

County Administrator

Florence County, South Carolina



Position Summary

General Statement

Serves as the chief administrative officer of the Florence County Government executing the policies, directives and legislative actions of the elected nine-member Florence County Council. Plans, directs and coordinates the activities of the County in order to insure the proper provision of County services to the residents and property owners. Supervises all Department Directors and reviews the work of subordinates for completeness and accuracy. Works with County Staff and Elected Officials to develop, implement and direct short and long-range plans to maintain and improve the delivery of services in the County. Reports to the County Council.

Essential Job Functions

Supervises the daily operation of Florence County insuring that all activities are conducted in accordance with established County policies, procedures and protocols.

Works with County Council members and other Elected Officials to develop and implement short and long range County plans and policies. Coordinates with other Counties as well as regional, state, and federal agencies as necessary and/or as directed by County Council.

Supervises Department Directors and directs the duties of assigned staff. Supervisory duties include assigning, planning and reviewing the work of others, maintaining standards, coordinating activities, acting on employee problems not resolved at a lower level, approving the selection, transfer, promotion, disciplining, discharge and salary increases of County employees.

Works and cooperates with Elected Officials to support and encourage efficient office functions. Provides advice and assistance when requested.

Develops operational procedures and implements them.

Receives, investigates and responds to citizen inquiries and complaints. Maintains rapport and is available to the public.

Develops and provides oversight of budget processes. Prepares the annual recommended budget for County Council and provides millage estimates. Requires reports, estimates and statistics on an annual or periodic basis as deemed necessary from all County departments

and agencies. Ensures compliance with the approved budget and remains accountable for County expenditures and revenues.

Coordinates, directs, provides input to County appointed boards and commissions. Attends meetings of County, regional and state boards/commissions as necessary and/or as directed by County Council.

Keeps abreast of local, state and federal laws and regulations which affect, or could affect County operations.

Ensures compliance with all policies, regulations and laws governing procurement. Negotiates County contracts with outside service providers.

Receives, reviews, prepares and/or submits various records and reports including budget documents, financial statements, surveys, grant applications, general ledger reports, audits, work reports, statistical data forms, revenue projections, maps, memorandums and correspondence.

Operates a variety of equipment including calculator, personal computer, printer, fax machine, copier, motor vehicle and telephone.

Interacts and communicates with groups and individuals such as the public, Elected Officials, employees at all levels, intergovernmental agencies, the media, contractors, attorneys, civic groups and legislators.

Additional Job Functions

Performs other duties as may be required by County Council.

Minimum Training and Experience

Prefer Master's Degree in public administration, business administration or related field. Successful candidate must have related Baccalaureate Degree and five years of experience as County Administrator, Assistant Administrator, or a comparable level in county/municipal government or any combination of education, training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid state driver's license.

To apply

Send your cover letter and resume/CV to FlorenceAdministratorSearch@swiftwaterstrategies.com no later than 5:00 PM, November 22, 2022.