

Town Administrator, Town of Swansea

Position Category: Administration

Position Hours:

Part time, 20 hours per week

Job Duties:

- The Town Administrator directs and coordinates the administrative and operational activities of the Town pursuant to policies and procedures set by the Town Council; supervises all departments heads and personnel; performs yearly review of each employee and department head, recommends hiring and dismissal of personnel, reviews policies and programs of the Town Council; prepares annual budget and recommendations; makes monthly reports to the Town Council on the financial status of the Town, the condition of Town property, and status of Town services.
- Candidate should have history and experience in grant writing and facilitating meetings; attends meetings of the Town Council and any other meetings necessary for the management of the town.
- Candidate should have knowledge of municipal finance, accounting and budgeting.

Qualifications:

- The successful candidate should have a bachelor's degree in accounting, business administration, public administration and three to five years of actual working experience.
- Applicant should be proficient with Word, PowerPoint, Excel and QuickBooks online.
- A combination of education, experience, special qualifications and trainings may be substituted for years of working experience. The successful candidate must possess a valid driver's license, pass pre-employment criminal back ground screening, and credit check.

Pay Info:

This is a part-time position of 20 hours, 2 1/2 days per week. Compensation will be competitive and based on qualification. Pay is negotiable.

How to apply:

Submit letter of interest, resume, and three references by mail to Mayor Viola McDaniel, Town of Swansea, PO Box 429, Swansea, SC 29160 or by email to vmcdaniel@comporium.net. Faxes can be sent to 803.568.2827. This position will be posted until the position is filled.

The Town of Swansea is an Equal Opportunity Employer.