility billing systems is a plus.
- Exceptional communication and customer service experience required.
- Possession of or ability to obtain a valid State of North Carolina driver's license.

Physical and Cognitive Demands Requirements

This work requires the frequent exertion of up to 15 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking, hearing, standing, walking and reaching; work has standard vision requirements; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Work requires the ability to maintain a high level of cognitive function and concentration to perform detailed analysis and execute critical thinking.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the organization. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

I, _____, acknowledge that I understand the requirements, essential functions, and duties of my position. I have read and understand the job description for my position. I acknowledge that the job description does not constitute a contract of employment and that I am an at-will employee. I understand that H2GO may exercise its employment-at-will rights at any time.

Employee Name (please print) _____

Employee Signature: _____ Date: _____

Equal Employment Opportunity

The District's policy is not to unlawfully discriminate against any applicant or employee based on race, color, national origin, ethnicity, sex, gender, sexual orientation, religion, marital status, age, disability, genetic information, veteran status, or any other basis protected by applicable law and EEOC regulations. The district also prohibits harassment of applicants or employees based on any of these protected categories.

- This position is required to work in partnership with their own department and all other CFPUA departments toward achieving organization goals.
- This position is responsible for creating a culture of belonging and inclusion.
- This position works in partnership with the Human Resources department to ensure staff complete all relevant employment training.
- This position is responsible for ensuring compliance with all CFPUA policies and procedures.
- This position works in partnership with the Human Resources department to ensure compliance with federal and state employment law.
- Exercises a purchasing authority up to \$1,000 without approval from supervisor.
- Performs other related job duties as assigned.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Education, Experience, and Other Requirements

- Bachelor's degree in Engineering or any related course study.
- Master's degree in Engineering, Public Administration or Business Administration is preferred.
- Ten (10) years of professional Engineering work experience and five (5) years of managerial experience in water utility operations, wastewater operations or any related work field.
- Requires Professional Engineer certification or ability to obtain a North Carolina Professional Engineer certification within two (2) years from date of hire.
- Possession of or ability to readily obtain a valid State of North Carolina driver's license.

Pay Grade

Pay Grade: R40

Brunswick County, NC - Classification Description			
Classification Title:	Clerk to the Board	Pay Grade:	24
Department:	GOVERNING BODY	FLSA:	Non-Exempt
Date:	4/2022	Position Control Number:	104110024N

GENERAL STATEMENT OF JOB

The Clerk to the Board of County Commissioners position is the official, legally accountable record keeper of the County and must be appointed and duly sworn into official public office. Work involves creating, coordinating, and maintaining a permanent record of the Board of Commissioners of Brunswick County meetings, actions and activities including historical and current official records; researching, interpreting, and analyzing various reports and activities; and assuring that legally required board operational processes and procedures are followed. The position requires the use of considerable judgment and independent action and may include the delegation of work to others. Work requires a high level of discretion and often requires the use and handling of confidential information. Acts as part of the administrative team along with the County Manager, Deputy County Managers, and the County Attorney. Respond to requests from the general public, the news media and county employees related to information and/or services. Reports to the County Manager with appointment to the Office of Clerk by the Board of Commissioners.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as Clerk of the Board of County Commissioners, including preparing agendas for Board meetings, gathering information for meeting agenda packets, and notifying Commissioners, appropriate County staff, news media, and other interested parties of dates and times of Board meetings; attends Board meetings, hearings, workshops, etc., and composes a full and accurate account of all actions taken, which account is the only legal evidence of actions taken by the governing body.

Prepares full and accurate minutes for other county boards and committees as required. Indexes and prepares minutes as historical account for public inspection; prepares follow-up correspondence to notify departments and /or individuals of actions required by Board; informs news media and/or general public board actions in response to inquiries or as otherwise deemed appropriate. Updates the official minute book, maintains the code of ordinances and prepares documents for codification. Prepares and distributes correspondence packets to the Board of Commissioners.

Exercises responsibility for the county seal and retention of official records including minutes, ordinance books, records of county appointed boards and committees, resolutions, contracts, agreements, and leases, etc., in accordance with the North Carolina General Statutes; prepares official copies of documents including ordinances, resolutions and meeting minutes as adopted by the Board; certifies legal documents on behalf of the County.

Exercises responsibility for legal advertisements and must be familiar with the General Statutes that deal with advertisements in order to assure the validity of actions taken by the Board of Commissioners.

CLERK TO BOARD

Refers to policy and procedure manuals, NC General Statutes, codes, laws, regulations, various professional publications, reference texts, reports, permits, files, memos, code of ordinances, etc.

Uses clerical and computer supplies. Reports need for general maintenance, housekeeping, repair or replacement of contents and condition of the Commissioner's chambers.

Interacts and communicates with the members of the Board, attorneys, County Manager, Department Heads, other County department employees, co-workers, various outside professionals and agencies, state and federal elected officials, municipalities, the general public, etc.

ADDITIONAL JOB FUNCTIONS

Directs citizens to appropriate building and department.

