

**Position Description:**

A Town Council Member serves as part of the Town Council, which is a legislative body of the Town of Smithfield, NC. By majority vote, the Town Council adopts ordinances and regulations that apply within Town Limits and sets the general policies of the Town of Smithfield to be carried out by Town Staff. Major expenditures, building projects and re-zonings must be voted on by the Town Council. The Council must also approve the annual budget and set the municipal tax rate for the corporate limits of Smithfield, as well as the Downtown Service District.

The Town Council also establishes the utility rates for water, sewer, electricity, garbage collection and yard debris collection for Smithfield Utility Customers. The Council appoints a Town Manager and the Town Attorney, along with appointing all members of the Planning Board, Board of Adjustment, Historic Properties Commission, Appearance Commission and the Downtown Smithfield Development Organization, as well as other boards and commissions.

Smithfield District Council Members must reside within the District he or she represents. The Council meets twice a month on the first and third Tuesday at 7:00 pm. There are also numerous other meetings and events that require the presence of Town Council members. The time commitment involved in representing the citizens of Smithfield is not to be taken lightly. The current Town Council salary is \$7,500 annually.

Applicants must complete the following application and return it to the Town Clerk, Elaine Andrews, by August 01, 2025 at 5:00 pm. The application can be downloaded and emailed to [elaine.andrews@smithfield-nc.com](mailto:elaine.andrews@smithfield-nc.com) or mailed to:

Town of Smithfield  
Attn: Elaine Andrews  
PO Box 761  
Smithfield, NC 27577

or can be hand delivered to Elaine Andrews at 350 East Market Street, Smithfield NC 27577.