

## **SPECIAL PERSONNEL COMMITTEE MEETING**

8:30 a.m., Monday, October 22, 2018

### **AGENDA**

1. Call to order and acknowledgement that the press and public were duly notified of the meeting in accordance with the Freedom of Information Act.
  
2. Purpose  
  
Discussion of current search process to hire a City Administrator, Chief of Police and Assistant Public Works Director
  
3. Adjournment

## Special Personnel Committee Meeting

8:30 a.m., Monday, October 22, 2018

A Special Meeting of the Personnel Committee was called to order at 8:30 a.m., Monday, October 22, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Attending the meeting were Councilmember Moye and Rice, Chair Ferencz, Interim Administrator Fragoso, Human Resources Officer DeGroot and Clerk Copeland; a quorum was present to conduct business.

1. Chair Ferencz called the meeting to order and acknowledged that the press and public were duly notified of the meeting in accordance with the Freedom Information Act.

### 2. Purpose

Discussion of current search process to hire a City Administrator, Chief of Police and Assistant Public Works Director

Chair Ferencz stated that the purpose of the meeting was to discuss the narratives received from The Mercer Group that were to go into the brochures they were generating for each position. It seems that Jim Mercer became quite ill after attending the International City Managers Association meeting, and the work he was doing was delayed, but, after several phone calls, the narratives were sent to the Personnel Committee members on Friday, October 19<sup>th</sup>. The members agreed that the narratives lacked the quality seen in the brochures included in their marketing literature, and they were very disappointed in the work. She stated that the goal of the meeting was to make whatever changes they thought were needed and to send it back to Mr. Mercer today so that the visuals could be added and so that a proof could be returned on Friday, October 25<sup>th</sup>. Chair Ferencz said that the goal was for Mercer to have the brochures ready and to begin distributing them no later than November 1<sup>st</sup> since the process was already four (4) weeks behind the timeline set by Mr. Mercer.

Councilmember Moye said that, for him, the brochures were to serve two (2) purposes; the brochures were intended to draw top candidates to the position and to screen out people who were not a good fit. He said that he was "underwhelmed" with what the Committee has received, and he was counting on The Mercer Group's ability to draw top candidates.

In the narrative for the Chief of Police position, Councilmember Moye wanted the challenges facing the new Chief spelled out for candidates. The City has significant drainage issues that produce flooding after a heavy rainfall; the Public Safety Building is going into remediation that no one knows what the contractor will find. The massive population boom on the other side of the Connector generates serious traffic problems from May through September; fresh eyes could have ideas and experiences relative to traffic and parking that will help today and carry into the future, etc.

In addition, Councilmember Moye commented that, when a job opens up, people who might be interested the position want to know why the job is open; he wanted to see mention of Chief Buckhannon's tenure with the City and his CALEA accomplishments, for example, and the same holds for the City Administrator position.

The members also agreed that comments about the Windjammer should be removed; they did not think that one Front Beach business should be singled out.

They want the statement that the person hired should plan to move to the island removed; they agreed they never discussed that. If such a statement was necessary, she suggested that it state that the person should live within a reasonable distance to be able to respond in a timely manner.

The Chair stated that it looked as if Mr. Mercer had simply used every attribute he was given by the Committee for all three (3) positions; Councilmember Moye opined that there were "too many bullet points and the writing was really poor."

Councilmember Moye did not remember the Committee talking about the Chief of Police or the City Administrator as needing to be charismatic, and he thought it should also be removed.

Councilmember Rice asked if the Committee could ask Mr. Mercer to team up with one of his business associates to "polish" the narratives to resemble the brochures on in your marketing materials.

Chair Ferencz noted that The Mercer Group is a big company, so he should be able to hand the Isle of Palms' work to an associate in the firm.

Councilmember Rice pointed out that the narratives for the City Administrator and the Chief of Police do not mention storm readiness, preparations, evacuations or post-storm responsibilities. In the narrative for the Chief of Police, a statement that the facility is "in good shape" is a total falsehood, and the building's remediation should be noted among the challenges the new Chief must deal with. She opined that the first paragraph, which is the same in all three (3), should be rewritten with mention of an ocean-side community. In the narrative for the City Administrator, she stated that the City's Vision Statement should fall under the prior heading – Isle of Palms, and the balance of the Committee agreed. The narrative for the Public Works Assistant Director had many typos that she edited; she gave her corrections to the HR Officer.

