



Town Manager Administration

ADM/1

ABOUT FORT MILL, SOUTH CAROLINA

Established in 1873, the Town of Fort Mill is located in York County just south of the North Carolina state line and close to the neighboring areas of Rock Hill, SC, and Charlotte, NC. Steeped in history and having just celebrated the 150th Anniversary of its incorporation, the Town takes its name from a colonial-era fort built by the British and a grist mill on nearby Steele Creek. According to 2022 U.S. Census estimates, about 31,000 residents called Fort Mill home within the Town limits.

The quality of life in Fort Mill is unmatched. This picturesque Town regularly attracts outdoor enthusiasts with its access to the Anne Springs Close Greenway, a 2,100-acre preserve of green space known for its walking and biking trails. Fort Mill also offers a charming mix of both long-established and newly built homes, along with mixed-use developments filled with housing and shopping such as Kingsley Town Center located just off I-77.

The Town of Fort Mill also offers a variety of events for its residents throughout the year including its Family Fun Day, Independence Day Celebration, summer concerts, Fall Festival and Christmas Village and Lighting of the Tree. It is best known, though, for its annual South Carolina Strawberry Festival, a day of food, fun, festivities and fireworks in Walter Elisha Park that attracts upwards of 30,000 visitors each year. This year the Town celebrates the 15th annual festival.

Another highlight of Fort Mill is the nationally recognized Fort Mill School District, which currently has 20 school sites and enrollment of more than 18,000 students. According to the SC Department of Education, in 2023 the district performed best among all 76 South Carolina districts in test score data for elementary and middle school students. The district has also seen several of its schools named as National Blue Ribbon Schools and its high schools boasted a graduation rate of 95% in 2023.

JOB SUMMARY

This position is responsible for managing the operations of the Town of Fort Mill.

MAJOR DUTIES

- Manages the day-to-day operations of the Town of Fort Mill; oversees the administration and operation of town departments; executes the policies, directives, and legislative actions of the Town Council; coordinates the activities of the government with county, state, and federal agencies; ensures town compliance with all applicable laws, ordinances, and regulations.
- Oversees development of programs and services that improve the quality of life for all residents, including creating strategies and plans to implement and maintain programs and to complete projects.
- Serves as a strategic advisor to Council members and the mayor by providing clear, transparent, and

frequent communication for all projects, programs, and pending issues under Council's purview and oversight; provides information related to major projects, strategic initiatives, fiscal responsibility, and operational issues needing the Council's attention; provides information in a timely manner.

- Leads the budget development and management process, collaborating with the Assistant Town Manager(s) and departmental leaders to develop a proposed budget that enables quality services and programs that address the core functions of the Town government as well as projects and initiatives that address goals outlined in the strategic plan.
- Communicates with the public to ensure that the community feels engaged and informed; ensures that the required periodic and annual reporting is completed and presented to Council and the public as appropriate; maintains positive public relations between the Town and its citizens, between the Town and other governmental agencies, between the various boards and commissions that make up the Town government, and between the Town and the media, peers, and leaders of agencies and businesses.
- Directs the activities of all Town employees through guidance and instruction to department heads and the leadership team; monitors staff effectiveness through review and analysis of employee performance, departmental performance, and responsible financial management; oversees the development and communication of performance standards for all employees; creates accountability measures and goals, in collaboration with department heads and the leadership team, for each department.
- Responsible for the hiring of new staff; selects department heads and approving staff employment; works with department heads and the leadership team in managing staff workflow, analyzing volume of work and communicating expectations to staff; approves staff promotions, salary increases, staff discipline, and terminations.
- Manages change, prepares staff appropriately through consistent communication and well-defined plans and objectives; communicates regularly with staff through a variety of mediums to include meetings, memoranda, documents, or emails issuing directives, providing updates and communicating change.
- Conducts regular departmental meetings to provide opportunities for information sharing and collaborative problem solving.
- Analyzes operational efficiency and provides periodic reports regarding Town operational effectiveness; works with staff to identify risks in operations and minimizes risk throughout operational, financial and personnel programs.
- Oversees the development of a capital improvement program, ensuring the program aligns with the Town's strategic plan and Council directives; oversees Town procurement and ensures compliance with ordinances; negotiates agreements with businesses and governments; seeks Council approval when necessary.
- Oversees the development of grant applications and ensures the continued pursuit of grant funding for approved projects.

- Develops, recommends and responds to ordinances and policies for consideration and adoption by the Town Council; interprets application of policies and ordinances and implements within the Town operations; monitors the Town's responsiveness to issues and overall culture of customer service; implements changes to address deficiencies in customer service or responsiveness when applicable.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of public administration principles and practices.
- Knowledge of management principles and practices.
- Knowledge of relevant federal and state laws, local codes and ordinances, and town rules and regulations.
- Knowledge of budget preparation and management principles.
- Knowledge of the functions and operations of town departments.
- Knowledge of purchasing principles, practices, laws, and regulations.
- Knowledge of personnel management principles, rules, and regulations.
- Knowledge of public relations principles.
- Knowledge of computers and job-related software programs.
- Skill in providing leadership that enables the effective management of relationships and the development of staff.
- Skill in the development and implementation of short- and long-range plans.
- Skill in the interpretation of applicable laws, ordinances, and policies.
- Skill in establishing priorities and organizing work.
- Skill in employee management and supervision.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in dealing with the public.
- Skill in oral and written communication, including skill in public speaking.

SUPERVISORY CONTROLS

The Town Council establishes priorities in terms of town goals and objectives. Work is reviewed through conferences, reports, and observation of town government activities.

GUIDELINES

Guidelines include town and departmental policies and procedures; town codes and ordinances; and other federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application. This position develops town guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management duties. The variety of town operations contributes to the complexity of the work.
- The purpose of this position is to direct the operations of the Town of Fort Mill. Successful performance ensures the effective and efficient operation of the government and affects the quality of life for residents and visitors.

CONTACTS

- Contacts are typically with co-workers, other town employees, elected and appointed officials, representatives of other local governments, representatives of state and federal agencies, utility customers, and members of the general public.
- Contacts are typically to exchange information, motivate persons, negotiate matters, resolve problems, and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and must distinguish between shades of color.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct or indirect supervision over all personnel including but not limited to Assistant Town Managers, Finance Director, Fire Chief, Human Resources Manager, Information Technology Administrator, Clerk of Court, Police Chief, Procurement Manager, Public Works Director, Planning and Zoning Director, Building Official, Public Relations Manager, Parks and Recreation Director, and Utilities Director.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited institution of higher education is required for consideration; master's degree in public administration, regional planning, business administration or a related field is preferred but not required.
- Minimum of ten (10) years of increasingly responsible experience in governmental management or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to be effective in the position.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Residency in Fort Mill preferred.

TO APPLY

Please send a cover letter and resume to apply@swiftwaterstrategies.com. Position will be posted until filled.