



# City Administrator Recruitment

The City of Inman, SC (2,776 pop.) is seeking an energetic and visionary leader with strong collaboration skills to serve as its next City Administrator. The next City Administrator will work with a supportive City Council that has a bold vision for the future. This is an excellent opportunity for a management professional who's looking to make his or her mark.

Please apply by August 28, 2020 for priority consideration.



# Welcome to Inman

Located in the foothills of Upstate South Carolina, Inman is a growing community with small town charm. The city is conveniently situated at the intersection of Interstates 26 and 85, putting us within a short drive of the Charlotte, Asheville, Greenville, Columbia, and Atlanta metro regions. The city is just a 10-minute drive from downtown Spartanburg, with all its cultural, dining, and entertainment amenities.

The city offers a high quality of life with walkable, attractive neighborhoods. The growth that's occurring across the Upstate is making its way to Inman, with construction anticipated to start in several large subdivisions that have recently been annexed into the city. The Inman Mills renovation project is complete, with 159 apartments.

Inman's historic downtown is an asset with great potential—even more so now that a major streetscape renovations project has been completed in the central business district.

The city holds several events throughout the year, including the annual Harvest Day that draws thousands of people from across the region.

Spartanburg District 1 schools serves the city with an elementary school, intermediate and junior high schools, and a high school. District 1 is known across the state for its high academic achievement and standards.

To learn more about the City of Inman, visit our website, [www.CityofInman.org](http://www.CityofInman.org).

## City Governance and Staff

The City Administrator is appointed by and reports to the 5-member City Council, which is comprised of the Mayor and 4 Councilmembers. The Mayor and City Councilmembers are elected to staggered, 4-year terms with the next election taking place in November 2021.

The city functions under the council form of government, where the City Council exercises collective responsibility for the governance of the city. The City Council delegates day-to-day management of the city to the City Administrator, who serves as the chief administrative officer.

Inman is a full-service city with a police department, fire department, and a wastewater treatment plant. The city also has a streets maintenance department and municipal court. The total city budget is \$4.55 million. General fund operations comprise \$2.22 million of the total budget, with the wastewater treatment enterprise fund totaling \$1.79 million. Several special revenue funds make up the remainder.

The City Administrator's duties include, but are not limited to:

- Supervising the city's 22 full-time staff, as well as part-time staff and individuals who provide services to the city as independent contractors.
- Overseeing the city's departments, projects, and contracts.
- Preparing the City Council's meeting agendas, participating in all City Council meetings, and drafting/implementing the City Council's resolutions, ordinances, and policies.
- Responding to complaints, concerns, and suggestions from city residents and business owners.
- Working with outside agencies, organizations, and condition of the city, and seeking out non-tax revenues (such as grants) when possible.
- Providing staff assistance to the Planning Commission, including participating in all Planning Commission meetings, drafting amendments to the zoning ordinance, and reviewing annexation petitions and site plans to ensure compliance with zoning regulations.
- Preparing the city's budget and capital improvements plan, executing the budget upon adoption, monitoring the financial condition of the city, and seeking out non-tax revenues (such as grants) when possible.



## Challenges and Opportunities

The next City Administrator will be taking over at an exciting point in the city's history. Here's an overview of some of the projects that the next City Administrator will have a chance to work on:

- Sustaining economic development in the community. The city is focusing on downtown revitalization with a recently completed streetscape renovations and an ongoing façade grant improvement program. The next City Administrator will be involved in building on these successes.
- Overseeing a wastewater utilities expansion along the Highway 292 corridor, including a wastewater treatment plant expansion just underway.
- Leading an overhaul of the city's comprehensive land use plan, as well as its zoning ordinance. The comprehensive plan needs updating to reflect the changes that have taken place in the 10 years since its adoption. The next City Administrator will facilitate this process with the 5-member Planning Commission, as well as the community as a whole.
- Updating the city's human resources practices, including: personnel policies and procedures; performance evaluations; and ensuring competitive pay and benefits.
- Working with the City's chosen firm to develop a facilities and downtown master plan. With all of the growth coming to the region, these plans will help chart the path forward for the city and provide a strategically planned approach for the implementation of projects. Some areas of focus will be use and sustainability of existing city facilities, projects and new facilities to increase tourism, and an extended streetscape plan.

## Candidate Profile

**Experience.** A minimum of 4 years of progressively responsible local government experience is required. Supervisory experience is highly desired. The City Council is willing to consider any combination of skills, education, and experience that demonstrate an ability to perform the position's duties.

**Education.** A bachelor's degree in business administration, public administration, or a related field is required. A master's degree is preferred.

**Residency.** Residency within the City of Inman is preferred but not required. The selected candidate will be required, however, to live within a 30-minute commute to City Hall. The selected candidate will have 6 months from the date of hire to comply with this requirement.

**Competencies.** The City Council prefers that the next City Administrator possess competencies in the following areas:

- Organization and staff development.
- Human resources management.
- Economic and community development.
- Planning, zoning, and codes enforcement.
- Finance, accounting, and budget management.

**Personal Characteristics.** In addition to the experience and education requirements, the successful candidate will have the following personal characteristics:

- Approachable management style.
- Ability to function as a facilitator and consensus builder among staff, City Council, and community stakeholders.

- A willingness to be involved and visible in the community through, for instance, volunteering in local civic organizations.
- Superb communication skills in order to convey the city’s message to the community and media.
- Ability to maintain poise and tact during difficult situations.
- Excellent listening skills, as well as the ability to accept constructive criticism.
- Energy and enthusiasm, including the ability to be effective while managing multiple complex projects simultaneously.
- Strong analytical skills to understand and plot out the city’s long-term strategy.
- An eagerness and willingness to pursue continuing education, to be involved in professional associations, and to network with other local government professionals across the state.
- A commitment to excellence and maintaining high ethical standards, and a dedication to public service.

Finally, the City Council wishes for the next City Administrator to become a valued member of the community. Thus, the next City Administrator should be someone who will be excited at the prospect of serving in this role for at least the next 3 to 5 years.

## Recruitment Details

The City Council anticipates entering into an employment contract with the successful candidate, with a hiring range of \$59,500 to \$74,378, depending on education, experience, and qualifications.

In addition, the city offers the following benefits:

- Use of a city-provided vehicle for commuting and business travel.
- Use of a city-provided cellphone and laptop for official business.
- An expense budget to support professional development through training seminars and conferences, as well as membership in professional and civic organizations.
- Participation in the SC local government employee retirement system.
- Health, vision, and dental insurance benefits provided through the SC Public Employee Benefit Authority.
- Life insurance and short-term disability benefits.



## Application Process

To apply, submit a cover letter, resume, list of 3 to 5 professional references, and completed and signed City of Inman employment application via mail or email to:

### Trey Eubanks

Appalachian Council of Governments

*Government Services Manager*

Email: teubanks@scacog.org

Phone: 864-242-9733

Address: 30 Century Circle, Greenville, SC 29607

## Recruitment Timeline

This position is open until filled. For priority consideration, however, please apply by: 8/28/2020 at 5:00 pm. The City Council's goal is to have a new City Administrator on board and ready to start sometime in November, 2020.

Hiring requirements. An employment offer is contingent upon satisfactory completion of the following:

- Pre-employment drug screen.
- Check of criminal background, credit history, and driving records.
- Work history verification and reference check.
- Verification of education credentials.

The City of Inman is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions with the City of Inman are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, sex, gender, age, sexual orientation, family or parental status, or any other status protected by state or federal law.

The City of Inman will not tolerate discrimination or harassment based on any of these characteristics.