

Town of Edisto Beach

Assistant Town Administrator

DEPARTMENT	Administration	JOB CLASSIFICATION	TBD
FLSA CLASSIFICATION	Exempt	SUPERVISORY	Yes
REPORTS TO	Town Administrator		
STATUS	Full-time	EFFECTIVE DATE	7/1/2026
SCHEDULE	Mon - Fri 8:00-4:30	SAT., SUN., HOLIDAYS	As needed
OVERTIME	Occasional	PAY RANGE	\$80,000-\$100,000*

*Salary is dependent upon qualifications, education, and experience.

Expected Hiring Date: November 2026

GENERAL STATEMENT OF DUTIES

The Assistant Town Administrator works under the supervision of the Town Administrator. Work performed is carried out with considerable independence in accordance with established procedures and policies. Functions of the position are to assist and support the Town Administrator with the general management of Town government; analyze and implement Town policy and procedures; manage the Town's risk management policies and direction, including emergency action plans; provide policies and procedures as related to Human Resources; assist in the preparation of the budget; assist with communication efforts; and respond to and resolve public inquiries.

DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Assist and support the Town Administrator; analyze and implement policies and procedures; assist in the preparation of the budget and capital plan.
2. Supervise, along with the Town Administrator, the work of support staff and act as Town Administrator in the Administrator's absence.
3. Represent the Town and the Town Administrator to management staff, elected officials, and outside agencies; develop, present and explain Town programs, policies and activities; and assist Town Administrator in negotiating and resolving sensitive, significant, and controversial issues.
4. When assigned, directly supervise department heads and staff, establishing goals, objectives and performance targets; preparing and administering reviews of individual and department performance.
5. Assist the Town Administrator with activities related to personnel management.

6. Assist in developing and implementing the budget and capital plan; monitor the assigned budget and approve expenditures as required. Monitor and facilitate procurement and work with Department Managers for consistency with the Town's Purchasing Code.
7. Actively participate in the development of the Town's strategic plan and strategies to achieve stated goals.
8. Serve as project manager for a variety of special projects; facilitate project activities and resolve issues; develop and submit project reports to the Town Administrator.
9. Serve as liaison and work with Departments Managers to ensure programs, services and systems are efficient and support Town goals and objectives.
10. Proactively monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload of administrative and support staff; identify opportunities for improvement; and direct the implementation of changes.
11. Develop and/or assist in the implementation of new programs or enhancements to existing programs, and in operational analysis and recommendations for organizational structure.
12. Respond to and resolve public inquiries and citizen complaints, assigns resolution to the appropriate department and secures appropriate follow up to resolutions.
13. Coordinate with the Mayor, Town Administrator, and Committee Chairs the development of meeting agendas and supporting documentation. Conduct and provide qualitative and quantitative research to assist the Town Administrator and Elected Officials in policy discussions and decisions.
14. Review and analyze state and federal legislation for impact on the Town; work with the Town Administrator to advocate for the Town's interest and recommend revisions to proposed legislation.
15. Proactively pursue, prepare or coordinate the preparation of grant applications and coordinate grant management activities.
16. Serve as liaison, provide or coordinate staff support for the Town's Boards and Commissions. Interact with outside governmental agencies and non-profits, constituent representative groups and other citizen groups relative to goals, actions and activities of the Town.
17. Serve on and support intergovernmental and citizen committees; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the fields of public relations and public administration.
18. Perform all duties related to communications, including functionality and content of the Town's website. Coordinate the release of media and public information; maintain contact with various media relations; update media on Town and community issues.
19. Manage the Town's South Carolina Freedom of Information Act (FOIA) requests and responses; work with department heads and support staff to ensure compliance with the SC FOIA.
20. Coordinate the procedures and activities of municipal elections.
21. Assist with planning and execution of special Town events as needed.
22. Other duties as assigned.
23. Maintain harmony among co-workers and use the highest ethical discretion when dealing with Town business.
24. Obey safety rules and exercise caution in all work activities.

