

**TOWN ADMINISTRATOR/ZONING ADMINISTRATOR
THE TOWN OF SEABROOK ISLAND,
SOUTH CAROLINA**

This is a unique and exciting opportunity to provide leadership and management to a high quality of life local government. The Town of Seabrook Island, SC, is seeking an individual to serve in the dual capacity of Town Administrator and Zoning Administrator. The primary responsibility of this position will be as Zoning Administrator.

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

Responsibilities of Zoning Administrator include the following: A major responsibility of the Zoning Administrator is to coordinate with the relevant County of Charleston departments in the discharge of these responsibilities. The Zoning Administrator administers and enforces the provisions of all ordinances pertaining to the use and development of land within the Town's jurisdiction as provided for in the Town's Development Standards Ordinance (the "DSO").

The ideal candidate for Town Administrator/Zoning Administrator for the Town of Seabrook Island will possess the following qualifications:

- A minimum of five years of relevant experience with a South Carolina municipality;
- A Bachelor's degree in Urban Planning, Public Administration or a relevant field of engineering;
- Must meet the requirements for Local Government Planning and Zoning Officials and staff (SC Law §§ 6-29-1310 and 6-29-1380);
- Must have a strong ability to work with people; be comfortable working with the public and be able to work effectively with a wide variety of people;
- Must have the ability to read and understand architectural plans, construction documents, blue prints, site plans and surveys;
- Must have an ability to read legal descriptions and similar documents pertinent to zoning administration;
- Must have a working knowledge of the South Carolina Building Code;

- Must have knowledge of construction and construction terms as appropriate to zoning reviews;
- Existing relationships with Charleston County Building Services Department would be a big plus.

Seabrook Island is a barrier island in Charleston County, South Carolina. The population of the island is about 1,800. The Town of Seabrook Island was incorporated in 1987 and operates under a Town Charter that specifies a Mayor/Town Council form of government. The Town Council is very active. Town Council meetings tend to be brief in that much of the detail work takes place in prior Ways & Means Committee meetings. A utility commission provides water and sewer services through a contract operator.

The Town has an annual budget of \$1.2M and as Seabrook Island is a gated community, it performs limited functions behind the gate. There are two part-time employees. The Town does not levy a property.

The Town Administrator/Zoning Administrator is the top appointed official of the Town government. The starting salary will be dependent on the experience and qualifications. In addition, reasonable relocation expenses will be provided. Residency on Seabrook Island is not required as long as the individual lives within a reasonable commuting distance from the Town.

For additional information on this outstanding opportunity, please contact James L. Mercer, President/CEO, The Mercer Group, Inc. at 770-551-0403; jmercer@mercergroupinc.com.

Confidential resumes should be sent by close of business July 10, 2017, 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: jmercer@mercergroupinc.com; Website: www.mercergroupinc.com EOE**

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