



## CITY ADMINISTRATOR

The City of Simpsonville has a job opening for the position of City Administrator. The City Administrator manages the day-to-day operations of the City in accordance with South Carolina Law and the City's Code of Ordinances. Simpsonville has a Council form of government. This position oversees a budget of approximately \$26 million and over 200 employees in seven departments.

**Responsibilities:** Oversees the operations of all departments including Administration, Planning & Development, Municipal Court, Police, Fire, Public Services, and Parks and Recreation. Executes the policies, directives, and legislative actions of City Council. Works closely with Finance Director to prepare annual budget; monitors budgetary expenditures during fiscal year; negotiates contracts and agreements; ensures compliance with the city's purchasing rules and regulations; enforces the city's personnel policies and procedures; interacts with federal, state, county, and other municipalities and agencies; receives, investigates, and/or handles citizen complaints and concerns; keeps Mayor and Council fully advised as to the financial condition and future needs of the City including strategic planning and Capital Improvement Plan.

**Job Requirements:** Bachelor's degree is required; a master's degree in public administration or closely related field is preferred. Seven to Ten (7 -10) years experience as City/County Administrator or Assistant City/County Administrator with progressive experience or any equivalent combination of education and experience. Must possess a valid state issued driver's license.

**Salary:** Salary dependent upon experience.

In addition to a competitive salary, the City currently offers a comprehensive benefits package that includes health, prescription, dental, and life insurance, free primary care, vacation and sick leave, paid holidays, tuition reimbursement, and a defined benefit retirement plan (South Carolina Retirement System).

The City of Simpsonville is an Equal Opportunity Employer.

**ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED**

Cover letter, resume and salary history must be submitted to [aclark@simpsonville.com](mailto:aclark@simpsonville.com) by **Monday, February 24, 2025**. The online application can be submitted at [www.Simpsonville.com](http://www.Simpsonville.com).

**APPLY HERE**