

**PERSONNEL COMMITTEE**

10:30 a.m., Thursday, July 5, 2018  
City Hall Conference Room  
1207 Palm Boulevard

**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. **Approval of Previous Meeting's Minutes**  
Regular Meeting of June 7, 2018
3. **Citizens' Comments**
4. **Old Business**
  - A. Consideration and selection of search firms for a recommendation to the Ways and Means Committee
  - B. Discussion of traits, characteristics and qualities of the ideal City Administrator
  - C. Discussion of proposed revisions to the job description for the City Administrator
  - D. Discussion of traits, characteristics and qualities of ideal Chief of Police
  - E. Discussion of proposed revisions to the job description for the Chief of Police
5. **New Business**
6. **Miscellaneous Business**  
  
Next Meeting Date: 5:00 p.m., Thursday, August 2, 2018
7. **Executive Session – if needed**
8. **Adjourn**

**PERSONNEL COMMITTEE**  
5:00 P.M., Thursday, June 7, 2018

The regular meeting of the Personnel Committee was called to order at 5:00 p.m., Thursday, June 7, 2018 in the City Hall Conference Room, 1207 Palm Boulevard, Isle of Palms, South Carolina. Present for the meeting were Councilmembers Moyer and Rice, Chair Ferencz, Interim City Administrator Fragoso, Human Resources Office, 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 of Information Act.

2. **Approval of Previous Meetings' Minutes**

**MOTION:** Councilmember Rice moved to approve the minutes of the regular meeting of May 10, 2018 and the Special Meeting of May 15, 2018 as submitted; Councilmember Moyer seconded and the motion PASSED UNANIMOUSLY.

3. **Citizens' Comments** – None

4. **Old Business** – None

5. **New Business**

A. **Consideration of proposals from search firms**

The Chair's homework assignment for the Committee members was to study the five (5) proposals and to decide upon their top two (2).

Councilmember Rice announced that, for her, the top two (2) firms were Colin Baenziger & Associates and The Mercer Group; she chose them because they appear to have done many searches for towns the size of the Isle of Palms and the towns with characteristics similar to the Isle of Palms. In her review, she thought that one (1) of the firms was very Texas-focused; she thought that none of the firms was perfect but the two (2) firms she selected were firms with which she was most comfortable.

Councilmember Moyer said that he had trouble narrowing the group to two (2); he commented that he did not see clear differentiation between their qualifications and their processes. He had planned to call several of the cities each firm has assisted in hopes of learning something that would cause one (1) to stand out, but he ran out of time. He said that they had relatively detailed processes, but he thought too many of the questions were subjective, not clearly objective upfront screening interview processes. In his opinion, the firms were relying on the candidates' interview skills versus the interview processes; he was more interested in the process and technique rather than the individual. Based on the information provided, he thought the City would get the same level of service from each of them. No firm stood out to him as the obvious choice, but no firm gave him the feeling that they should be eliminated from the selection.

Chair Ferencz agreed that no firm stood out. The impression she got from the Novak proposal was that they were focused on a niche, i.e. women. The Mercer Group offered a very aggressive timeline of ninety to one hundred twenty (90 – 120) days, but she liked that they were based in

Atlanta; in addition, she liked their evaluation matrix. She was pleased to see that each company offered a satisfaction guarantee even if the first round of candidates did not meet the City's criteria; she noted that GovHR offered a twenty-four (24) month guarantee. Although we live in the age of technology, the firms offered the use of SKYPE for interviews, but preferred to see more personal attention. A draw to GovHR was that their interview team included people who have held the positions the City was looking to fill. She was struck to see that SGR has not worked with many small communities and appeared to be mostly electronic. Reviewing the proposal by Colin Baenziger brought up the question of the difference between a City Manager and a City Administrator; she noted that they have placed many managers but few administrators. Chair Ferencz agreed with Councilmember Moye that the firms appear to have the same processes. If forced to make a decision today, she would select The Mercer Group.

HR Officer DeGroot explained that City Manager was a position that would not need Council's approval or authorization to make decisions for the community; a City Administrator works under City Council and would be limited in what could be done without a formal approval from them.

In the course of her study, the Chair talked with Mayor Carroll about the possibility that the Committee could not decide at this meeting on the firms they thought would do the best job for the City and would recommend to the Ways and Means Committee. She reported that the Mayor had told her that the Committee should take its time and do the job right.

When the Chair suggested calling previous clients of certain firms, Councilmember Rice commented that she thought they would learn little since the local governments would likely not have experience with more than one (1) firm on which to base comparisons.

Councilmember Moye stated that, rather than ask questions, the Committee members should develop several scenarios to which the references would respond according to their experience with the search firm, such as 'What was the firm's response when asked to provide something that was not in the scope of the agreement?'

