

CITY ADMINISTRATOR RECRUITMENT

The City of Landrum, SC (2,697 pop.) is seeking an energetic and visionary leader with strong collaboration skills to serve as its next City Administrator. The next City Administrator will work with a supportive City Council that has a bold vision for Landrum's future. This is an excellent opportunity for a local government management professional looking to make their mark and make Landrum their home.

ABOUT US

The City of Landrum was founded in 1880 and incorporated 1883. Located just west of Interstate 26 between Spartanburg, South Carolina and Asheville, North Carolina, the City of Landrum is nestled against the backdrop of the stunning Blue Ridge Mountains. Residents and visitors alike enjoy drives along scenic roads, strolls through unique antique and specialty shops, and dining in Landrum's quaint eateries. Landrum is ideal for business, as evidenced by booming retail sales and a work force of over 175, 000 within a 20-mile radius.

The first settlers to arrive in what is now the greater Landrum area migrated here from Pennsylvania, Virginia, and Maryland in the 1750s, drawn by the prospects of fertile, free land and favorable climate. These early arrivals engaged in subsistence farming and also milled lumber and corn for the market, but were hindered by poor roads and the absence of navigable rivers in the region. The initial locus of settlement was along the North Pacolet River, to the east of the present day city. The locus was shifted and the local economy transformed by the advent of the railroad. The land where the city's depot now stands was donated to the railroad in 1877 by John Gill Landrum, that originally was left to him by his late wife, Nancy Miller Earle and the town that emerged around it was named in his honor. With greater access to distant markets, a more diversified economy grew over the years, based first on cotton, then peaches, and more recently, textiles and other manufacturers. Landrum was incorporated as a town in 1883 and designated a city in 1973. Landrum is one of the many small Southern cities that prospered along the rail lines during the second half of the nineteenth century. Although many of these areas have either been abandoned or transformed by unchecked development, Landrum has retained its historic character and small town charm.

Landrum has exciting attractions such as the Historic Landrum Depot, a Rail & History Museum, the Farmers Market that is open every Saturday from April through December bringing in thousands of people each month. Landrum has beautiful scenery, historically significant sites, and friendly people.



CITY GOVERNMENT & STAFF

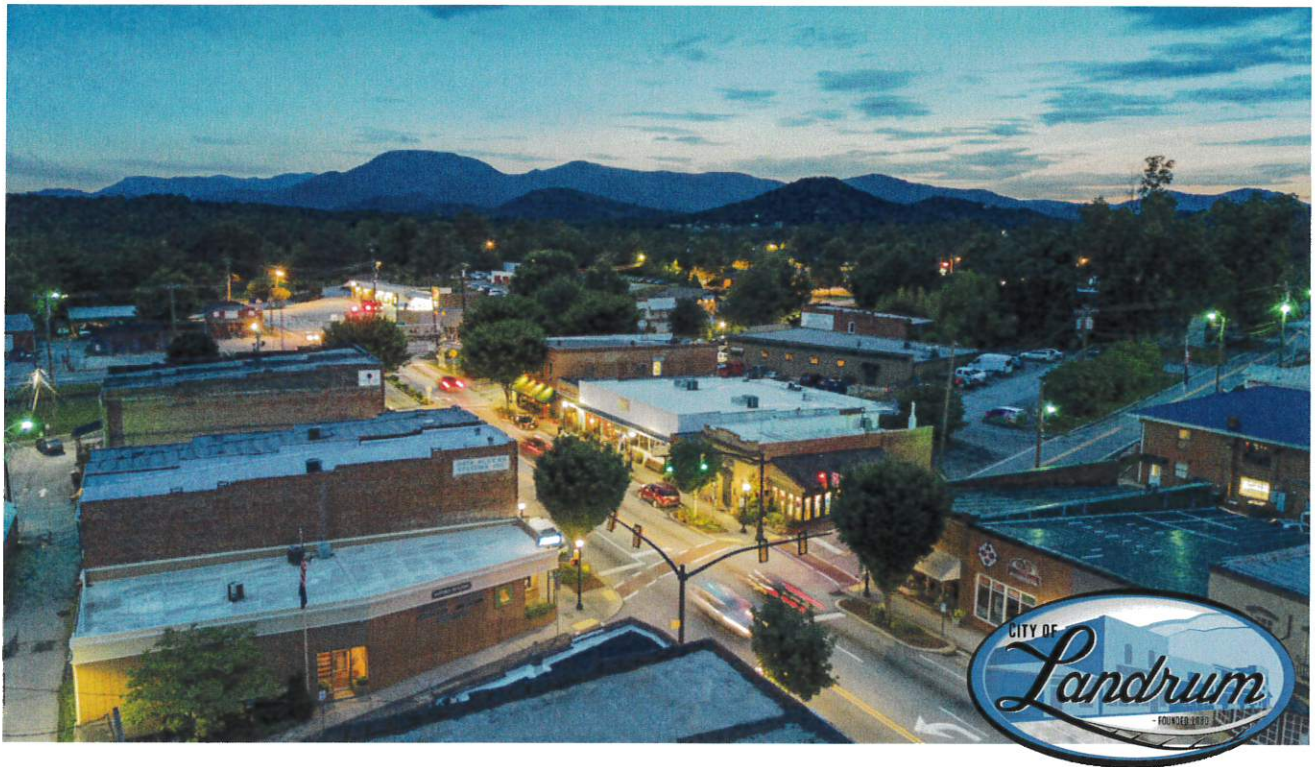
The City Administrator is a full-time position appointed by and reports to the seven (7) member City Council comprised of the Mayor and six (6) council members. The Mayor and the City Council members are elected to four (4) year staggered terms.

