JOB ANNOUNCEMENT – VILLAGE OF MISENHEIMER MANAGER / CLERK

About the Position:

The Village of Misenheimer seeks an experienced and motivated professional to serve as Village Manager / Clerk. The successful candidate must exhibit a wide range of experience across core functions needed to keep a municipality running smoothly, including public administration and operations, financial management, personnel management, community engagement, intergovernmental relations, emergency services, and infrastructure and public services oversight. Under the direction of the Mayor and Village Council, the Village Manager / Clerk implements policies and enforces all municipal laws and regulations for the benefit of the community.

About our Community:

The Village of Misenheimer is a community of approximately 650 residents in northern Stanly County. The Village is very proud to be the home of two exceptional educational institutions in North Carolina – Pfeiffer University and Gray Stone Day School. With easy access to Albemarle, Salisbury, Concord and Charlotte, the Village offers the perfect balance of work, life and recreation. Village offices are conveniently located on the Pfeiffer University campus and share space with the Misenheimer Police Department.

Desired Attributes and Experience:

- Experience with the principles and practices of local government management, including: planning, human resource management, grant administration, emergency services, preparation of budgets, financial management, etc.
- Ability to supervise the administration of Village operations under the direction of the Village Council
- Ability to perform administrative functions of the Village Clerk function (preparing Council, Board and Committee agendas, meeting packets and minutes)
- Experience in managing municipal and grant budgets, financial reporting and accounting using QuickBooks
- Ability to oversee human resources functions, including employee benefits and outsourced payroll
- Demonstrates outstanding interpersonal skills, fostering strong connections and maintaining an approachable, active presence within the community
- Actively works to cultivate and establish strong working relationships with elected officials, staff, community leaders, neighboring communities and the general public
- Ability to analyze problems, identify alternative solutions and impacts and anticipate the outcome of proposed actions

Qualifications:

- Experience in municipal government administration preferred
- Desired Bachelor's degree in public administration, business administration or related field

Salary and Benefits:
Hiring range expected to be $52,000 - $64,000, depending on qualifications and experience, plus a competitive benefits package that includes participation in the North Carolina Local Governmental Employees' Retirement System, 5% 401k contribution, health insurance, and tuition remission at Pfeiffer University's undergraduate school for the full-time employee, their spouse and dependents.

***How to Apply*:**
Submit a résumé along with a letter of interest, including a statement identifying career achievements to:

Centralina Regional Council
Village of Misenheimer Recruitment
admin@centralina.org

Résumés will be reviewed as they are received, with the initial closing on Friday, May 15, 2026, at 5:00 p.m.

Visit the Village's website at https://villageofmisenheimernc.gov/ for more details about the community.

Equal Opportunity Employment:
The Village of Misenheimer is an equal opportunity employer and adheres to federal, state and local rules and regulations. All personnel decisions are solely based on an applicant or employee's qualifications, applicable experience, job performance and/or education as required by the position.