

Job title

City Administrator

City/Town of

City of Fountain Inn

Category

Administration

Position hours**Employee status**

Full time

Is this a temporary position?

No

Job duties

List no more than three job duties in spaces below. Any over **three** will be dropped due to space constraints.

Job duty 1 of 3

The City Administrator bridges the gap between politics and administration. This position represents the City, City Council members, Citizens and City staff. They are responsible for advising the council on their decisions and is ultimately responsible for carrying out the council's wishes.

The City Administrator is responsible for the development of a budget, supervise expenditures, managing bids and contracts, overseeing tax and municipal utilities billing, and overseeing special assessment notices and collections. As well as ensuring that city buildings and facilities are in good condition, as well as that computer systems and software are both appropriate and current.

Job duty 2 of 3

The City Administrator works with department heads to plan, propose, and execute policies. Then represents department heads and the need of the city at council meetings.

Job duty 3 of 3

This position has public functions such as representing the professional staff at public meetings, providing technical expertise and conducting public hearings, advising committees and commissions and often either appoints or recommends citizens for appointment to special committees and commissions. They represent the city in speaking engagements with civic groups and acts as an information resource for citizens regarding city services and improvements

Qualifications

List qualifications in the spaces below – may include education, years of experience, certifications, specific areas of knowledge. Any over **three** will be dropped due to space constraints.

Qualification 1 of 3

Formal education that will support their role as administrator. At a minimum, they must have bachelor's degree in a relevant field. A Masters degree is a plus

Qualification 2 of 3

Significant experience in local government as well as in management

Qualification 3 of 3

Pay info

How to apply

Applications are accepted online at

<https://www.fountaininn.org>

or

<https://city-of-fountain-inn.workable.com/>

Web link to the job description

Deadline

2/26/2017

EOE Disclaimer

The City of Fountain Inn provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

The following information will not be published with the job posting.

Main contact for this job posting

Johanna Inman

Main contact's email

johanna@idealhr.net

Main contact's phone number

(864) 787-8214