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's duties include but are not limited to:

- Supervising the city's full-time staff, as well as part-time staff and individuals providing services to the city as independent contractors
- Overseeing the city's departments, projects, and contracts
- Preparing the City Council meeting agendas, participating in all City Council meetings as well as drafting/implementing the City Council's resolutions, ordinances, and policies
- Responding to concerns and suggestions from city residents, and business owners
- Collaborating with outside agencies and organizations, whenever possible and needed
- Seeking non-tax revenues (such as grants) when possible
- Providing support to the Planning Commission, including participating in all Planning Commission meetings, drafting amendments to the zoning ordinance, and reviewing annexation petitions and site plans to ensure compliance with regulations
- Preparing the city's budget and capital improvement plan, executing the budget upon adoption, and monitoring the financial condition of the city
- Advising Council regarding these duties and administrative issues as needed





CHALLENGES & OPPORTUNITIES

The next City Administrator will be taking over at an exciting point in Landrum's history. Here is an overview of some of the projects the next City Administrator will work on:

- Create an environment where communication and understanding is an important and vital part of the organization
- Engage in team building with City Council, staff, and volunteers to ensure that the city moves progressively forward
- Collaborate with the business community to enhance a positive relationship
- Update the City's Human Resources practices, including personnel policies and procedures, performance evaluations, and ensuring competitive pay and benefits.
- Coordinate and lead the City in a strategic planning process

CANDIDATE PROFILE

Experience: A minimum of four (4) years of progressively responsible local government experience is required. Supervisory experience is highly desired. The City Council is willing to consider any combination of skills, educations, and experience demonstrating an ability to perform the position's duties.

Education: A Bachelor's Degree in Business Administration, Public Administration, or a related field is required. A Master's Degree is preferred.

Residency: Residency within the City of Landrum is preferred but not required. Close proximity to Landrum would be reasonable.



Competencies: The City Council prefers the next City Administrator possess proficiencies and experience in the following areas:

- Organization and staff development
- Human resources management
- Economic and community growth
- Planning, zoning, and codes enforcements
- Finance, accounting, and budget management
- Familiarity with public works operations

Personal Characteristics: In addition to the experience and education requirements, the successful candidate will have the following personal characteristics:

- Approachable management style
- Ability to function as a facilitator and consensus builder among staff, City Council, and community stakeholders
- A willingness to be involved and visible in the community through, for instance, volunteering in local civic organizations
- Superb communication skills in conveying the city's message to the community and media
- Excellent listening skills, as well as the ability to accept constructive criticism
- Energy and enthusiasm, including the ability to effectively manage multiple complex projects simultaneously
- Strong analytical skills to understand and plan the long-term strategy of the city
- An eagerness and willingness to pursue continuing education, to be involved in professional associations, and to network with other local government professionals across the state
- A commitment to excellence and maintaining high ethical standards, with a dedication to public service

EMPLOYMENT PACKAGE

- City Council anticipates entering into an employment contract with the successful candidate, with a salary of \$100,000 to \$125,000, depending on education, experience, and qualifications.
- In addition, the city offers the following benefits:
- A vehicle allowance for business use
- Use of a city provided cellphone and laptop for official business
- An expense budget to support professional development through training seminars and conferences, as well as membership in professional and civic organizations
- Participation in the SC local government employee retirement system
- Health, vision, and dental insurance benefits provided through the SC PEBA
- Life insurance and short-term disability benefits





APPLICATION PROCESS:

To apply, submit a cover letter, resume, three (3) to five (5) professional references, and completed and signed City of Landrum employment application via mail or email to Mr. Dennis Harmon at dennis.harmon@cityoflandrumsc.com. Your resume must illustrate an ability to perform the duties of the position.

Dennis C. Harmon
Interim City Administrator
City of Landrum
Email: dennis.harmon@cityoflandrumsc.com
Phone: 864.457.3000
Address: 100 North Shamrock Avenue, Landrum, SC 29356

RECRUITMENT TIMELINE:

This position is open until filled. For priority consideration, however, please apply by January 17, 2025 at 5:00pm

EMPLOYMENT REQUIREMENTS: An employment offer is contingent upon satisfactory completion of the following hiring requirements:

- Pre-employment drug screen
- Check of criminal background, credit history, and driving records
- Work history verification and reference check
- Verification of education credentials

The City of Landrum is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment qualifications, are considered without regard to race, color, religion or belief, sex, gender, age, sexual orientation, family or parental status, or any other status protected by state or federal law.