Councilmember Rice opined that it was "imperative" for the Committee to ask that Mr. Mercer work with another staff member; she thought it would be insane to think that they would get a different work product from Mr. Mercer.

In a recent phone conversation, Mr. Mercer named an associate whom he has worked with frequently, but Chair Ferencz did not remember the name; the email sent to him recapping the phone conversation was copied to her. From viewing The Mercer Group's website, the Chair commented that narratives written by Mr. Mercer were one (1)-page descriptions, but the narratives written by some of the First Vice Presidents were much more elaborate and well written.

In the opening paragraph of each, the Chair noted that Mr. Mercer did not establish that the Isle of Palms is a beachfront community that is "family-friendly," which we stress in all literature about the island, or "an Atlantic Ocean barrier island" as descriptions. She recalled that, when Mr. Mercer was in town, she and the Mayor had shown him around the island and introduced him to people so that he would get a feel for the island and its residents. She told the Committee about reading from the Conde Nast website the description of the Isle of Palms is simple, but a glowing and inviting description of the island. Rather than single out The Windjammer, she suggested language like "a centralized commercial area with boutiques, restaurants, and hotels;" she also wanted to see reference to the Isle of Palms being selected as the Safest City in South Carolina for its population size. For the City Administrator, she thought that reference should be made that the City "has a renewed energy and involvement of the residents to insure the island remains family-friendly, etc." For the Assistant Public Works Director, she wanted the narrative to include

that “protecting our beaches and residential structures from flood and drainage issues are a major concern.”

Councilmember Rice wanted a reference to the island’s Turtle Team that is made up of sixty-five (65) residents who are up before dawn every day to patrol the beach in turtle season to protect the loggerhead turtles’ nests, plus the City’s efforts toward the conservation of the beaches.

The Chair referred to the second paragraph of the narrative of the Chief of Police and opined that it should state that the Chief retired after thirty-seven (37) years with the City. It should also note that he guided the Department “through its sixth accreditation representing fifteen (15) years of maintaining four hundred eighty-five (485) Commission on Accreditation of Law Enforcement Agencies (CALEA) standards,” which would tell a prospective candidate the level of the Police Department.” Rather than including so many bullet points, the Chair thought the brochure should contain a link to the job description for the positions. She clearly stated that she wanted the brochure to be a marketing tool.

Chair Ferencz reported that the last telephone communication with Mr. Mercer included the Mayor, the HR Officer, the Interim City Administrator and herself; the purpose of the presence of these people was to impress upon him the sense of urgency felt by the Personnel Committee, the Mayor and the City Administrator.

Human Resources Officer DeGroot suggested that the audio of this meeting be sent to him so that he understands the level of dissatisfaction and deep concern of the Committee in his work product. If he could receive this recording today, possibly he could create the brochure he is being paid to do in a reasonable timeframe.

Interim Administrator Fragoso thought that it might be necessary for the person he selects to work with to come for a visit and to speak with all of the Council members. She opined that these narratives were only job descriptions, which the City already has.

The HR Officer stated that Mr. Mercer has the information, so he should work with one (1) of his team mates to re-script the narratives. If that were to be the first step, the City might avoid the expense of another visit and setting up meetings with Councilmembers.

The Committee agreed that responsibility to re-write the narratives did not fall to them but was part of the job The Mercer Group was being paid to do, and the City deserved better.

The annual Accomplishments of the City could be a good resource for them since it covers what the City has done, where it stands today and what it is working toward.

The Chair expressed confidence that fresh eyes and fresh ideas from someone within The Mercer Group could take what has been done and give the Committee what it expected.

