



TOWN ADMINISTRATOR POSITION

The Town of Pacolet, SC (2,644 pop.) is seeking an energetic and visionary leader with strong collaboration skills to serve as its next Town Administrator. The next Town Administrator will work with a supportive Town Council that has a bold vision for the future. This is an excellent opportunity for a management professional who's looking to make his or her mark.

Apply by September 4, 2026.



About the Town of Pacolet



Pacolet is located in Spartanburg County, South Carolina and sits in the wedge between Union and Cherokee County. Pacolet is located 10 miles from Spartanburg, 40 miles from Greenville, and 90 miles from Columbia, SC.

Pacolet is a place of promise. “Close to Everything...Far from ordinary” is more than our community slogan; it is a new attitude. Pacolet’s attitude is best described in our Community Covenant where we promise to take care of each other and preserve nature’s blessings entrusted to us. Pacolet is a place where over 3,000 call home whether you live within the municipal boundary or in the counties of Union, Cherokee or Spartanburg. We experience a unique blend of history, culture and progress.

The Town Government of Pacolet is stable and operates under a Council form of government. Council members are elected to four year staggered terms and there are no term limits. The Mayor is elected at-large by popular vote. The Mayor and six Town Council members comprise the governing body. Pacolet is a Town that is in good condition financially as evidenced by a positive audits and a healthy fund balance. If you want to learn more about us, please call Pacolet Town Hall 864.474.9504 or visit our website www.townofpacolet.com.

The Town of Pacolet

TOWN ADMINISTRATOR OPPORTUNITY

The Town Administrator is appointed by and reports to the 7-member Town Council, which is comprised of the Mayor and 6 Council members representing each of the 6 districts in Town. Elections are held in odd-numbered years with the next election being held in November 2027. The Town government is nonpartisan. The Town functions under the council form of government, where the Town Council exercises collective responsibility for the governance of the Town. The Town Council delegates day-to-day management of the town to the Town Administrator, who serves as the chief administrative officer.



DUTIES

The Town Administrator's duties include, but are not limited to:

- Direct, supervise, and coordinate the administrative activities and operations of the Town.
- Prepare a proposed annual operating budget (in consultation with the Town Clerk, Council, and department heads) to Town Council for review and consideration.
- Monitor the financial condition of the Town and estimate present and future financial needs.
- Combine or consolidate job positions within departments as necessary or prudent, maximizing manpower utilization and efficiency.
- Investigate complaints concerning administrative matters and personnel performance with heads of departments.
- Provide Council with the information, guidance, and leadership in matters of policy determination.
- Investigate, monitor, and pursue opportunities available to the Town related to federal grants, state and county shared services, and funding programs; prepare the necessary applications and supporting documentation upon approval by the Council.
- Attend all regular and called Council meetings, and all other meetings as deemed necessary in the function of Administrator, and keep Council informed of all changes in updated legislation, mandates and federal and state requirements.

- Monitor all Town operations for conformity to the Town ordinances, and Council policies and guidelines to ensure efficient operation.
- Resolve citizen complaints, disputes and problems of service delivery.
- Work with local media to communicate town policies and programs.
- Organize and promote community events.
- Manage and promote the Town on social media platforms including the Town website, Facebook, and Instagram.
- Participate in appropriate local community organizations and activities.
- Promote a positive image of the town government throughout the community.

CANDIDATE PROFILE

The Town Council wishes for the next Town Administrator to become a valued member of the community. Thus, the next Town Administrator should be someone who will be excited at the prospect of serving in this role for at least the next 2 to 4 years.

Education & Experience

- A minimum of 4 years of progressively responsible local government experience is required. Supervisory experience is highly desired.
- A bachelor's degree in business administration, public administration, or related field is required. A master's degree is preferred.
- The Town Council is willing to consider any combinations of skills, education, and experience that demonstrate an ability to perform the position's duties.

Competencies

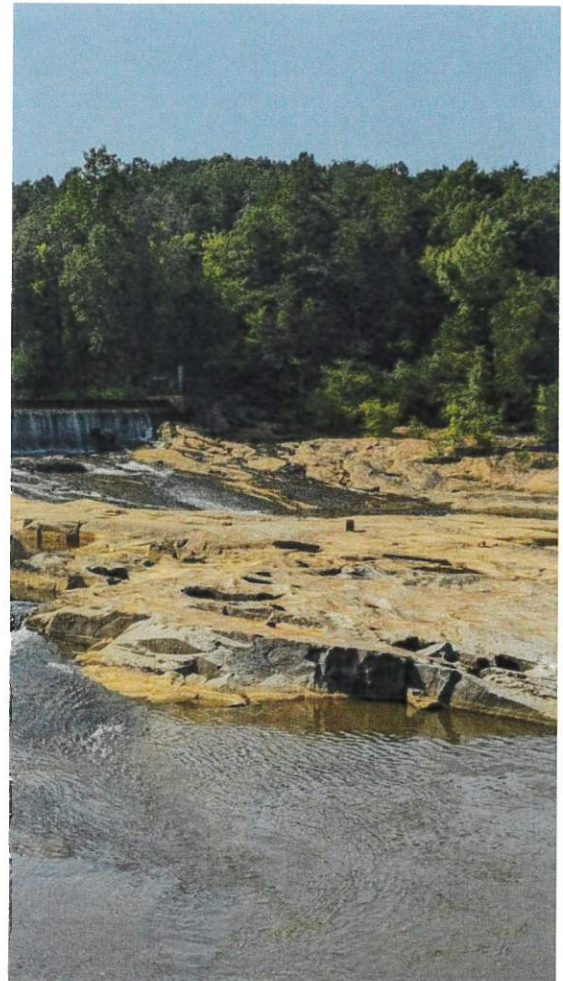
The Town Council prefers that the next Town Administrator possesses competencies in the following areas:

- Organization and staff development
- Human resources management
- Economic and community development
- Planning, zoning, and codes enforcement
- Finance, accounting, and budget management

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, Town 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 order to convey the town's message to the community and media.
- Ability to maintain poise and tact during difficult situations.
- Excellent listening skills, as well as the ability to accept constructive criticism.
- Energy and enthusiasm, including the ability to be effective while managing multiple complex projects simultaneously.
- Strong analytical skills to understand and plot out the town's long-term strategy.
- An eagerness and willingness to pursue continuing education, to be involved in professional associations, to network with other local government professionals across the state.
- A commitment to excellence and maintaining high ethical standards, and a dedication to public service.

RECRUITMENT DETAILS

The Town Council anticipates entering into an employment contract with the successful candidate with a hiring range of \$50,000 - \$65,000 depending on education, experience, and qualifications.

In addition, the town offers the following benefits:

- Town cell phone
- Sick and vacation leave
- Expense budget
- SC Retirement and Insurance (100% paid by employer for employee)
- Life insurance and short-term disability benefits

APPLICATION PROCESS

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history no later than 5:00 p.m. on **September 4, 2026**, to:

Trey Eubanks, Government Services Manager,

Appalachian Council of Governments, teubanks@scacog.org.

Call 864.241.4631 or email teubanks@scacog.org with any questions.



The Town of Pacolet is an Equal Opportunity Employer. The Town of Pacolet does not discriminate based on race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.