

TOWN OF RIDGELAND, SC

JOB DESCRIPTION: CHIEF ADMINISTRATIVE OFFICER

TOWN ADMINISTRATOR

JOB SUMMARY:

Plans, directs, manages and oversees the activities and operation of the Town including: water, wastewater collection and treatment, police, finance, codes enforcement, planning/zoning and fire. Prepares council agenda and advises them on public policy.

ESSENTIAL JOB FUNCTIONS:

The fundamental duties and tasks that define job are:

- Performs high level administrative, technical and professional work in directing and supervising the administration of the day-to-day management of the Town in accordance with policy established by the Town Council, Town, State and Federal laws, regulations and guidelines.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of changes.
- Represents the Town and meets and confers with citizens, business entities, elected officials and outside agencies to discuss Town policies, procedures and remedy problems and resolve inquiries and complaints from both internal and external sources; and negotiates and resolves sensitive, significant and controversial issues.
- Manages the development and administration of the Town budget, revenue and expenditure forecasts of funds needed for staffing, equipment, materials and supplies; directs and approves expenditures in accordance with Town policy; and directs the preparation and implementation of budgetary adjustments as necessary.
- Advises the Town Council on matters of policy and maintains weekly, and more frequent if necessary, written communication with Council.
- Prepares and recommends long-range plans for Town service programs and develops specific proposals for action on current and future Town needs.

JOB REQUIREMENTS:

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Public Administration, Political Science, Business Management or a closely related field from an accredited college or university.
- 3 years of experience as Town Manager, Assistant Town Manager and/or executive experience; or and equivalent combination of education and experience.

SKILLS, KNOWLEDGE AND ABILITIES: Utilized in the performance of the essential functions of the job.

- Knowledge of operational characteristics, services and activities of municipal administration and organization.

- Knowledge of modern policies and practices of public administration; working knowledge of municipal finance, public works, public safety, community development, human resources, economic development and airport.
- Knowledge of and skill of advanced principles and practices used for municipal budget preparation and administration.
- Knowledge of pertinent Federal, State and local laws, ordinances, statutes and regulations.
- Ability to develop, implement and administer goals, objectives and procedures for providing effective and efficient services for the Town.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of established goals.
- Ability to identify and respond to community and Town Council issues, concerns and needs.
- Ability to communicate effectively with diverse groups of individuals using tact and diplomacy.
- Knowledge and experience of Grant Management/Acquisition.

LICENSE REQUIRED:

- Must possess a valid South Carolina Driver's License and have a satisfactory driving record, or ability to obtain a driver's license within 30 days of commencing employment.

PREFERRED QUALIFICATION:

- Master's Degree in Public Administration
- Experience as a Town/County Administrator/Manager, Assistant Town/County Administrator/Manager, Department Head or similar position
- Familiarity with South Carolina laws and programs
- Knowledge of and/or experience managing:
 - Water and Wastewater Functions
 - Capital Improvement Programs
 - Economic Development