The Chair stated that she saw a consensus of the Committee agreeing that she needed to contact Mr. Mercer again and to make the Committee’s position clear; this second person might need to visit the island or maybe his notes could be comprehensive enough to explain what the Committee wants. She wants to present the island in such a way as to make it a great place to work and, despite the challenges, a place where he/she would want to work. The Chair opined that the nuances of the City could be properly placed in the narratives to make the job opportunities exciting.

By the meeting on November 1, the Chair said that decisions should be made about who in The Mercer Group is going to take on the task or what the next steps are. She would leave it to the HR Officer and the Interim Administrator to communicate what occurred in the phone call with Mr. Mercer via email so as not to hold another Special Meeting.

**3. Adjournment**

**MOTION: Councilmember Moya moved to adjourn the meeting at 9:10 a.m.; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk

Draft  
October 18, 2018

**THE CITY OF ISLE OF PALMS,  
SOUTH CAROLINA**

**INVITES YOUR INTEREST**

**IN THE POSITION OF**

**CITY ADMINISTRATOR**

## ***ISLE OF PALMS – AN EXCEPTIONAL OPPORTUNITY***

This is an exceptional opportunity for a seasoned city administration professional to work in a stable, vibrant and active community. The City is seeking a progressive, innovative and professional City Administrator to lead the City organization as it matures and develops for the future.

### **Vision Statement**

*Isle of Palms has developed into a premier barrier island residential community with a variety of housing styles, commercial uses and recreation facilities. Despite the natural cycle of beach erosion that is inherent on barrier islands and the extensive development of the island, the natural resources that make Isle of Palms such a wonderful place to live and visit remain intact and in good condition. Measures that will enhance the existing character of the island as a quality place to live, and protect the environment both on and around the island, must be taken to guide development and preserve the quality of life for generations to come.*

After a number of successful years as City Administrator, the previous Administrator has resigned from the City government and has left the organization in an excellent position for the future.

## ***THE IDEAL CANDIDATE***

The successful candidate for the position of City Administrator of the City of Isle of Palms should meet the following criteria:

- Graduation from an accredited 4-year college or university with a degree in public administration, political science, business management or closely related field.
- Five years experience as a municipal manager.
- Master's degree in business or public administration is preferred, but not required.
- Must possess or be able to obtain a valid South Carolina driver's license.
- City Council may consider a different combination of education and experience.

Required knowledge, skills and abilities include:

- Knowledge of state, local and federal rules and regulations.

- Thorough knowledge of the theory, principals, practices of public and business administration.
- Advanced principles and practices of public and local government administration.
- Knowledge of employee and employer rights and regulations.
- Working knowledge of municipal finance, personnel management, public works, recreation, public safety and community and economic development.
- Thorough knowledge of management and lease negotiations.
- Considerable knowledge of planning and land use principles.
- Thorough knowledge of operation and capital budgeting.
- Ability to deal with the public on wide range of issues and topics

### ***ABOUT THE POSITION***

Under general policy direction of the City Council, the City Administrator carries out the policies and programs determined by the elected City Council ensuring the execution of the City's Comprehensive Plan, Capital Plan, budget and City ordinances. The Administrator plans, directs and coordinates the administrative and operational activities of the City, and serves the needs of Isle of Palms residents and other stakeholders, according to the duties established in Section 1-4-11 of the Isle of Palms Code of Ordinances. This position provides administrative oversight to the operational and policy functions of the City government, provides leadership, and supervises, directly and indirectly, all City department heads and staff.

Essential job functions of the City Administrator include:

- Responsible for, directs and manages all department activities of the City, including the Marina, in accordance with City Ordinances.
- Provides strong strategic leadership and direction to City departments regarding programs and services directed by City Council.
- Organizes and integrates fiscal controls to ensure effective implementation of City Council's goals and objectives and oversees City expenditures.
- Directs and collaborates with the City's department heads for the development of the annual operations and capital projects budgets for approval by Council.

