

Town of Maggie Valley



Photo courtesy HCTDA



The Town offers a benefits package which includes:

- Paid Vacation
- Paid Sick Leave
- 11 Paid Holidays
- Paid BCBS Health Insurance
- Paid Life Insurance
- Participation in NC Local Government Employees' Retirement System
- Up to 3% NC 401(K) matching
- Employee Assistance Program (EAP)
- Professional training and development including certification/recertification costs
- Free Electric Vehicle Charging Station



Maggie Valley is the fastest growing municipality in Haywood County, North Carolina. We are in a unique geographic location in proximity to Great Smoky Mountains National Park, the Blue Ridge Parkway, Lake Junaluska, and thirty-five miles to downtown Asheville. Maggie Valley's Soco Road business district is a quintessential representation of small resort town charm with dozens of locally owned tourist shops and restaurants. The Town shares in a rich tradition of yearly festivals, beautiful scenery, and mountain views that surround you for miles. We are a four-season sportsman's paradise with opportunities to ski, fish, hike, golf, and sightsee Rocky Mountain Elk, all without leaving town limits!

Salary Information:

Full salary range is
\$34,057 - \$51,086

Starting salary for this position will be commensurate with the candidate's background, experience, skills, and education.

FLSA Status: Nonexempt (eligible for overtime or equivalent compensatory time at 1½ times the employee's regular weekly rate)

To Apply:

If interested, submit by email a cover letter, resume, and two references (email & phone) to Vickie Best, Town Manager at Vbest@maggievalleync.gov

While the position will remain open until we find the right teammate, interested candidates should apply by close of business October 31, 2023 to be considered for first review.

Interviews are expected to begin in early-November.



Executive Assistant

The Town of Maggie Valley is seeking a self-motivated, technology savvy teammate to serve as the administrative support employee for the Town's Administrative Offices. Emphasis of the work is clerical and administrative support functions for Town Manager, as well as other departments as necessary and required. Work may include activities related to billing and collections, purchasing, customer service, records management, and other administrative support functions. Work is supervised by the Town Manager. This classification is nonsupervisory.

Duties & Responsibilities:

- To perform varied executive, administrative and general office support work for the Town's administrative offices
- Collects fees or payments of fines, services such as, ABC licenses, and taxes; makes daily deposits of checks and monies received
- Responds to questions received from the public either by phone, email, or in person; provides requested information and/or processes requests for service, complaints, or other issues;
- Serves as the Town of Maggie Valley Website Administrator
- Operates personal computers, copiers, and office-based software
- Completes other special projects and related duties as assigned including but not limited to Maggie Valley festival grounds inquiries, ABC permits, Town of Maggie Valley Social media monitoring.

Qualifications:

- Knowledge of modern office practices, terminology, procedures, and equipment
- Knowledge of computers and various software applications including word processing and spreadsheet applications
- Ability to work independently without close supervision
- Ability to make routine decisions in accordance with rules, laws, ordinances, regulations and established policies

Education:

Graduation from high school or GED equivalency supplemented with courses in business, computer science, or related office management.

Requirements:

- Walking, standing, stooping, bending, lifting, and carrying
- Visual acuity, reading comprehension, hearing, and clear articulation
- Work includes public contact
- Hours are Mon - Fri 8 AM – 5 PM
- Valid Driver's License required

The Town of Maggie Valley is an equal opportunity employer.
