

POSITION NOTICE

TOWN ADMINISTRATOR Town of Sullivan's Island, South Carolina



The Town of Sullivan's Island, South Carolina, is soliciting applications for the position of Town Administrator in anticipation of the retirement of its current longstanding Town Administrator. If interested, please see the below information concerning qualifications and the Town.

Application information for interested persons is at the bottom of this posting.

QUALIFICATIONS:

- Excellent communication and relational skills, written and oral, as regards residents, employees, Council members, business owners and media
- MPA preferred, 4-year degree required
- At least 5 years municipal government experience required, preferably in SC, or if not, in coastal GA or NC
- Understanding of municipal government finances and budgets
- At least 5 years management experience including project and contract management, as well as vendor selection and contract negotiation
- Experience with disaster and crisis management
- Understanding of coastal community challenges from summertime traffic to hurricane preparedness
- Ability to navigate among resident needs, Council directions, employee concerns, and as PIO, media interest
- Experience in working with various local, county, state and federal agencies
- Familiarity with storm water management
- Zoning and land use experience

ABOUT SULLIVAN'S ISLAND:

Sullivan's Island is a low-lying barrier Island about 3 miles long and about 20 minutes from Charleston, which is across the harbor. The population is approximately 1,880. However, in beach season, as an open community, weekend day visitors can add more than 4,000 to that total, with consequent demand for Town services.

The Town has the Council form of government. In spite of its size, the Town provides all expected municipal services: Police, Fire and Rescue, Water and Sewer, Administration, Building, Planning and Zoning, and a new office of Resilience and Natural Resource Management. Currently, there are about 45 full-time employees, not including a number of seasonal employees such as Beach Service Officers and maintenance employees. While the Town Administrator is directly responsible for the hiring and oversight of the managers of those departments, there is a longstanding tradition and expectation of on-the-ground availability of the Town Administrator for those managers in their functions. This will likely include some night, weekend and holiday availability, if there is a need. While residency within municipal limits is not required, a nearby commute will be expected to appropriately respond to after-hour emergencies.

In FY 2023, the Town's budget was approximately \$11 million. Due in large part to increases in business licenses and building permits, the balance of the General Fund increased by \$919,172 in this period. In FY2023, the balances for the Proprietary Funds increased by \$308,057. In recent years, the town obtained the necessary funding for significant essential capital improvement projects.

The Town has a long tradition of valuing quality of life above financial gain in its zoning and other decisions. Short-term rentals were restricted more than 20 years ago, and currently only about 40 grandfathered properties retain that use.

About 59% of the approximately 1087 homes are full-time residences and most of the rest are second homes. For at least the last 20-30 years, the Island has seen property values increase at a rate substantially exceeding that of surrounding mainland and beach communities. Along with this trend and as properties transition from long-time family ownership, the Island's demographics have shifted from longtime middle-income residents with longstanding histories on the Island, to new neighbors of greater means who are attracted to the small-town, informal and historic sense of the Island.

The Island is rich in history dating to before the Revolutionary War. Fort Moultrie was the site of the first victory against the British fleet, in 1776, by early patriots fighting from a partially completed palmetto log fort. This successful engagement gave the state its Palmetto tree symbol, and the National Park Service preserves the fort properties as well as the historic former US Life Saving Station and iconic lighthouse as parts of the Fort Sumter and Fort Moultrie National Historical Park. The Island also has four National Register Historic Districts as well as an historic preservation ordinance and a Design Review Board and Board of Zoning Appeals to strengthen protection of historic properties and neighborhoods.

The Town values its unique environmental resources. It faces Charleston Harbor and the Atlantic Ocean, and backs onto marsh lands and the Atlantic Intracoastal Waterway. Further, unlike most East Coast barrier islands, it is accretional in most areas; the Town owns the approximately 200 acres that have accreted and it has placed this land under conservation protections which prohibit development. As a result, the land has developed into a unique, highly diverse successional maritime habitat including dunes and grasslands, shrublands, wetlands and an evolving maritime forest, all of which host a variety of flora and fauna. All the above means that the Town works closely with many federal and state agencies concerned with natural resources.

Department: General Administration
Supervisor: Town Council
FLSA: Exempt
Salary: DOQ

The Town of Sullivan's Island, South Carolina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Please send cover letter, resumé and salary requirements to:

Pamela Otto, Human Resources
potto@sullivansisland.sc.gov

In addition, hard copies may be sent to Ms. Otto at:

PO Box 427
Sullivan's Island, SC 29482

Or hand delivered to:
2056 Middle St.
Sullivan's Island, SC 29482

For more information, please refer to the Town website
<https://sullivansisland.sc.gov/government/employment-opportunities> or contact Pamela Otto at
843-883-5744 or