- Responsible for the oversight of expenditures and distribution of all funds of the City.
- Annually reviews and updates a (10) year capital plan collaboratively with department heads and treasurer.
- Develops and issues administrative policies, rules and procedures, and long-term programs to ensure efficiency of operations.
- Communicates to City Council conditions of significance including problems and/or all other situations impacting residents.
- Oversees compliance with City personnel policies, state and federal laws.
- Recruits, trains, directs, motivates and evaluates department heads and assigned staff; establishes, maintains and implements discipline and termination procedures.
- Implements grievance procedures.
- Responsible for all City owned and leased properties.
- Serves as the Procurement Officer for the City and manages adherence to the Procurement Ordinance.
- Serves as the Emergency Manager in the preparation for and the endurance of emergency events.
- Serves as the Public Information Officer.
- Manages adherence to all environmental laws related to the City being a barrier island community.
- Executes the policies and ordinances of the City, as set by Council, and state, including periodic review and revision recommendations.
- Interprets City ordinances codes and applicable laws and regulations to ensure compliance.
- Develops Council meeting agendas with Mayor; attends and participates in all Council meetings.
- Works closely with the City Council and neighboring local governments in developing and implementing programs to achieve City priorities and solve community issues.

- Works closely with City Chairs and Councilmembers by providing prompt, thorough and complete information.
- Coordinates the activities of city government with all other agencies within the City, county, state, and federal agencies.
- Recommends and manages personnel policies, classification, compensation, and evaluation policies for all City employees.
- Continually update Council on administrative activities throughout the month.
- Advises Ways and Means Committee of the financial condition of the City on a monthly basis and makes recommendations and ensures preparation and submission of the end-of-year annual fiscal report to City Council.
- Ensures completion of all capital investments on time and on budget includes appropriate protections for errors, omissions or mistakes.
- Participates in professional organizations on behalf of the City.
- Other duties as may be assigned by City Council.

There is no requirement for residency for this position within the City of Isle of Palms. However, it is preferred that the City Administrator be a resident of the City of Isle of Palms within a reasonable time after appointment.

### ***ABOUT ISLE OF PALMS***

Isle of Palms is a City in Charleston County, South Carolina. At the 2010 census, the year - round population was 4,133, but because of tourism, the population in summer may grow to 25,000 or more. Isle of Palms is a barrier island on the South Carolina coast. The City is included in the Charleston-North Charleston-Summerville metropolitan area and the Charleston-North Charleston Urbanized Area. The City lies on a narrow strip of land hugging the beach. It is separated from the mainland by the Intracoastal Waterway. It is an affluent community of both vacation homeowners and year- round residents, with large beachfront homes, resorts and local restaurants. Beach volleyball is popular in the summer and the "Windjammer Club" hosts several tournaments throughout the year.

### ***CITY GOVERNMENT/CITY ADMINISTRATION***

The City Government of the Isle of Palms is stable and operates under a City Charter. The City is governed by a Mayor and eight City Council members. The City government is non-partisan. The City is full-service except for the water system which is an authority with its own Board of Directors.

The City has 92 FTE employees, plus part-time/seasonal employees. The FY 2018 total budget for the City is approximately \$21M. The City Council utilizes several standing committees such as Public Safety, Facilities, Personnel, etc. to deal with issues in a thorough manner before they are taken to the full City Council for action.

The General Government portion of the City consists of 1 City Administrator, City Treasurer, 1 Assistant to the Administrator/Website Coordinator, 1 Payroll and Human Resource Director, 1 Clerk of Court/Receptionist, 1 City Clerk/Administrative Assistant, 1 Administrative Specialist/Accounts Payable for a total of 7 staff. In addition, 5 Department Managers report to the City Administrator.

The City administration facility is in good shape.

### ***COMPENSATION***

The starting annual salary for the City Administrator for the City of Isle of Palms will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

### ***HOW TO APPLY***

This position is open until filled. First review of candidates will occur on \_\_\_\_\_.

