



# **CITY OF INMAN, SOUTH CAROLINA**

## **JOB DESCRIPTION**

### **POLICE OFFICER**

#### **City of Inman**

Located in the foothills of Upstate South Carolina, Inman is a growing community with small town charm. The city is conveniently situated at the intersection of Interstates 26 and 85, putting us within a short drive of the Charlotte, Asheville, Greenville, Columbia, and Atlanta metro regions. The city is just a 10-minute drive from downtown Spartanburg, with all its cultural, dining, and entertainment amenities.

The city offers a high quality of life with walkable, attractive neighborhoods. The growth that's occurring across the Upstate is making its way to Inman, with construction anticipated to start in several large subdivisions that have recently been annexed into the city. The Inman Mills renovation project is complete, with 159 apartments.

Inman's historic downtown is an asset with great potential—even more so now that a major streetscape renovations project has been completed in the central business district.

The city holds several events throughout the year, including the annual Harvest Day that draws thousands of people from across the region.

Spartanburg District 1 schools serves the city with an elementary school, intermediate and junior high schools, and a high school. District 1 is known across the state for its high academic achievement and standards.

To learn more about the City of Inman, visit our website, [www.CityofInman.org](http://www.CityofInman.org).

## **City Governance and Staff**

The city functions under the council form of government, where the City Council exercises collective responsibility for the governance of the city. The City Council delegates day-to-day management of the city to the City Administrator, who serves as the chief administrative officer.

The City Administrator is appointed by and reports to the 5-member City Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and City Councilmembers are elected to staggered, 4-year terms with the next election taking place in November 2021.

Inman is a full-service city with a police department, fire department, and a wastewater treatment plant. The city also has a streets maintenance department and municipal court. The total city budget is \$4.55 million. General fund operations comprise \$2.22 million of the total budget, with the wastewater treatment enterprise fund totaling \$1.79 million. Several special revenue funds make up the remainder.

The City of Inman Police Department consists of the following positions: Chief, Lieutenants, two Sergeants, 12 officers, four school resource officers, and two part-time officers. Additionally, the City of Inman has its own firing range and weapons training facility.

### **Police Officer Job Duties:**

- Enforces the laws of the state of South Carolina, municipal codes of the City of Inman, and federal laws as apply.
- Patrols the city and responds to calls for service.
- Investigates crimes within the city to include but not limited to; issuing citations, obtaining arrest warrants, obtaining search warrants, attending court, and perform related law enforcement work as required.

### **Qualifications:**

- Able to complete or already hold Class 1 certified through SCCJA.
  - Certification can be completed upon hiring
- Must be a minimum of 21 years of age.
- Must be able to successfully complete a background check, credit check, and drug screening.

### **Position Hours:**

Full time, 12-hour shifts

### **Pay Info:**

The pay range is from 32,500 to \$50,000. Pay is determined by qualifications.

**Benefits:**

- Participation in the SC local government employee retirement system.
- Health, vision, and dental insurance benefits provided through the SC Public Employee Benefit Authority.
- Life insurance and short-term disability benefits.
- The City will provide professionally educational opportunities.
- Nine paid holidays over the course of a year

**How to apply:**

Applications can be found online at [www.cityofinman.org/employment.php](http://www.cityofinman.org/employment.php)

**Deadline:**

Open Until Filled

The City of Inman is an Equal Opportunity Employer. All job offers are contingent upon successful completion of a drug screen and various background investigations which may include criminal history, driving record, credit report, employment history, education verification and personal references.