



**BOARD OF COMMISSIONERS
OF THE COUNTY OF HYDE
NORTH CAROLINA**

**PART-TIME DEPUTY CLERK TO THE BOARD/
PUBLIC INFORMATION OFFICER**

General Statement of Duties

Performs responsible administrative and technical work for the County Manager and Board of County Commissioners.

Distinguishing Features of the Class

An employee in this class is responsible for providing administrative support to the County Manager and Board of County Commissioners. Work generally requires the employee to prepare and publish for public information county correspondence, general information on County government operations, schedules, meeting agendas and arrangements for Board of Commissioner meetings and other board-appointed committees as may be assigned. Employee will also produce minutes, proclamations, resolutions, policies and press releases to promote citizen involvement and understanding of county government operations, including emergency preparedness and response communications. Work may also involve writing and editing flyers, brochures, pamphlets and web pages and developing pictures for public information. Employee will maintain the Hyde County government website and social media sites. The employee may serve as the liaison between county government and the news media. Employee may also respond to requests for public records. Operates teleconferencing equipment or other equipment as needed for meetings of the Board of Commissioners or assigned organizations. Work is performed under the regular supervision of the County Manager, and will be reviewed annually utilizing the Hyde County performance review instrument.

Illustrative Examples of Work

- Prepares meeting notifications, appointment notifications, public notices and meeting notices.
- Publishes the agenda for Board of Commissioners' meetings, public hearings, and meetings of other board-appointed committees as assigned.
- Attends various meetings, takes minutes, records information and provides such to the County Clerk/County Manager.
- Arranges and prepares the Commissioners' meeting room; checks public address system and teleconferencing equipment to ensure there are no malfunctions. Operates said equipment during meetings as requested.

- Gathers information and researches factual data to prepare press releases on county programs, activities and personnel; distributes information using appropriate media.
- Publishes weekly county government electronic newsletter (Hyde Happenings”).
- Maintains Hyde County government web page and social media sites.
- Answers requests for information about county government and forwards calls and messages to the appropriate person.
- Composes letters, memos, emails, press releases as directed.
- Adheres to department’s safety rules and regulations.
- Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Must have excellent grammar and communication skills, including verbal, written and listening.
- Considerable knowledge of journalistic principles and practices.
- Ability to take, prepare and maintain accurate minutes.
- Ability to meet deadlines.
- Proficiency in Microsoft Office programs and photographic software such as Adobe Photoshop.
- General knowledge of operations of emergency operations centers and disaster communications.
- Must be organized and work independently and quickly with accuracy.
- General knowledge of the organization and functions of County government.
- General knowledge of standard office practices, procedures, and equipment.
- Ability to address issues from the Board of County Commissioners, media and the public.
- Ability to maintain confidential information.
- Ability to establish and maintain effective working relationships with elected officials, department heads, other employees, local/state government agencies, schools, colleges, students, media, and the general public.

Physical Requirements

- Must be able to physically perform the basic life operational support functions of stooping, kneeling, crouching, reaching, walking, 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 or constantly to lift, carry push, pull or otherwise move objects, including the human body.
- Must possess the visual acuity to prepare and analyze data and figures; perform accounting functions, transcription, operate a computer terminal and perform extensive reading.
- Worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.
- Worker is not substantially exposed to adverse environmental conditions.

Education and Experience

- Associate's degree with emphasis in English, Business, Communications or Liberal Arts and at least one year of experience in local government.

Licenses and Certifications

- Valid North Carolina Driver License.

Work Classification

Position is part-time, with hours assigned and approved by the County Manager. Position reports to the County Manager.

Salary

This position is part-time, with work not to exceed 1000 hours per year unless approved in advance by the County Manager. Salary pays \$10 per hour.

Hyde County government is an equal opportunity employer.

To apply, send a completed Hyde County job application to:

Tammy Blake
Director of Human Resources
Hyde County Government
PO Box 188
Swan Quarter, NC 27885

Deadline for submission: open until filled