

EMPLOYMENT OPPORTUNITIES
Town of Carrboro
Human Resources Department
301 W. Main Street
Carrboro, NC 27510
Ph: (919) 918-7320 Fax: (919) 942-9173
www.townofcarrboro.org

An official Town application must be submitted for each position for which you are applying. In order to be considered, completed application(s) must be postmarked by midnight on the date that the position closes. Please do not submit resumes without an employment application.

March 5, 2010

FINANCE DIRECTOR - The Town of Carrboro (pop. approximately 20,000) is seeking an energetic and qualified applicant to fill the position of Finance Director for a progressive organization with 155 f/t employees serving a diverse community known as “the Paris of the Piedmont.” If you’d like to be part of an organization where “better together” is more than a slogan; where teamwork is paramount; and individual contributions are recognized, then Carrboro is the place for you.

The successful applicant will oversee the financial management functions of the Town and have a thorough knowledge of General Ledger, Accounts Receivables, Accounts Payables, Budgeting, Payroll, Purchasing, Financial Planning and Reporting, and Capital Improvement Planning and Investing; excellent writing, effective interpersonal relationships, and supervisory skills required to oversee the work of six employees. Ability to communicate effectively with the Town Manager, Board of Aldermen and staff throughout all levels of the organization. Requires graduation from an accredited college or university supplemented by a Master’s Degree in Public Administration or related field and extensive experience in a municipal government strongly preferred.

Excellent benefits which include a 3% 401K contribution in addition to local government retirement benefits; paid fitness membership with a fitness center within walking distance of the Town Hall; wellness events, staff retreats, and much more.

Salary range: \$71,085 - \$110,181 doq.

Application Deadline: April 16th.

SUMMER DAY CAMP STAFF - Carrboro Kinderventures & Enrichment Camps. (Director, Supervisors, Counselors, and Inclusion Specialist). Pay rates: \$9.80 – 12.80/hr depending on position. 20-40 hrs/wk depending on camp, camp session, and position. Experience working with youth and/or children with special needs, valid driver’s license and FA/CPR cert. preferred. Must have strong people, organizational and planning skills. Must be available June 7 – Aug 6. Open until filled. For more info, call 918-7364.

YOUTH BASEBALL UMPIRES – Recreation & Parks (Athletics Division). Needed March-June for games involving ages 6-15; umpiring experience and/or sound baseball/softball knowledge preferred; 4-10 games/week played Mon.-Fri. evenings and Saturdays. Pay rate: \$15.50-\$23.50/game, depending on league. Open until filled.

ADULT SOFTBALL OFFICIALS – Recreation & Parks (Athletics Division). Needed March-June. Officiating experience and/or sound softball knowledge preferred; 2-6 games/week on Tues. and Thurs. evenings, with Sun. afternoon make-ups. Pay rate: \$20.50-\$22.50/game. Flex schedule available. Open until filled.

FACILITY/ACTIVITY SUPERVISORS – Recreation & Parks (Athletics Division). Needed March-June w/ oppty for continued employment; 6-24/hrs per week; week day, eve., and weekend hrs. Assist with special events, general & athletic programs. Rec. prog. exp. and knowledge preferred. Pay rate: \$9.00/hour. Open until filled.

All permanent full-time positions are offered an excellent benefits package, including a 3% 401(k) contribution (5% for Law Enforcement Officers). TO RETRIEVE AN APPLICATION FOR ANY

OF THE LISTED POSITIONS, YOU MAY VISIT OUR WEBSITE AT WWW.TOWNOFCARRBORO.ORG OR

CONTACT

**TOWN OF CARRBORO
HUMAN RESOURCES DEPARTMENT**

**301 W. MAIN ST.
CARRBORO, NC 27510**

(919) 918-7320 or

email: personnel@ci.carrboro.nc.us