

## THE POSITION

The City of Westminster, South Carolina is seeking a values-driven leader to serve as the Assistant to the City Administrator.

Under the direction of the City Administrator, the Assistant to the City Administrator will: assist the City Administrator and senior management team in daily operations of the City; perform administrative coordination and research activities in the preparation and administration of the city budget, capital improvements program, grant assistance programs and policy development; manage special projects as assigned; and perform related duties as required.

## ORGANIZATION/STRUCTURE

The City of Westminster is governed by a Mayor and a six member Council. All are elected at large and serve a four-year term. The City Administrator is the Chief Administrative Officer and is responsible for managing the day-to-day operations of the City including hiring and managing department directors and other members of the management team. The City provides a typical range of municipal services including: Economic Development, Fire, Recreation, Administration, Police, Public Works and Municipal Utilities.

- Responsible for the management and coordination of complex research and special projects across the organization including but not limited to feasibility studies, capital project management, and similar items as assigned by the City Administrator.
- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for designing, planning and developing operating budgets.
- Responds to constituents' questions and comments in a courteous and timely manner.
- Researches complex issues for public explanation.
- Works with senior management to maintain accurate, timely schedules of major projects for City Council and public consumption.
- Coordinates routine risk management activities including liability insurance claims, and workers compensation insurance services. May serve on a management committee to review more complex claims and evaluate ways to mitigate risk.
- Develops a portion of a capital improvements program, budget and reporting system in conjunction with various departments or as directed by the City Administrator.
- Performs fiscal, statistical, administrative, operational, organization and personnel staffing studies as directed by department management or the City Administrator.
- Researches, analyzes and recommends city and departmental policies, and assists in presenting city policies to all departments.
- Assist with the development of long-range budget plans in coordination with departmental staff and senior management.
- Coordinates and assists in the application and development of grant programs within all departments.
- Assists the City Administrator with preparation of Council agenda research.
- Attends meetings of the City Council and other meetings as directed by the City Administrator.
- Completes a variety of reports, and documents by operating a computer and entering data into various programs.

- Performs other duties as assigned by the City Administrator. Additional responsibilities may be determined based on organization need or incumbent expertise.

## QUALIFICATIONS

Graduation from an accredited college or university with a Master's degree in Public Administration. At the discretion of the City Administrator, significant additional experience may be recognized in lieu of the Master's degree.

Knowledge of the principles and methods of public administration. Knowledge of the organization, functions, and problems of municipal government; knowledge of the principles and methods of public finances; ability to analyze administrative problems and present recommendations; ability to speak and write effectively; ability to establish and maintain effective working relationships with other city employees and the general public.

## COMPENSATION

The salary range is \$52,472 - \$68,213 plus an excellent benefit package. The hiring salary will be dependent on the candidate's qualifications. Benefits include health, dental, life, long-term disability, South Carolina State Retirement System (PEBA) and voluntary benefits including vision, deferred compensation, and voluntary life insurance. Paid leave time includes holidays, paid time off.

Apply online at <https://www.westminstersc.org/employment>

Questions may be directed to Kiley Carter, Budget and Management Analyst at [kcarter@westminstersc.org](mailto:kcarter@westminstersc.org).

## DEADLINE TO APPLY IS NOW

Interviews will be scheduled as qualified candidate resumes are received. Once a qualified candidate is identified and hired the application period will close.

Learn more about the City of Westminster at [www.westminstersc.org](http://www.westminstersc.org). The City of Westminster is an Equal Opportunity Employer and embraces diversity. We encourage women and minorities to apply.