



Town of Archer Lodge

AGENDA

Regular Council Meeting

Monday, January 6, 2025 @ 6:30 PM

Jeffrey D. Barnes Council Chambers

NCGS § 143-318.17. Disruptions of official meetings.

A person who willfully interrupts, disturbs, or disrupts an official meeting and who, upon being directed to leave the meeting by the presiding officer, willfully refuses to leave the meeting is guilty of a Class 2 misdemeanor.

Page

1. WELCOME/CALL TO ORDER:

- 1.a. Invocation
- 1.b. Pledge of Allegiance

2. APPROVAL OF AGENDA:

3. OPEN FORUM/PUBLIC COMMENTS:

(Maximum of 30 minutes allowed; 3 minutes per person)

4. DISCUSSION AND POSSIBLE ACTION ITEMS:

- 4.a. Discussion and Possible Action of Approving an Alternate for the Board of Adjustments (BOA)
- 4.b. Discussion and Possible Action of Appointing or Reappointing One Planning Board Member/Board of Adjustment Member

3 - 4

- 4.c. Discussion and Possible Action of Approving the Town Clerk Job Description
[Town Clerk](#)

5 - 7

- 4.d. Discussion and Possible Action of Approving the Human Resources Director Job Description
[Human Resources Director](#)

5. TOWN ATTORNEY'S REPORT:

6. TOWN ADMINISTRATOR'S REPORT:

7. HUMAN RESOURCES OFFICER/TOWN CLERK'S REPORT:

8. PARK AND RECREATION DIRECTOR'S REPORT:

9. TOWN PLANNER'S REPORT:

10. MAYOR'S REPORT:

11. COUNCIL MEMBERS' REMARKS:

12. ADJOURNMENT:

TOWN CLERK

General Statement of Duties

Performs professional and administrative work as the Town Clerk. This position must understand the Town's mission, policies, processes, programs, and services.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of clerk duties designed to help the Town achieve its mission and vision. This position requires outstanding rapport with Council, Board members, Town staff, and citizens due to serving as a liaison between Council, Board members, Town staff, and citizens. Work as a Town Clerk includes responsibility for keeping the minutes of the Council and Board meetings and of other advisory board meetings, and for the publication, indexing, filing and safekeeping of all Council and Board proceedings in accordance with general statutes and local ordinances. Work requires independent judgement and initiative to complete assignments. Work as a Town Clerk requires understanding of public records, public meetings and records retention laws and regulations as well as the ability to meet the administrative needs of the Mayor, Council, and Boards. Work requires an effective balance of daily responsibilities, including compliance, and accountability while providing and overseeing the release of requested information to Council, Board members, Town staff, and citizens. Work is performed under the supervision of the Town Administrator and is evaluated by discussion, reports, observation, and feedback from Council, Board members, and citizens.

Duties and Responsibilities

Essential Duties and Tasks

Prepares meeting agendas (hard and electronic) for Council and Board meetings and publishes to Town website; notifies Council and Board members, appropriate staff, news media and other interested parties of date and times of meetings; attends Council and Board meetings, work sessions, retreats, and necessary committee meetings; records proceedings of meetings, transcribes and prepares meeting minutes for Council and Board approval.

Serves as official custodian of all public records including ordinances, proclamations, resolutions, contracts, agreements, and minute books.

Maintains Town seal.

Performs statutory responsibilities; executes legal documents by affixing the proper signatures of Town officials, the Town seal, and attesting to their compliance with general statutes and local ordinances.

Processes all ordinances, resolutions, and other actions of the Council and Board.

Coordinates agenda preparation, publication, and distribution with Town Administrator.

Arranges for legal notices and press packets; maintains lists of various appointed boards and commissions.

Tracks document retention requirements; coordinates preservation of documents with the state Department of Archives.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of the laws and procedures applicable to the work of Town Clerks as defined in the NC General Statutes.

Skill in document production, proofing and developing official minutes of Council and Board meetings.

Ability to work flexible hours to accommodate evening and occasional weekend meetings and events.

Ability to embrace and utilize technology

Ability to multitask within a driven environment

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform sedentary work, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently to move objects.

Must possess the visual acuity to prepare and analyze data and figures, to operate a computer, to take and transcribe minutes, and to determine the accuracy, neatness, and thoroughness of the work assigned.

Desirable Education and Experience

Graduation from a community college with an associate degree in business or government or related field and experience in local government or an equivalent combination of education and experience.

Special Requirement

Possession of a valid NC driver's license.

Municipal Clerk certification or the ability to obtain the Municipal Clerk certification within two (2) years of being hired.

HUMAN RESOURCES DIRECTOR

General Statement of Duties

Performs professional and administrative work in managing the human resources systems for the Town.

