



TOWN OF MACCLESFIELD, NORTH CAROLINA

Town Administrator

Position Summary. The Town of Macclesfield is seeking a skilled, service-oriented Town Administrator to lead the day-to-day operations of a small North Carolina municipality. The Town Administrator works under the direction of the Mayor and Town Council and serves as the primary link between elected officials, staff, residents, contractors, and partner agencies.

Key Responsibilities

- Implement Town Council policies, priorities, ordinances, and strategic goals.
- Prepare and manage the annual budget; monitor revenues, expenditures, payroll, contracts, and financial reporting.
- Oversee Town operations, including administration, personnel, public works, utilities, customer service, and special projects.
- Provide professional advice, reports, and recommendations to the Mayor and Town Council.
- Coordinate Council meeting agendas, support public meetings, maintain official records, and ensure compliance with North Carolina public records and open meetings requirements.
- Manage staff, contractors, grants, purchasing, and intergovernmental relationships.
- Respond to citizen concerns and represent the Town professionally with residents, businesses, agencies, and community organizations.
- Support long-range planning, capital needs, infrastructure improvements, and economic and community development initiatives.

Minimum Qualifications

- Bachelor's degree in public administration, business administration, accounting, or a related field preferred; an equivalent combination of education and relevant experience will be considered.
- At least five years of progressively responsible local-government, public administration, finance, or management experience, including supervisory responsibility preferred.
- Knowledge of North Carolina municipal operations, budgeting and governmental accounting, personnel administration, purchasing, public records, open meetings, and applicable state and federal requirements.
- Strong written and verbal communication, leadership, problem-solving, organizational, and customer-service skills.
- Valid North Carolina driver's license required. UNC School of Government Municipal/County Administration coursework, Certified Municipal Clerk, or ICMA credentials are preferred.

Compensation and Benefits

Full-time, exempt position. Salary is commensurate with qualifications and experience. The Town offers a competitive benefits package in accordance with Town policy.

Additional Information

The Town Administrator position is an at-will appointment and may require attendance at evening meetings and occasional weekend or emergency duties.