Confidential resumes should be sent by close of business on \_\_\_\_\_, to:

**James L. Mercer, President/CEO**  
**The Mercer Group, Inc.**  
**1000 Cordova Place, #726**  
**Santa Fe, NM 87505**

**VOICE: 505-466-9500**  
**CELL: 505-660-7725**  
**FAX: 505-466-1274**  
**E-Mail: jmercerc@mercergroupinc.com**  
**Website: www.mercergroupinc.com**

***The City of Isle of Palms is an Equal Opportunity Employer. The City of Isle of Palms does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.***

Draft  
October 11, 2018

**THE CITY OF ISLE OF PALMS,  
SOUTH CAROLINA**

**INVITES YOUR INTEREST**

**IN THE POSITION OF**

**CHIEF OF POLICE**

CALEA

## ***ISLE OF PALMS – AN OUTSTANDING OPPORTUNITY***

This is an exceptional opportunity for a seasoned management police professional to work in a stable, vibrant and active community. The City is seeking a progressive, innovative and professional Chief of Police to lead the City organization as it matures and develops for the future.

After a number of successful years as Chief of Police, the current Chief of Police has announced his intention to retire and is leaving the organization in an excellent position for the future.

## ***THE IDEAL CANDIDATE***

The successful candidate for the position of Chief of Police of the City of Isle of Palms should meet the following criteria:

- Possess a Bachelor's degree in Criminal Justice, or a related field and 10 years or more experience in law enforcement. Five years of extensive experience working in increasingly more responsible positions in police management. A Master's degree in Criminal Justice, Public Administration preferred and other technical post-graduate training such as the FBI National Academy, Southern Police Institute, or equivalent.
- Completion of advanced training courses in all areas of law enforcement.
- Maintenance of firearms proficiency according to departmental standards.
- Possession of a valid South Carolina driver's license.
- South Carolina Criminal Justice Training Academy certification, or ability to obtain SCCGA Class 1 certification within one year.
- Possession of, or ability to obtain within 6 months of employment, Red Cross or other accredited certification in Cardio-Pulmonary Resuscitation (CPR).
- This position is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Required knowledge, skills and abilities include:

- Knowledge of state, local and federal laws pertaining to the general exercise of law enforcement duties.

- Extensive knowledge of the principals, practices and procedures of police work.
- Knowledge of the organization and policies of neighboring governmental jurisdictions.
- Extensive knowledge of advanced law enforcement methods.
- Thorough knowledge of department procedures.
- Thorough knowledge of management, planning and supervisory methods and procedures.
- Knowledge of City and local area geography.
- Knowledge of the use and care of firearms.
- Thorough knowledge of equipment typical of law enforcement duties.
- Ability to communicate well verbally and in writing with the general public and the news media.
- Ability to work well with other City officials and the general public.
- Must maintain physical conditioning to be able to perform all duties of police officer on Isle of Palms according to departmental standards.
- Superior skill in organizing, directing and supervising others.
- Ability to meet needs of citizens while upholding the law.

Additional attributes sought in the next Chief of Police for the City of Isle of Palms include a collaborative leader, a positive strategic thinker, a problem solver, an individual who is organized, customer-service oriented, charismatic, and an inside/outside influencer. An individual who is honest, has high integrity, is good with finances, is effective at mentoring and developing staff, is approachable, has a collaborative mindset and is a decision maker.

Other requirements in the next Chief of Police for the City of Isle of Palms include demonstrable leadership skills, a team player who communicates with and works effectively with other Departments of the City, a person who enjoys getting out in the community and attending community events, a person who leads by example, a Chief who holds the Department accountable, someone who empowers others, a resourceful individual, someone who keeps up with technology, and someone who will be with the City for the long-term.

*Handwritten:*  
Gandy  
Tennille

Still other attributes of the next Chief of Police include someone who is visionary, and can see public safety trends and be proactive about them, an effective succession planner, a person who can deal effectively with education and drug issues, an effective negotiator, a person with a demonstrated work ethic, has experience with change and diversity, an advocate for employees, an effective partner with the schools and other outside agencies, and a thoughtful individual.

## ***ABOUT THE POSITION***

The Chief of Police for the City of Isle of Palms serves under the general direction of the City Administrator. He/she serves as the chief law enforcement officer of the City. In this regard, he/she directs the Police Department staff in the maintenance of peace and order, protection of life and property, and the prevention of crime. The Chief is responsible for the enforcement of laws and ordinances, traffic planning, and emergency response within the City of Isle of Palms. The Chief also performs a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department.

