



City Administrator Recruitment

The City of Pickens, SC (3,169 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 the future. This is an excellent opportunity for a management professional who's looking to make his or her mark.

Please apply by July 8, 2022 for priority consideration.



About Us

Tucked in the foothills of the Blue Ridge Mountains, Pickens offers visitors a wide array of interesting, fun and exciting activities, from shopping and eating, to biking, to enjoying the natural resources, community events, and cultural activities that abound. Here you will find people who value family, friends and a relaxed lifestyle. In Pickens, you become part of the community.

On June 15, 1869, a handbill distributed in South Carolina's Upcountry advertised the "Last Sale of Town Lots" for the new county of Pickens. The ad stated, "The location is most desirable, one situated on a beautiful plateau and surrounded by a fertile region, with thrifty inhabitants and the village rapidly growing."

The town of Pickens was founded in 1868 and named for the Revolutionary War hero General Andrew Pickens. Scottish-Irish settlers were the original inhabitants of the Pickens area, with a few traders who lived among the Cherokees. When the new Pickens was being created, Elihu Griffin offered 40 acres of his land for the courthouse; it was this land being offered for sale in the 1869 handbill.

Much of the City's past is present today, giving a glimpse of its rich and fascinating heritage. This mixture of past and present is one of the factors which makes Pickens a place of historical interest and significance.

Pickens is convenient to the Cherokee Foothills National Scenic Highway (SC 11) where numerous waterfalls and state parks, including Table Rock and Keowee-Toxaway, attract visitors to the Upstate of South Carolina. Pickens is home to the Pickens County Museum which is located in the historic 1902 county jail. Nearby, just off Highway 178, is the 1826 Hagood Grist Mill. The Azalea Festival is celebrated each spring, featuring a classic car cruise and an arts/crafts show. There are other annual festivals and events as well, like Founders Day Music Festival, 4th of July, Blue Ridge Fest and the annual downtown Trick or Treat on Main.

The City of Pickens is situated at the foot of the Blue Ridge Mountains. It is the county seat of Pickens County and is a small business center for a good agricultural and industrial area. The City is approximately 20 miles west of Greenville, South Carolina, 70 miles South of Asheville, North Carolina, and 143 miles Northeast of Atlanta, Georgia. The 2010 population of Pickens was 3,126 according to the U.S. Census Bureau.

While you are in town, take a moment and visit the downtown amphitheater located at 114 West Main Street. In addition, our brand new Town Creek Bike Park just opened off Sangamo Road – an off-road BMX-style bike park that is one of a kind! Finally, take a walk or bike ride on the Doodle Trail, a multi-use paved trail that connects our downtown to the City of Easley's downtown.

City Governance and Staff

The City Administrator is appointed by and reports to the 7-member City Council, which is comprised of the Mayor and 6 Councilmembers. The Mayor and City Councilmembers are elected to staggered, 4-year terms with the next election taking place in November 2023.

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 49 full-time staff, as well as part-time staff and individuals who provide services to the city as independent contractors.
- Overseeing the city's departments, projects, and contracts.
- Preparing the City Council's meeting agendas, participating in all City Council meetings, and drafting/implementing the City Council's resolutions, ordinances, and policies.
- Responding to complaints, concerns, and suggestions from city residents and business owners.
- Working with outside agencies, organizations, and condition of the city, and seeking out non-tax revenues (such as grants) when possible.
- Pickens is a full-service city with a police department, fire department, and a recreation department. The public works department is responsible for water distribution, sewer collection, and grounds maintenance. The city also has a municipal court. The total city budget is \$7.98 million. General fund operations comprise \$3.64 million of the total budget, with the water/wastewater treatment enterprise fund totaling \$3.76 million. Several special revenue funds make up the remainder.
- Ensure 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 zoning regulations.
- Preparing the city's budget and capital improvements plan, executing the budget upon adoption, monitoring the financial condition of the city.



Challenges and Opportunities

The next City Administrator will be taking over at an exciting point in the city's history. Here's an overview of some of the projects that the next City Administrator will have a chance to work on:

- Engage in rebuilding the City's organizational structure to ensure the effective and efficient delivery of city services in a customer friendly environment.
- Create an environment where communication and understanding is an important and vital part of the organization.
- Engage in team building to enhance City Council's ability to work together to move the city progressively forward.
- Build a positive and effective relationship with the business community.
- Update the City's Human Resources practices, including personnel policies and procedures, performance evaluations, and ensuring competitive pay and benefits.
- Bring important infrastructure grant projects to completion.
- Lead the City's efforts in a regional joint municipal water system venture.
- Coordinate and lead the City in a strategic planning process.

Candidate Profile

Experience. A minimum of 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, education, and experience that demonstrate 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 Pickens is preferred but not required.

Competencies. The City Council prefers that the next City Administrator possess 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.
- 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 order to convey the city’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 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, and a dedication to public service.

Finally, the City Council expects the next City Administrator to become a valued member of the community. Thus, the next City Administrator should be someone who will be excited at the prospect of serving in this role for at least the next 3 to 5 years.

Recruitment Details

The City Council anticipates entering into an employment contract with the successful candidate, with a hiring range of \$85,000 to \$115,000, depending on education, experience, and qualifications.

In addition, the city offers the following benefits:

- A vehicle allowance for government 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 Public Employee Benefit Authority.
- Life insurance and short-term disability benefits.



Application Process

To apply, submit a cover letter, resume, list of 3 to 5 professional references, and completed and signed City of Pickens employment application via mail or email to Mr. Dennis Harmon. Your resume must illustrate an ability to perform the duties of the position.

Dennis C. Harmon

Interim City Administrator

City of Pickens

Email: dharmon@pickenscity.com

Phone: 843-200-2650

Address: 219 Pendleton Street, Pickens, SC 29671

Recruitment Timeline

This position is open until filled. For priority consideration, however, please apply by: 7/08/2022 at 5:00 pm.

Hiring requirements. An employment offer is contingent upon satisfactory completion of the following:

- 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 Pickens 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 decisions with the City of Pickens are based on business needs, job requirements and individual qualifications, 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.