CITY ADMINISTRATOR

SALARY $131,334 - $212,761
PLUS EXCELLENT BENEFITS

APPLY BY APRIL 3, 2020
The Community

One of South Carolina’s fastest-growing cities, Greer is located in the foothills of the Blue Ridge Mountains in Upstate, SC — in the heart of the state’s bustling Upstate region with easy access to interstate highways, an international airport and commercial rail service to the Port of Charleston. Spanning more than 23 square miles, Greer’s city limits to the north offer outdoor recreation at Lake Robinson and Lake Cunningham, while the city’s southern boundary includes a major transportation corridor with Interstate 85 and the Greenville-Spartanburg International Airport, as well as BMW’s only United States manufacturing facility. The City of Greer is located between Spartanburg and Greenville and is the center of the Charlotte/Atlanta market.

Two major healthcare systems, each with a state-of-the-art cancer center, have campuses in the city. Greer’s Central Business District, also known as Greer Station has become a destination in itself with approximately 12 square blocks of retail, dining, entertainment, and professional service organizations in historic buildings. Greer Station took on a new look in 2008 as new municipal facilities opened to serve the public. A two-story Police and Court Complex anchors the west boundary of Greer Station, while the new three-story Greer City Hall and 12-acre City Park are just two blocks to the east. City Hall includes an entire floor dedicated to public space, with a 4,500-square-foot events hall available for conventions, receptions, and galas.

Just steps from the events hall, City Park includes a large fountain timed to music, an amphitheater for public concerts and ceremonies, a children’s play area, walking trails, a picnic shelter, a pond, and ample green space for family fun.

The CenterG Project broke ground in 2019 and is replacing aging infrastructure and bringing new street designs, curb and gutter, lighting, furniture and landscaping to the central business district.

Highway 29 extends from Greenville to Spartanburg and passes just north of Greer’s main business district. However, you will find nearly anything you may need on that stretch of highway in Greer. From fast food and fine dining to charming boutiques and chain department stores, it is a vibrant commercial corridor that helped the city mark a fourth consecutive year of record gross retail sales.

In addition to the BMW manufacturing plant, Greer is the longtime home of the North American Headquarters for Michelin North America and Mitsubishi Polyester Inc. South Carolina Ports opened its Inland Port at Greer in 2013, just the second facility of its kind on the East Coast.

In 1990, Greer’s population was just over 10,000. That number topped 25,000 in 2010 and is today home to more than 32,000 residents. The Greer Community is following its
community master plan that contains strategies to handle the population and commercial growth expected over the next 15 years.

**Greer City Council**

Greer City Council acts as the legislative branch of the city government, as well as its policy-making body. The council also looks to the city’s goals, major projects and infrastructure improvements ranging from community growth to land use to finances and strategic planning.

Individual council members serve four-year terms and are elected by residents of the districts in which they live and represent. The exception is the mayor, who is elected at-large (by all residents) to serve a four-year term and presides over Greer City Council meetings. A mayor pro tempore is elected by council to serve the mayor’s role in his or her absence.

**Opportunities & Challenges**

The City of Greer is one of South Carolina’s fastest-growing cities with population expanding at a 6% clip according to U.S. Census statistics. With the addition of Inland Port Greer in 2013, BMW’s North American headquarters, and the local Greenville-Spartanburg International Airport, Greer is a desirable location for business and industry.

Smart growth is a key strategy for the community. The City Administrator must:

1. Display exemplary communication skills with council and public. He or she will maintain a close relationship with partner organizations to help direct the Greer Community Master Plan, economic planning efforts, and other initiatives to improve the City while expanding the excellent quality of life for residents.
2. Have a history of strong financial management skills to maintain the City of Greer’s strong financial health, which has earned an AA rating from Standard and Poors.
3. Work with neighboring counties, special purpose districts, cities, airports, and utility companies to ensure best planning strategies while championing infill efforts within the Greer City limits.
4. Balance public safety needs within a rapidly growing community. The City of Greer has developed shared use and joint dispatch agreements with neighboring agencies and must always plan wisely to better serve its residents.
5. Grow the City of Greer as a business and industrial leader in South Carolina by helping to secure commercial and industrial projects through creative incentive packages and negotiated contracts.
6. Balance growth with the small town feel for which the City of Greer is known.
7. Evaluate existing employee retention initiatives and develop new efforts to maintain a strong and loyal workforce. The City Council works well together and is respectful of staff. The Council supports employee development, a good mentor, and a positive work environment.
8. Display effective team building skills across departments with broad skills and various functions. Review the existing decision process within the organization; be experienced with process improvement and establishing realistic performance measures.
**OUR CITY ADMINISTRATOR**

Reporting directly to City Council, the City Administrator is the chief administrative officer for all municipal departments and operations. The City Administrator is responsible for developing and implementing City policies and procedures to ensure the proper and responsible management of all City operations, resources and services.

