

MAYOR
Andrew Quinley

COUNCIL
Danny Sparrow
Kerry Hart
Bud Pate
Cathy Kirkland
Rob McMinn



TOWN MANAGER
Heath Jenkins

POLICE CHIEF
Derek Summey

CLERK
Catherine Greder

Intern/Project Assistant

General Statement of Duties

The Administrative Intern of the Town of Stanley will play an important role in our municipality. This Intern will work hand-in-hand with our Town Clerk, Town Manager and Department Heads to serve the residents, visitors and staff of our community.

Duties and Responsibilities

Essential Duties and Tasks

- Assist Town Clerk, Town Manager and Department Heads with projects to assist the town in becoming more easily accessible to the public
- Assist Town Clerk with organizing records of Council meetings, Planning Board meetings, zoning applications, citizen requests, etc.
- Provide support to Billing Analyst by taking and processing utility payments, answering customer inquiries in-person, via phone and email
- Collect and distribute mail to the appropriate contacts
- Participates in the updating of information on Town Hall bulletin board
- Brainstorms new ways to increase citizen engagement in government

Additional Job Duties

Performs related duties as required.

Qualifications

- Four year degree relating to government
- 1-2 years of local government experience (including internships)
- Proficiency in Microsoft Office

Additional Information

- Flexible schedule
- Anticipated hire date beginning of May

To apply, please send a resume and cover letter to cgreder@townofstanley.org.