Essential duties performed by the Chief of Police include:

- Supervises, directly or through subordinates, and participates in all Department functions and activities such as patrol units, traffic control, crime prevention, and criminal investigations.
- Plans, develops, and oversees the implementation of department policies and procedures in accordance with applicable laws and ordinances.
- Develops and presents the requested budget for the Department. Manages the budget to assure effective and efficient use of budgeted funds, personnel, materials, equipment, facilities and time.
- Plans, implements, and directs the law enforcement, crime prevention, homeland security programs and community oriented policing programs for the City in order to better carry out the policies and goals of the City Administration and City Council; trains staff in all areas of operation, reviews Department performance and effectiveness, and formulates programs or policies to alleviate deficiencies.
- Communicates information on all operations to the City Administrator. Attends City Council and various commission meetings at the direction of the City Administrator, Mayor and Council. Prepares reports in accordance with the City Charter, City policy and procedure, and as requested by the Administrator and City Council.
- Directs a workforce of both sworn and civilian personnel. Recruits personnel for the Department, assigns work, facilitates training, reviews performance, sets

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OMG

standards for fitness, counsels, and takes disciplinary action up to the recommendation for discharge. Handles grievances, oversees the conduct and general behavior of assigned personnel, and also maintains Department discipline.

- Investigates complaints from citizens against Department employees and takes appropriate action in accordance with laws, ordinances, City policy, and collective bargaining agreements. Answers inquiries from citizens regarding laws, ordinances, and police procedures.
- Coordinates operations and strategies with other local, State and National safety agencies to ensure a comprehensive, cost-effective program. Negotiates and administers mutual aid agreements and other formal and informal relationships on behalf of the City.
- Conducts site plan review in coordinated effort with other City Departments to insure prevention of crime, maintenance of order, and proper legal motor vehicle and pedestrian traffic control. Provides emergency management and response. Coordinates and cooperates with area law enforcement agencies.
- Participates as a key member on commissions, committees, and projects and performs other duties as assigned by the City Administrator, Mayor or City Council.

There is no requirement for residency for this position within the City of Isle of Palms. However, it is preferred that the Chief be a resident of the City of Isle of Palms within a reasonable time after appointment.

## ***ABOUT ISLE OF PALMS***

Isle of Palms is a City in Charleston County, South Carolina. At the 2010 census, the year-round population was 4,133, but because of tourism, the population in summer may grow to 25,000 or more. Isle of Palms is a barrier island on the South Carolina coast. The City is included in the Charleston-North Charleston-Summerville metropolitan area and the Charleston-North Charleston Urbanized Area. The City lies on a narrow strip of land hugging the beach. It is separated from the mainland by the Intracoastal Waterway. It is an affluent community of both vacation homeowners and year-round residents, with large beachfront homes, resorts and local restaurants. Beach volleyball is popular in the summer and the "Windjammer Club" hosts several tournaments throughout the year.

## ***CITY GOVERNMENT/POLICE DEPARTMENT***

The City Government of the Isle of Palms is stable and operates under a City Charter. The City is governed by a Mayor and eight City Council members. The City government is non-partisan. The City is full-service except for the water system which is an authority with its own Board of Directors.

The City has 92 FTE employees, plus part-time/seasonal employees. The FY 2018 total budget for the City is approximately \$21M. The City Council utilizes several standing committees such as Public Safety, Facilities, Personnel, etc. to deal with issues in a thorough manner before they are taken to the full City Council for action.

The Police Department has 1 Police Chief, 2 Captains (1 over Operations and 1 over Support Services), 4 Patrol Sergeants, 2 Detectives, 12 Patrol Officers, 1 Victims Advocate/Investigator, 0 Communications Supervisor, 4 Communications Technicians, 1 Police Administrative Secretary, 1 Animal Control Officer, 1 Part-Time Animal Control Officer (75%), and Up to 10 Seasonal Beach Services Officers. The total staffing in the Department is 19.

Rolling stock, equipment, firearms and facility is in good shape.

