



The Town of Pacolet is
Inviting Applications for the Position of
Town Administrator

The Town of Pacolet, SC (2,600 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.



About The Town of Pacolet

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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 5,000 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. Elections are held in odd-numbered years. The Town government is non-partisan. Pacolet is a full-service 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 report 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 2023. The Town government is non-partisan.

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. The Town Administrators 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 and capital program (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.
- » Actively investigate the opportunities available to the Town in relation to federal grants, state and county shared services and money and prepare the necessary papers, etc., upon approval of the Council.
- » Attend all regular and called Council meetings, and all other meetings as he deems necessary in the function of Administrator, and keep Council informed of all changes in updated legislation, mandates and federal and state requirements.
- » Monitors all Town operations for conformity to the Town ordinances, and Council policies and guidelines to ensure efficient operation.
- » Resolves citizen complaints, disputes and problems of service delivery.
- » Works with local media to communicate town policies and programs.
- » Organizes and promotes community events.
- » Manages and promotes the Town on social media platforms including the Town website, Facebook, and Instagram.
- » Participates in appropriate local community organizations and activities.
- » Promotes 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 the next 2 to 4 years.

- » A minimum of 4 years of progressively responsible local government experience is required. Supervisory experience is highly desired. The Town Council is willing to consider any combinations of skills, education, and experience that demonstrate an ability to perform the position's duties.
- » A bachelor's degree in business administration, public administration, or related field is required. A master's degree is preferred.
- » The Town Council prefers that the next Town Administrator possess competencies in one or more of the following areas:
 - » Organization and staff development
 - » Human resource management
 - » Economic and community development
 - » Planning, zoning, and codes enforcement
 - » Finance, accounting, and budget management
- » In addition to experience and education, 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 city's long-term strategy.
 - » An eagerness and willingness to pursue continuing educations, 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, and a dedication to public service.



Compensation

- » Hiring range- \$50,000-\$60,000.
- » City 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.

How to Apply

Interested candidates must submit by email a cover letter, resume, at least five job related references and salary history no later than **2:00 p.m. on June 10, 2022** to: Trey Eubanks, Government Services Manager, Appalachian Council of Governments. 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.



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