Prepares for professional functions, and banquets.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree with three to five years of experience in clerical-administrative work, preferably in administrative programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Thorough knowledge of state statutes, county policies, and procedures. Thorough knowledge of Ordinances. Thorough knowledge of the NC Open Meetings and Public Records Laws. Knowledge in various computer software programs including digital recording software, Laserfiche document management software, Novus, and Microsoft Office Tools: Word & Excel.

North Carolina School of Government County Clerk certification required within one year of appointment; International Institute of Municipal Clerk Certification desired; Notary Public Certification required.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copiers, facsimile machines, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) or data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, personnel records, invoices, applications, surveys, procedure manuals, forms, etc. Requires the ability to

Administrative Assistant to County Manager

Deputy Clerk to Board

FSLA Status: Non-Exempt

Grade 8

General Definition of Work

Performs difficult skilled administrative support work serving as primary clerical support to the County Manager and Board of Commissioners, composing and maintaining historical and current official records and minutes, preparing and maintaining detailed, complete, official and/or confidential records and files, and related work as apparent or assigned. Work requires a high level of discretion and often requires the use and handling of confidential information. Work is performed under the limited supervision of the County Manager. Assist with other duties as needed or assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Essential Functions

- Acts as receptionist; greets visitors; answers telephone; provides information; forwards calls to appropriate party; assists with a wide variety of complaints and requests for information; researches and responds to inquiries.
- Prepares resolutions, proclamations, contracts, etc., assuming responsibility for content and format; prepares agenda notebooks; prepares for Board meetings; sets up meeting room; makes sure recording equipment is in place; arranges for meals.
- Attends Board meetings; takes and maintains meeting minutes as historical account for public inspection; submits minutes for approval; maintains agenda books; maintains files for correspondence, contracts and other documents.
- Assists in the preparation of the annual budget; makes revisions to and prepares notebooks for approved budget.
- Prepares for annual Board retreat; prepares notebooks and agenda; arranges for meeting place, meals and facilitator.
- Follows-up on all meetings; sends letters and signed resolution to legislators, other agencies, boards and committees' appointees; processes road repair requests; ensures contracts are signed as appropriate.
- Ensures agendas and minutes are posted on the internet; disseminates agendas to media and sunshine list; ensures meetings are aired on cable TV.
- Keeps boards, commissions and committees book updated; keeps up with term expirations; makes sure new appointments and reappointments are made; advertises vacancies.
- Registers County Manager and Commissioners for conferences and meetings; makes travel arrangements; arranges meetings for County Manager and Commissioners; sets up appointments, schedules and meeting places; schedules meetings for department managers and

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a very quiet location (e.g. park trail, storage or file room).

Acknowledgement:

Employee: _____

Date: _____

Physical and Cognitive Demands Requirements

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Employee Name (please print) _____

Employee Signature: _____ Date: _____

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- Exercises a purchasing authority up to \$1,000 without approval from supervisor.
- Performs other related job duties as assigned.

In the event of an emergency, all employees are considered essential personnel and may be required to perform alternate duties.

Education, Experience, and Other Requirements

- Bachelor's degree in business administration or any related course study.
- Five (5) years of professional work experience in a managerial role such as executive assistant, executive administrative assistant, or any related work field.
- State Clerk and Paralegal certifications are preferred.
- Possession of or ability to readily obtain a valid State of North Carolina driver's license.

Pay Grade

Pay Grade: G19

- Prepare and distribute Board meeting agendas, notices, and supporting documents.
- Attend Board meetings, record accurate minutes, and ensure timely approval and distribution.
- Maintain official records, resolutions, ordinances, and meeting archives.
- Ensure compliance with public meeting laws, open records requirements, and procedural guidelines.
- Coordinate the scheduling of meetings, public hearings, and special sessions.
- Manage and safeguard official documents, contracts, and Board policies.
- Assist in drafting and reviewing resolutions, ordinances, and legal notices.
- Ensure compliance with local, state, and federal water and sewer authorities' regulations.
- Maintain a filing and retrieval system for Board documents and historical records.
- Serve as a point of contact between the Board, employees, and the public.
- Respond to inquiries from Board members, government officials, and the public regarding Board actions and policies.
- Publish public notices and meeting summaries in accordance with legal requirements.
- Assist with public relations efforts, including drafting correspondence and press releases.
- Assist in the preparation and monitoring of the Board's budget.
- Process payments, invoices, and reimbursements related to Board activities.
- Coordinate travel, training, and expense reports for Board members.
- Support special projects, research initiatives, and policy development as directed by the Board.
- Perform records retention and disposition per the *Records Retention and Disposition Schedule Water & Sewer Authorities and Sanitary Districts* issued by the North Carolina Department of Natural and Cultural Resources Division of Archives and Records Government Records Section.

Knowledge and Skills

- High school diploma or equivalent required; associate or bachelor's degree in public administration, Business Administration, or a related field preferred.
- Minimum of 3 years of experience in administrative support, preferably in a government setting.
- Knowledge of public records laws, open meeting laws, and parliamentary procedures.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and records management software.
- Ability to work independently, maintain confidentiality, and manage multiple priorities.
- Certification as a North Carolina Certified Municipal Clerk (NCCMC) or willingness to obtain within 3 years of hire.