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Town of Kitty Hawk Seeks Administrative Services Director

The Town of Kitty Hawk, located on the beautiful Outer Banks of North Carolina is actively seeking qualified applicants for an Administrative Services Director.

The exciting and multi-faceted leadership position works under the direction of the Town Manager and serves as the Town's Human Resources, Safety/Risk Management, and Public Information Officer. The position also provides oversight of the Town's Information Technology function and supports Town programs, initiatives, and special projects.

The successful candidate will have a minimum of ten years of experience in Human Resources management, preferably with some experience in Local Government; the ability to effectively communicate both verbally and in writing; be proficient in the use of current office technologies and possess skills necessary to create graphics files, manage Town social media and website. It is imperative the candidate have the ability to multi-task and be hands on. Demonstrated interpersonal and relationship building skills are also essential.

Other requirements include a bachelor's degree and five years of supervisory experience or equivalent combination of education and experience. Valid NC Driver's license and acceptable driving record. IPMA-HR or SHRM certification strongly preferred.

First review of applications will begin January 30, 2023.

This position is exempt. Salary is commensurate with experience; range begins at \$74,386.76. The Town also offers an excellent Benefits package including Town paid Health, Dental, Vision and Life insurance, participation in the North Carolina Retirement system and a 401k match.

To Apply:

Please send cover letter, resume and salary requirements to:

Melody Clopton
Town Manager
PO Box 549
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