### ***COMPENSATION***

The starting annual salary for the Chief of police for the City of Isle of Palms will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

### ***HOW TO APPLY***

This position is open until filled. First review of candidates will occur on \_\_\_\_\_.

Confidential resumes should be sent by close of business on \_\_\_\_\_, to:

**James L. Mercer, President/CEO**  
**The Mercer Group, Inc.**  
**1000 Cordova Place, #726**  
**Santa Fe, NM 87505**

**VOICE: 505-466-9500**  
**CELL: 505-660-7725**  
**FAX: 505-466-1274**  
**E-Mail: [jmercerc@mercergroupinc.com](mailto:jmercerc@mercergroupinc.com)**  
**Website: [www.mercergroupinc.com](http://www.mercergroupinc.com)**

***The City of Isle of Palms is an Equal Opportunity Employer. The City of Isle of Palms does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.***

Draft  
October 18, 2018

**THE CITY OF ISLE OF PALMS,  
SOUTH CAROLINA**

**INVITES YOUR INTEREST**

**IN THE POSITION OF**

**PUBLIC WORKS ASSISTANT  
DIRECTOR OF MAINTENANCE &  
FACILITIES**

## ***ISLE OF PALMS – AN OUTSTANDING OPPORTUNITY***

This is an exceptional opportunity for a seasoned Public Works Assistant Director professional to work in a stable, vibrant and active community. The City is seeking a progressive, innovative and professional Public Works Assistant Director of Maintenance & Facilities to report to the Public Works Director for the City of the Isle of Palms.

This is a new position in Public Works and could provide a promotional opportunity for the right person.

### ***THE IDEAL CANDIDATE***

The successful candidate for the position of Public Works Assistant Director of Maintenance & Facilities of the City of Isle of Palms should meet the following criteria:

- Possess a Bachelor's degree in Civil Engineering or a closely related field and 5 years of experience in general municipal engineering, including 2 years of supervisory experience or, an equivalent combination of education, training and experience.
- Possession of a valid South Carolina driver's license and the ability to obtain a Class B driver's license.
- Possession of a Class AB Underground Storage Tank (UST) Operator or ability to become a UST Operator within 6 months.
- Possession of License and the ability to operate construction equipment and vehicles.
- This job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Required knowledge, skills and abilities include:

- Knowledge of applicable federal, state, and local rules and regulations;
- Work requires the exercise of considerable judgment and initiative;
- Knowledge of street drainage construction, repair and maintenance methods;
- Knowledge of DHEC regulations regarding solid wastes, OSHA regulations, and their implementation;
- Knowledge of city procurement procedures and practices;
- Ability to plan, organize and supervise the activities of others;
- Knowledge of applicable occupational hazards and safety procedures;

- Knowledge of engineering practices, principles, terminology and methods;

Additional attributes sought in the new Public Works Assistant Director of Maintenance & Facilities for the City of Isle of Palms include a ability to discern when information should be conveyed or retained; ability to communicate clearly and concisely, both orally and in writing; research and prepare complex engineering reports; review and check engineering designs, plans and studies; assist in developing programs, goals, budgets, training courses and safety programs.

Other requirements of the new Public Works Assistant Director of Maintenance & Facilities is staying well-informed of current developments in the field by attending related classes, meetings and conferences; filing and organizational skills are of paramount importance as is a working knowledge of applicable OSHA, EPA, and DOT safety regulations, and having skills in operating computers and office software.

### ***ABOUT THE POSITION***

The Public Works Assistant Director of Maintenance & Facilities for the City of Isle of Palms serves under the general direction of the Public Works Director. This is a supervisory position assisting the Public Works Director with Public Works Administration, Engineering, Drainage, Stormwater, Underground Infrastructure and facilities maintenance. This position is responsible for effective utilization of staff, temporary labor and contractors. This position also performs technical and administrative duties and assists the Public works Director with all aspects and duties related to the implementation and management of the City's Stormwater Management, the National Pollutant Discharge Elimination System and the South Carolina Department of Health and Environmental Control. He/she performs inspection services and assists on a wide range of City projects and contracts such as landscaping, drainage, storm water, buildings and other improvements plus assisting in creating, coordinating and presenting educational materials and programs to citizens and City employees.

