

*The Town of*  
KIAWAH ISLAND, SOUTH CAROLINA

*invites your interest in the position of*

TOWN ADMINISTRATOR



# KIAWAH ISLAND — AN EXCITING OPPORTUNITY



This is an outstanding opportunity for a seasoned management professional to work for the Town Government in a resort community located adjacent to the Atlantic Ocean. The Mayor and Town Council are seeking an experienced Town Administrator to support the Town in its mission to serve its constituents and achieve Town goals.

## THE SUCCESSFUL CANDIDATE

The candidate chosen to be the next Town Administrator of the Town of Kiawah Island should meet the following criteria.

- A proven manager and strong administrator with outstanding organizational and supervisory skills with the ability to implement the vision, policies and goals of the Mayor and Town Council.
- An effective fiscal manager with verifiable expertise planning, budgeting and implementing sound monetary practices.
- A excellent communicator with demonstrated interpersonal and customer service skills.
- A team builder and team player able to work independently AND collaboratively. Able to build consensus among Town employees and work with representatives of other stakeholders on Kiawah, including but not limited to the Kiawah Island Community Association (KICA), the Kiawah Island Golf Resort, Kiawah Development Partners, resident and non-resident property owners, local, county and state officials and employees, contractors and vendors.
- A college graduate with a bachelor's degree in Public Administration, Business Administration, Urban Planning or a related field. A Master's degree is preferred. Demonstrated evidence of continued professional development, such as the designation as an ICMA Credentialed Manager.
- A seasoned professional with a minimum of three to five years of increasingly responsible experience in municipal government.

## ABOUT THE POSITION

The Town Administrator works with the Mayor and Town Council on strategic planning, capital allocation, and

resource utilization. The Town Administrator supervises all functions of the Town; and reviewing the work of subordinates for completeness, effectiveness and accuracy. The Town Administrator reports directly to the Mayor.

### Specific duties and responsibilities of the Town Administrator are:

- Directs and supervises the activities of Finance, code enforcement, solid waste management, human resources, public relations, emergency preparedness, information technology, and administrative support personnel. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new employees; acting on employee problems; recommending and approving employee transfers, promotions, discipline and discharges; evaluating performance and managing compensation.
- Develops and implements policies, plans and procedures to facilitate the achievement of Town goals and objectives as determined by the Mayor and Town Council; ensures compliance of such with local, State and Federal laws and the Town Ordinances; communicates official plans, policies and procedures to the municipal staff, news media and general public through a variety of outlets including the Town newsletter, Town website and print media.
- Participates in short- and long-range strategic planning for Town administration and operations.
- Provides advice to the Town Council on financial, legislative and administrative issues; communicates with the Mayor, Town Council and Town Attorney, as appropriate, on all problems, issues, and situations which arise that require their attention and consideration.
- Keeps abreast of legislative issues affecting Town management; works with lobbyists, associations, and representatives to further the goals of the Town.
- Ensures that all Town ordinances and local laws are enforced properly and fairly by Town personnel.
- Reviews, updates, and distributes Town emergency preparedness plans for citizens and staff; acts as Town liaison to County, State, and Federal authorities before, during, and after emergency events; updates Town communications during emergency events; ensures Town facilities are secured.
- Serves as liaison to local, State and Federal governments, agencies and organizations; works with various Town-sponsored volunteer groups, providing support, advice and direction.
- Prepares recommendations concerning the Town budget; controls department expenditures, ensuring compliance with budget allocations; reviews and ensures accuracy of monthly financial statements.
- Plans and attends all Town Council meetings and other meetings as required or necessary.



- Interacts and communicates with various groups and individuals such as the Mayor, members of the Town Council, Town department heads and employees, elected officials, attorneys, consultants, engineers, architects, contractors, professional peers, sales representatives, County personnel, Kiawah Resort officials and personnel, realtors, developers, other business and industry leaders, community organizations, volunteers, news media and the general public.
- Performs related duties as required.

## ABOUT KIAWAH ISLAND

Kiawah Island is a barrier island located on the Atlantic Ocean southwest of Charleston, South Carolina. The island has just over 1,600 full-time residents and the population grows to approximately 10,000 during the summer months.

The Kiawah Island Community Association (KICA), a private nonprofit property owner association, shares responsibility for serving residents and provides numerous services usually provided by a municipality, including road and drainage maintenance for owned property; premise security; landscaping; and recreation, including private amenities, within the gated community.

## TOWN GOVERNMENT

The Town of Kiawah Island was incorporated by the State of South Carolina on September 13, 1988. The Town Council is composed of a Mayor and four Council Members. The Town operates as a Mayor-Council form of government, i.e., strong mayor. Terms for the Mayor and each Council Member are two years. The current term (2014-2016) is the thirteenth full administration. The at-large elections are non-partisan. Currently there are 1,626 registered voters. Elected officials are volunteers who receive no compensation or salary. The Mayor and four Council Members comprise the legislative branch of the Town. It is their duty to set overall policy in matters concerning the operation of the Town's affairs.

The Mayor is charged with the executive functions of Town management. He/she is responsible for assuring compliance with the policies established by the Town Council. The Town Administrator provides support, advice and assists in these administrative duties. Since incorporation, the Town has grown from 1 full-time to 13 full-time positions.

The Town provides services as prescribed by State statute to its citizens and guests including, but limited to:

- **Public Safety:** island-wide law enforcement through a contract with the Charleston County Sheriff's Office and code enforcement;
- **Solid Waste Disposal:** garbage, recycling, yard debris, brown trash and household hazardous waste collection and disposal for all residential property;
- **Planning and Zoning Administration:** through an agreement with Charleston County Planning;
- **Beach Maintenance and Safety:** beach patrol, solid waste collection and beach condition monitoring; and
- **Wildlife Studies:** monitors, manages, and researches the Island's wildlife species and habitats, while educating the general Island public in these areas.
- **Street and Drainage Maintenance in front of the Main Security Gate:** Beachwalker Drive, Kiawah Island Parkway from the roundabout at Betsy Kerrison Parkway to the front gate;
- **Criminal Court Administration:** as part of the unified judicial system in South Carolina, it hears and determines offenses of a criminal nature which may be subject to a fine not exceeding \$500 or imprisonment not exceeding 30 days, as well as cases arising under the ordinances of the municipality;

The Town has a FY 2014-2015 total budget of \$6.5M with a General Fund budget of \$4.5M. Island property owners pay no Municipal property taxes to the Town, which has a current reserve of \$11-13M. A new Municipal Center is in the planning stages. There are no employee unions.



## COMPENSATION

The starting annual salary for the Town Administrator position will be market competitive commensurate with qualifications and experience. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be considered. The selected candidate will not be required to live on Kiawah Island, but will need to live within reasonable commuting distance.

## HOW TO APPLY

This position is open until filled.

Confidential resumes should be sent by close of business on **August 4, 2015**, to:

**James L. Mercer, President/CEO**  
**The Mercer Group, Inc.**  
**5579B Chamblee Dunwoody Road, #511**  
**Atlanta, GA 30338**

**VOICE: 770-551-0403**  
**FAX: 770-399-9749**  
**E-Mail: [jmercerc@mercergroupinc.com](mailto:jmercerc@mercergroupinc.com)**  
**Website: [www.mercergroupinc.com](http://www.mercergroupinc.com)**

***The Town of Kiawah Island is an Equal Opportunity Employer. The Town of Kiawah Island does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, national origin or disability in employment or in the provision of service.***



**The Mercer Group, Inc.**  
*Consultants To Management*