

Town of South Congaree, South Carolina

Title: Town Administrator

Position Summary

The Town Administrator will serve the Town Council while working with limited supervision to perform responsibilities for the overall direction and day-to-day operation of the town.

This position requires a wide range of knowledge about municipal government, both general and specific, to manage the following capacities: Personnel Management; Zoning Administrator; Chief Purchasing Agent; Floodplain and Stormwater Management.

Salary

Dependent on qualifications and budget

Prefer full time, but would consider part time.

Responsibilities to the Council

The Town Administrator will be responsible for the proper administration of the policies and affairs of the town, and to that end shall have the power and authority and be required to:

1. Direct, supervise and coordinate administrative activities and operations.
2. Make recommendations to the Town Council regarding the appointment of department heads.
3. Make recommendations to the Town Council regarding the appointment of other town employees.
4. Make recommendations to the Town Council and with Council approval suspend or dismiss department heads.
5. Make recommendations to the Town Council and with Council approval suspend or dismiss other employees.
6. Prepare a "State of the Town" report and submit to the Mayor and Council, at the end of each fiscal year, a complete annual report of the finances and administrative activities of the town.
7. Provide the Town Council with information, guidance, and leadership in matters of policy determination.
8. May, with the approval of the Town Council, delegate to other administrative officers, subject to his or her direction and supervision, the authority to exercise specified duties and responsibilities as may be considered appropriate.
9. Serve the town as Zoning Administrator responding to all inquiries related to the town's Zoning process and procedures.

Fiscal Responsibilities

1. Prepare and submit an annual operating budget to the Town Council for its consideration and approval.
2. Monitor the financial condition of the town and estimate present and future financial needs and prepare a quarterly analysis of the financial position of the town.
3. Authorize shifts in departmental budget line items, provided overall departmental budget appropriations do not change, with approval of the Mayor and Council.
4. Work within the processes of managing finances with the Town Certified Public Accounting firm.
5. Present to Council a monthly report of town finances.

Personnel Responsibilities

1. Recommend and administer personnel policies, classification, compensation, and evaluations for all employees.
2. Recommend, as necessary, combining or consolidating job positions within departments to maximize workforce utilization and efficiency.
3. Investigate complaints concerning administrative matters and personnel performance with the heads of departments.

Purchasing Responsibilities

1. Recommend and administer policies governing purchasing procedures, inventory control and provide Council with an annual accounting of all inventories.
2. Authorize the purchase of services, materials, supplies and equipment that do not require the taking of bids, provided such items are appropriated in the town's financial accounting.

Administrative Responsibilities

1. Actively investigate the opportunities and position of the town in relation to grants, state and state-shared services and resources, and prepare the necessary documents upon approval of the Town Council;
2. Work with the town citizens to clarify processes, procedures, and compliance with town ordinances.
3. Manage within the town's departments Freedom of Information requests.
4. Manage all processes in dealing with the Stormwater programs as required by NPDES permit.
5. Manage other duties as the Town Council deems necessary to assign to the Town Administrator or as required by state law.

Qualifications, Knowledge, Skills, and Abilities

1. Strong leadership, strategic planning, management, organizational and supervisory skills.

2. Strong, effective communication skills
3. Ability to communicate with elected officials and the general public
4. Ability to quickly learn town of South Congaree ordinances, policies, procedures
5. Knowledge of South Carolina laws, codes, regulations
6. Advanced Computer Skills and high level of proficiency with Microsoft Suite of products.
7. Bachelor's degree in public administration, Master's preferred; prior experience as town administrator

Send cover letter, resume and references to: Kitty Spires, Mayor Pro-tem at kspires@southcongarree.org