Essential job functions of the Public Works Assistant Director of Maintenance & Facilities include:

- He/she is responsible for performing technical and administrative duties in support of the City's Code, policies and procedures.
- He/she performs general civil engineering work for projects.
- He/she provides complex technical, administrative and other support to the Public Works Director as needed.
- This person may possess comprehensive knowledge of principles, practices and techniques of public works maintenance and construction; must be well versed in the materials, supplies, tools and equipment used in public works maintenance and repairs.
- He/she reinforces OSHA regulation and safety initiatives and conducts on-site investigations pertaining to accidents, injury, liability or incidents.

- He/she oversees, coordinates and performs maintenance, renovations, repairs and projects of City facilities including the scheduling of outside contractors to fix problems or emergencies as needed.
- This person assists in developing, presenting and administering operating budgets.
- He/she conducts inspections of works-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.
- He/she maintains a current working knowledge of regulatory requirements related to Stormwater on national, regional, state and City levels.
- This employee receives information from City staff regarding operations and assist in managing and prioritizing needs.
- He/she maintains a current working knowledge of regulatory requirements related to Stormwater on national, regional, state and City levels.
- He/she interacts and communicates effectively with the City Administrator, City Council members, Mayor, departmental supervisors and employees, co-workers, contractors, other government agencies, external organizations and the public.
- This employee assists the Public Works Director in developing legal documents, ordinances, programs and department policies in conjunction with the proper legal consultation.
- He/she represents the Department and Director during meetings and conferences and performs other duties as required and assigned.

There is no requirement for residency for this position within the City of Isle of Palms. However, it is preferred that this employee be a resident of the City of Isle of Palms within a reasonable time after appointment.

## ***ABOUT ISLE OF PALMS***

Isle of Palms is a City in Charleston County, South Carolina. At the 2010 census, the year-round population was 4,133, but because of tourism, the population in summer may grow to 25,000 or more. Isle of Palms is a barrier island on the South Carolina coast. The City is included in the Charleston-North Charleston-Summerville metropolitan area and the Charleston-North Charleston Urbanized Area. The City lies on a narrow strip of land hugging the beach. It is separated from the mainland by the Intracoastal Waterway. It is an affluent community of both vacation homeowners and year-round residents, with large beachfront homes, resorts and local restaurants. Beach volleyball is popular in the summer and the “Windjammer Club” hosts several tournaments throughout the year.

## ***CITY GOVERNMENT/PUBLIC WORKS DEPARTMENT***

The City Government of the Isle of Palms is stable and operates under a City Charter. The City is

governed by a Mayor and eight City Council members. The City government is non-partisan. The City is full-service except for the water system which is an authority with its own Board of Directors.

The City has 92 FTE employees, plus part-time/seasonal employees. The FY 2018 total budget for the City is approximately \$21M. The City Council utilizes several standing committees such as Public Safety, Facilities, Personnel, etc. to deal with issues in a thorough manner before they are taken to the full City Council for action.

The Public Works Department is highly regarded in the community. In the department there is one Public Works Director, 1 Public Works Assistant Director, There will be a new 1 Assistant Director of Maintenance and Facilities and 8 Vehicle Operators/CDL This will provide a total staff in the Department.

### ***COMPENSATION***

The starting annual salary for the Public Works Assistant Director for Maintenance & Facilities for the City of Isle of Palms will be market competitive depending upon the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

### ***HOW TO APPLY***

This position is open until filled. First review of candidates will occur on \_\_\_\_\_.

Confidential resumes should be sent by close of business on \_\_\_\_\_, to:

**James L. Mercer, President/CEO**  
**The Mercer Group, Inc.**  
**1000 Cordova Place, #726**  
**Santa Fe, NM 87505**

**VOICE: 505-466-9500**  
**CELL: 505-660-7725**  
**FAX: 505-466-1274**  
**E-Mail: jmerc@mercergroupinc.com**  
**Website: www.mercergroupinc.com**

***The City of Isle of Palms is an Equal Opportunity Employer. The City of Isle of Palms does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, or national origin.***