The City Administrator is responsible for administering the City budget and performs required financial reporting, also supervises, directs and evaluates the work of the City Department Heads. The annual budget is in excess of $28 million and supported by more than 235 full-time and 55 part-time employees.

Other Responsibilities Include:

- Plans, controls, directs, and oversees all operations within the City government; ensures that ordinances and laws of the City are enforced and carried out; supervises the administration of all departments, offices and agencies of the City; schedules and conducts staff meetings for department heads in order to direct the efficient operation of all city departments and divisions; reviews work of subordinates and conducts performance appraisals.

- Prepares annual budget for the City; researches data and compiles budget information into final form and submits to Mayor and Council for approval and/or revisions; monitors budgetary expenditures during fiscal year.

- Prepares agendas for council meetings; attends and participates in council meetings; follows-up on action items and reports to Mayor and Council as to outcome; coordinates various items with Mayor, City Council, and City Attorney.

- Negotiates contracts and agreements; ensures compliance with the city’s purchasing rules and regulations; enforces the city’s personnel policies and procedures.

- Coordinates daily with architects, engineers, etc., in the design and construction of City buildings; offers instruction and advises; reviews plans, drawings and specifications as needed.

- Participates in policy formulation and implementation with Mayor and City Council; writes, prepares, and enforces city ordinances and resolutions as adopted by City Council.

- Interacts with federal, state, county, and other municipalities and agencies.

- Receives, investigates, and/or handles citizen complaints and concerns; may refer citizens to agencies or departments where additional information may be obtained.

- Keeps the Mayor and Council fully advised as to the financial condition and future needs of the City; makes recommendations to the Mayor and Council concerning City affairs as is deemed desirable.

- Reviews, evaluates, and analyzes monthly departmental reports in order to keep abreast of activities and progress.

- Serves on state boards or commissions relating to Municipal Services from time to time may be appointed.

- Serves on various local boards for various organizations such as Partnership for Tomorrow, Greer Development Corp, Chamber of Commerce, etc.
**IDEAL CANDIDATE WILL**

- Create the atmosphere of transparency and integrity marked by fair and respectful behavior
- Communicate a vision that is aligned with the strategy and direction of the City of Greer
- Demonstrate Leadership skills and have the ability to communicate effectively with staff, council and citizens
- Clarify team’s involvement in the vision of the City of Greer and inspire a sense of energy and ownership while creating a culture of high performance
- Ability to invest themselves in the community and be a part of the long-term success of the City of Greer

**REQUIRED QUALIFICATIONS**

- Bachelor's Degree required. Preferred Master's degree in public administration, business administration or closely related field. ICMA Credentialed Manager preferred.
- Seven to Ten (7-10) years experience as City/County Administrator/Manager or Assistant City/County Administrator/Manager with progressive experience, or any equivalent combination of education and experience.
- Must possess a valid state issued driver's license.

**COMPENSATION**

The salary range for this position is $131,334 to $212,761 per year.

City of Greer provides a comprehensive benefits package including:

- Health insurance benefits for medical, prescription, vision, dental insurance (at no cost for employee coverage based on full participation in Wellness Program)
- Paid Life insurance and Long-term disability
- Vacation and sick leave
- Paid holidays
- Tuition reimbursement
- Flexible Spending Accounts
- Employee Assistance Program
- Defined benefit retirement plan (South Carolina Retirement System)
- Optional short-term disability, additional life insurance, accident insurance, critical illness insurance and cancer insurance
THE APPLICATION PROCESS

Interested parties should submit:

1. A Cover Letter
2. A Current Resume
3. Salary History
4. City of Greer Application

Applications can be found at:
https://sc-greer.civicplushrms.com/careers/

This position will close on April 3, 2020.

If you have any questions or need an alternate format of the application or assistance to participate in the hiring process, please contact Alicia Williamson at (864) 848-2174 or by email at hr@cityofgreer.org

The City of Greer is an Equal Opportunity Employer.