KNOWLEDGE, SKILLS AND ABILITIES

Must possess required knowledge, skills and abilities and experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

1. Thorough knowledge of the principles and practices of public administration.
2. Thorough knowledge of Town operations, services, policies and procedures.
3. Thorough knowledge of State Codes and various State agency policies.
4. Thorough knowledge of State Public Records act and regulations governing records management.
5. Thorough knowledge of the principles and practices of municipal finance and accounting including budget preparation.
6. Thorough knowledge of local, state and federal purchasing practices and procedures.
7. Thorough knowledge of office administration.
8. Ability to effectively provide assistance to the Town Administrator.
9. Ability to solve problems, focus on effectiveness, be organized, flexible and self-directed.
10. Ability to handle and maintain confidential reports and information with discretion.
11. Ability to understand and follow oral and/or written policies, procedures and instructions.
12. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
13. Ability to use good, ethical judgment in making decisions in conformance with laws, regulations and policies.
14. Ability to research program documents and narrative materials and compile reports from information gathered.
15. Ability to produce and proof work with an eye for accuracy and careful attention to detail.
16. Ability to work with a sense of urgency and work unsupervised.
17. Ability to manage change and frequent interruptions.
18. Ability to manage multiple projects simultaneously, set goals and develop an action plan to achieve them.
19. Ability to interact with the general public and staff in a courteous and diplomatic manner.
20. Ability to establish and maintain effective working relationships with the Town Administrator, Mayor, Town Council, other elected officials, Department heads, other Town employees, Federal, State, and local government agency representatives, local business and community organizations, the news media and the general public.
21. Ability to efficiently and accurately perform basic mathematical computations.
22. Ability to communicate effectively with others, orally and in writing, using both technical and non-technical language.
23. Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
24. Ability to use logical and creative thought process to develop solutions according to written specifications and/or oral instructions.
25. Ability to develop advanced presentations and complex spreadsheets and perform advanced calculations and statistics.

26. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
27. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
28. Integrity, ingenuity, and inventiveness in the performance of assigned tasks.
29. Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.
30. Ability to take notes of the proceedings of meetings and to prepare accurate minutes reflecting actions taken.
31. Ability to generate grammatically correct documents.
32. Ability to learn new programs and effectively use them.

MINIMUM REQUIREMENTS

MINIMUM EDUCATIONAL REQUIREMENTS: Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration or a related field. Master's degree preferred.

MINIMUM EXPERIENCE REQUIREMENTS: A minimum of six years of management and administrative responsibility preferably in a public agency setting.

MINIMUM LICENSE REQUIREMENTS:

Valid South Carolina Driver's License or ability to secure South Carolina Driver's License upon employment.

PHYSICAL REQUIREMENTS

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation which enables the employee to communicate effectively.
 - Sufficient vision or other powers of observation, with or without reasonable accommodation which enables the employee to review a wide variety of materials in electronic or hard copy form.
 - Sufficient manual dexterity, with or without reasonable accommodation which enables the employee to operate a personal computer, telephone and other related equipment.
 - Sufficient personal mobility and physical reflexes, with or without reasonable accommodation which enables the employee to function efficiently in a general environment.
 - Ability to lift and move 20 to 25 lb. boxes.
 - Ability to squat and walk.
 - Ability to sit for long periods of time.
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ESSENTIAL SAFETY FUNCTIONS

Basic safety standards are outlined in the Occupational Safety and Health Act. These standards set and define criteria for evaluating the safety of a working place, including an automobile or truck if that is where an employee normally performs work.

All accidents that result in injury are to be reported to the appropriate supervisor, regardless of how insignificant the injury may appear. Reports are to be submitted within twenty-four (24) hours of the incident or by the next available business day.

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

Date _____

Date _____

Note: *By signing this document, I am agreeing with the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*