



CITY INFORMATION

115 N. Main Street, Belmont, NC 28012

Established: 1895

Population: 12,495

Number of Full Time Employees: 154

CITY COUNCIL MEMBERS

Mayor: Charlie Martin

Mayor Pro Tem: Jim Hefferan

Councilman: Ryan Schiff

Councilwoman: Martha Stowe

Councilman: Marc Seelinger

Councilman: Richard Turner

MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

WHO ARE WE?

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and a craft brewery in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.

COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy free concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.





KEEP BELMONT BEAUTIFUL ADMINISTRATOR
(PART-TIME up to 15 hours per week)
Minimum Salary - \$15.75 to \$18.75 per hour

GENERAL STATEMENT OF DUTIES: Position is responsible for planning, implementation, coordination and supervising various programs and projects relating to improving the City's appearance and cleanliness. Promotes beautification efforts through public campaigns, contacts, and activities. Integrates local program into regional, state, and national programs on the professional level in partnership with Keep Belmont Beautiful.

DISTINGUISHING FEATURES OF THE CLASS: An employee in the position performs a variety of tasks related to public communications and general education relating to ensuring the town maintains its attractiveness through various beautification programs. Work involves applying established procedures, principles of bookkeeping, and basic accounting needs for accuracy of its funds relating to various public and private donations as received or requested. The work also involves much public contact and coordination with local businesses and educational institutions. Considerable independent judgement, tact, and courtesy are required in these functions. Work is performed under the general supervision of the City's Public Works Director.

ESSENTIAL JOB FUNCTIONS:

Plans, implements, coordinates, and supervises/monitors environmental programming and projects relating to the City's appearance and cleanliness.

Plans and presents relevant programs to schools and many other community organizations. Prepares and distributes various reports and/or minutes.

Prepares and distributes promotional literature, printing materials, signage placement throughout the city. Coordinates broad-based city beautification and clean-up projects and events.

Consults with and advises Public Works Director of City appearance, programs, projects, or special events related to Keep Belmont Beautiful (KBB).

Prepares reports for City Manager, City Council, and KBB Board. Prepares reports and applications for regional, state, and national organizations. Serves on community committees that address mutual concerns of KBB. Oversees educational institutes pertaining to environmental programming.

Coordinates budgeting of City appropriated, as well as non-profit KBB funds.

Performs other related tasks as assigned by the Public Works Director with input from the KBB board.

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves sedentary work requiring the employee to exert up to 25 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include reaching, standing, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures and use a computer terminal. An employee in this position is not substantially exposed to adverse environment conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of generally accepted Governmental/State procedures; thorough knowledge of bookkeeping terminology, methods, procedures and equipment; working knowledge of customer services; standard operating practices involved in modern office operations and serving the public and businesses; working knowledge of computer operations and social media outlets; ability to deal effectively with the public in a tactful and effective manner; ability to create and maintain accurate records; skill in the use of

variety of office machines and typing ability; ability to communicate effectively in oral and written forms.

ACCEPTABLE EDUCATION EXPERIENCE AND TRAINING: Education and experience with a college degree or equivalent of 2 years minimum business associate degree. Proven ability to exercise public relations, supervision and/or coordination of volunteer programs; community, school, civic and business-related activities. Good speaking ability and demonstrated ability to effectively coordinate with local media organizations.

ADDITIONAL REQUIREMENT: Must possess a valid North Carolina driver's license.

Pre-Employment Drug Screening Required.

How to Apply: Submit application with resume online at www.cityofbelmont.org or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.

Job Posting Until Filled

Equal Opportunity Employer