Distinguishing Features of the Class

An employee in this class plans, organizes, develops, and implements a variety of human resources management programs designed to help the Town achieve its mission and vision. Work includes developing policies and programs, facilitating the identification and removal of barriers to productivity in the organization, and planning for the implementation of personnel practices with management and employees. Functions performed include compensation and rewards programs, employee relations, training and development, recruitment and selection, benefits administration, performance evaluation programs, and personnel records management. Work in HR requires an understanding of organization development, human behavior, the laws and regulations affecting the human resources management field, considerable judgment and initiative in the development of programs and policy interpretation and application, and analytical skills and sound judgment in maintaining confidentiality regarding personnel actions. Work is performed under the supervision of the Town Administrator and is evaluated by discussion, reports, observation, and feedback from Council and Town staff.

Duties and Responsibilities

Essential Duties and Tasks

Develops, plans and implements goals and objectives, policies and priorities of the human resources programs designed to help the organization achieve its mission.

Develops, implements, and administers a wide variety of human resources systems designed to hire, train, motivate and retain employees; works with management, department heads, supervisors, and employees in identifying and addressing conflict, communications barriers, teambuilding needs or other problems that negatively impact employee engagement, morale and productivity; facilitates conflict resolution and problem-solving regarding issues that detract management and/or employees from a high level of motivation and productivity; assists with determining appropriate disciplinary and grievance responses; coordinates employee newsletters.

Participates as part of the Town's management team; develops and recommends HR programs and policies; researches existing and new programs for alternative and innovative proposals; seeks legal advice, as necessary; advises the Town Administrator and Council on human resources management issues; confers with department heads on policy issues and interpretation; advises employees on HR policy and program matters.

Coordinates the recruitment and selection programs for the town; writes advertisements; screens applications; assists with developing and reviews interview questions; participates in interviews when needed; coaches supervisors and managers in effective and legal hiring practices; maintains records and checks for adverse impact; assists with reviewing screening methods for job-relatedness and effectiveness; coordinates or assists with promotional processes.

Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure; recommends market adjustments and other compensation programs and changes.

Conducts training needs assessments and provides or coordinates training for employees and managers; ensures appropriate supervisory skills development; develops and conducts employee orientation and other related programs to orient employees to the culture and values of the organization; coordinates team-building in various departments or in the management team.

Provides internal consultation on performance evaluation program, performance pay program, various incentive and recognition programs; participates in determining if programs achieve objectives

and are consistent with organizational vision and values.

Reviews, researches, and recommend various benefits programs; coordinates open enrollment processes; coordinates workers' compensation programs; ensures cost effectiveness of structure and providers of benefits; plans and provides wellness programs.

Ensures compliance with all federal, state, and local laws, regulations, and guidelines; maintains vigilance on court cases and legislation; researches and implements changes in laws and regulations; coordinates alcohol and substance abuse testing; coordinates HIPAA, ADA, FMLA and other compliance.

Conducts employee exit interviews and evaluates information for needed organizational interventions.

Establishes and maintains a wide variety of records; prepares interpretive reports and recommendations.

Participates in payroll preparation as needed.

Additional Job Duties

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of the theory, principles and practices of human resource management, including the functional areas cited, and human behavior.

Thorough knowledge of the laws, principles, court cases, and regulations that apply to HR policies and practices in the public sector.

Considerable knowledge of human resource information systems.

Considerable knowledge of modern and effective supervisory principles and practices including leadership, motivations, communications, discipline, performance management, coaching and evaluation.

Knowledge of public administration including local government structures and budgeting.

Some knowledge of organization development and organizational psychology including organizational climate and employee engagement development.

Some knowledge of principles of organization and management and statistical concepts and methods.

Skill in problem-solving, group facilitation, public speaking and collaborative conflict resolution.

Ability to establish and maintain an effective HR program, and to provide management with costs projections, statistical trends, program accomplishments and recommendations for implementing new programs.

Ability to develop long term plans and goals for the human resources programs.

Ability to analyze facts, programs, organizational issues, and benefits costs and make recommendations and reports in oral and written forms.

Ability to maintain the confidentiality of personnel records and discussions.

Ability to establish and maintain effective working relationships with other officials, department heads, employees, and the general public.

Ability to be innovative and creative in designing new programs, proposing policy changes, and recommending motivational and organizational development to managers.

Physical Requirements

Must be able to perform the basic life operational skills of climbing, stooping, kneeling, crouching, reaching, standing, walking, fingering, grasping, talking, hearing and repetitive motions.

Must be able to perform medium work, exerting up to 50 pounds of force occasionally, and/or up

to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal, and do extensive reading.

Desirable Education and Experience

Graduation from a four-year college or university with a major in human resources management, public or business administration, psychology, or related human service field and considerable experience of a progressively responsible nature in human resource management; or an equivalent combination of education and experience.

Special Requirement

Possession of a valid NC driver's license.

Human Resources Certifications (PHR/SPHR, SHRM-CP/SHRM-SCP) or the ability to obtain Human Resources Certifications

Archer Lodge
2025