



## Town of Surfside Beach - Job Description

Job Title: Town Administrator  
Department: Administration  
Reports to: Town Council  
Pay Grade / Salary Range: O / Determined by Town Council  
FLSA Status: Exempt  
Prepared Date: August 10, 2020

**Summary** The Town Administrator shall be the chief administrative officer of the town government and is appointed to serve at the pleasure of town Council in accordance with Town Code.

### §2-111. Appointment, Town Administrator.

The town Council shall appoint a Town Administrator and fix his compensation. The town Administrator shall be appointed solely on the basis of executive and administrative qualifications. (Code 1969, § 2-99) State law references: Employment of Administrator, S.C. Code 1976, § 5-1 1-40.

### §2-112. Term and bond.

The Town Administrator shall serve at the pleasure of the Town Council for an indefinite term. The Town Administrator shall enter into an approved bond in such sum as prescribed by the Town Council, conditioned for the faithful and honest performance of the duties of such office. The cost of such bonds shall be paid by the Town. (Code 1969, § 2-99)

### §2-113. Duties.

The Town Administrator shall be chief administrative officer of the Town government. He shall be responsible to the Town Council for proper administration of the policies and affairs of the Town and to that end shall have power and authority and be required to:

1. Direct, supervise and coordinate administrative activities and operations of all Town departments;
2. Ensure that all laws and ordinances are enforced;
3. Appoint and remove department heads for cause with approval of Town Council;
4. Appoint and remove other Town employees for cause, after consulting employee's department head;
5. Administer personnel policies, classification, compensation and evaluation of all Town employees;
6. Prepare the budget annually, submit it to the Town Council and be responsible for its administration after adoption;
7. Prepare and submit to the Town Council at the end of each fiscal year a complete annual report on the finances and administrative activities of the Town for the preceding year and make such other financial or administrative reports from time to time as may be required by the Town Council;
8. Administer policies governing purchasing;
9. Keep the Town Council informed of the financial condition and future needs of the Town and make recommendations as may seem to him desirable;
10. Provide the Town Council with information and guidance in matters of policy determination;
11. Perform such other duties as may be required of him by the Town Council.

(Code 1969, § 2-99)

**Essential Duties and Responsibilities** Include all duties set forth above and additional duties as may be assigned by Town Council or as required. Extended duty is required during emergency operations. The Administrator shall oversee and advise all department heads pertaining to personnel matters, policies and activities of departments performing functions such as public safety, building and zoning, public works, administration and non-departmental. He shall assist in annual budget preparation and approval of capital program submissions. The Administrator investigates complaints received from the Mayor, Town Council, citizens, businesses, or Town personnel; disseminates public information to the media as necessary; coordinates special projects involving repairs, upgrades or replacement of Town property or facilities.

**Supervisory Responsibilities** Oversees all department heads that supervise the Town's employees in administration, public works, finance, parks and recreation, public safety (police and fire), building and zoning and non-departmental departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and solving problems.

**Qualifications** To perform this job successfully, an individual must have excellent administrative and public relations skills, and be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience** Bachelor's degree (BA) from 4-year College or university in Public Administration or Business; or five (5) years related experience and/or training; or equivalent combination of education and experience. Preference to the candidate that possess a Master of Public Administration or Masters of Business Administration degree with at least five (5) years as a City/Town Administrator or manager. Considerable experience in executive, administrative, and personnel management responsibilities, preferably in government or business. Continuing education requirements necessary to successfully complete job requirements.

**Language Skills** Excellent written and oral English language communications skills are essential. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to Town Council, public groups, or other professionals as required.

**Mathematical Skills** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Computer Skills** Ability to use compatible computers connected to a local area network via Microsoft and current Windows software. Capability to use Microsoft Word and Excel along with other job related software. Some knowledge of network administration, related to security and minor troubleshooting.

**Reasoning Ability** Ability to define problems, collect data, establish facts, and draw valid

conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the job duties, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Certificates, Licenses, Registrations** Possess and maintain a valid South Carolina driver's license.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the job duties, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. The employee may be required to travel occasionally to represent the Town in meetings and/or conferences. The employee is situated in a private office in the Town hall administration area. The office is easily accessible from entrances equipped with steps and a handicapped ramp. The employee will regularly use a computer, telephone, portable radio, file cabinets and calculator.

\*Wherever the terms "he, him, or his" are used herein, they shall be deemed to also include the feminine gender, "she, her, or hers."