

**TOWN ADMINISTRATOR
THE TOWN OF KIAWAH ISLAND,
SOUTH CAROLINA**

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 candidate chosen to be the next Town Administrator of the Town of Kiawah Island should be 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; 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.

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 include: 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.

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.

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.

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.

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.

This position is open until filled. Confidential resumes should be sent by close of business on August 4, 2015, to **James 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: j Mercer@mercergroupinc.com, Website: www.mercergroupinc.com. *Equal Opportunity Employer***

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