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Before continuing the discussion, Councilmember Moye asked for the Human Resources Officer's opinion of the firms and whether one (1) was particularly good or bad. Ms. DeGroot said that, when calling them initially, she was looking for responsiveness, customer service, and their ability to meet the City's needs; several were "pretty good" and a few were "excellent." She noted that recruiting and placing municipal professionals was all that they do and they all do it very similarly. When pressured to identify the few who were excellent, she named Novak, Mercer, SGR and GovHR; she added that she did not have much contact with Colin-Baenziger. She agreed that it was "a tough decision" especially because one (1) did not stand out as very good or very bad. In reviewing their materials, she noticed that GovHR had worked with Beaufort County so she reached out to them and spoke with the County Attorney and Interim HR person, and they had nothing but "fantastic things" to say about them.

Councilmember Moye again asked Ms. Degroot for her choice, and she said that, without looking at pricing, the decision would be between Mercer and GovHR.

Councilmember Rice explained that she has a hang-up in making a selection relative to the fact they will not find anyone who understands the Southern spirit, culture, etc. when recruiting across the country for candidates.

Ms. DeGroot said that, once Council decides upon a firm, they will come here to learn about the City and its nuances that concern this Committee; she noted that the City has a diverse workforce,

and the person who is hired would work with them and learn about the island.

Councilmember Moyer pointed out that two (2) Committee members and the HR Officer mentioned Mercer, which was also the lowest priced firm; therefore, the consensus of the Committee was that Mercer will do the job well based on their processes and credentials alone, along with the lowest priced option.

The two (2) other search firms that the Committee discussed were GovHR and Coliin-Baenziger. Chair Ferencz suggested that each member of the Committee take a firm and call past clients for references. Toward that end, she wanted the Committee to spend some time developing the questions/scenarios they would use to get the answers they want and asked Councilmember Moyer to take the lead.

Councilmember Moyer indicated that the first step was to determine what they would be looking for in a search firm; they agreed that customer service was primary and then responsiveness. Having exemplified responsiveness in getting the City's business, would they continue that level of responsiveness after winning the business. Another critical issue would be how well they understood the needs of the community; how well do they executed the plan set forth?

Councilmember Moyer thought the Committee should expect multiple rounds of candidates.

Chair Ferencz expanded that by asking if the entity had multiple rounds of candidates, and how did the search firm react to additional rounds? If there had been a miscommunication of the City's needs in some manner, what kind of change did they make with subsequent rounds of candidates? Was that done timely?

The Chair said that she was interested in knowing how communicative the firm was during the recruiting process and their initial interviews, i.e. progress reports.

Councilmember Rice said that her interest in Colin-Baenziger was seeing that they had worked with many smaller communities like the Isle of Palms.

Another interest for Chair Ferencz was if they would have liked to see the search firm do something differently.

Based on the way he handles customer interviews, Councilmember Moyer said that he offers an open-ended area because he typically gets a lot of information in an unstructured discourse, for instance, tell me how you felt the process went. From there, the questions can get more specific, for example:

- How long did the whole process take?
- How well did they identify the needs of the position and to align those needs with the first set of candidates sent to you?
- Was the first round of candidates satisfactory or were other rounds necessary?
- How responsive were they with your request for another round, and what did they change about their process?
- How responsive were they with any additional requests made during the process?
- Did they provide frequent updates?
- Was there anything you would change about the process?

Chair Ferencz assigned Colin-Baenziger to Councilmember Moye, Mercer to Councilmember Rice, and she took GovH; the Committee agreed that each would make three (3) inquiries of each firm's past clients. Councilmember Moye said that he would probably ask to speak to the Mayor when he makes these calls.

**B. Consideration of characteristics/traits/qualities/qualifications of ideal candidate for City Administrator**

Adjectives to describe the ideal candidate for City Administrator were:

- Organized;
- Able to prioritize;
- Communication skills, orally and in writing;
- Environmentalist;
- Future thinking;
- Motivational;
- Team builder;
- Tech savvy; and
- Thinks out of the box.

The Committee will finalize and rank the top four (4) characteristics from the list provided by HR Officer DeGroot for the July meeting.

**C. Discussion of City Administrator Job Description**

Since HR Officer Degroot has not drafted a revised job description for the City Administrator, the Committee decided to hold the discussion until the July meeting.

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**D. Consideration of characteristics/traits/qualities/qualifications of the ideal candidate for Chief of Police**

HR Officer DeGroot distributed a list of descriptive terms frequently used in job descriptions for the Chief of Police position; she asked the Committee members to highlight the ones they thought were the most important.

Chair Ferencz reported that she had received an email from Susan Smith stating that, when she brought this Agenda item before the Public Safety Committee for input, she was told that the task belonged to the Personnel Committee, but she did pass along her own list. Chair Ferencz reported that Councilmember Smith had posted a request on Facebook for residents to send her their list of things they want to see in a new chief; they sent in terms like a true leader, respected, has a handle on things at the peak of the season as well as the off-season with more attention to the residents during the off-season, a balance between summer and winter times, accustomed to beach policies and a new set of eyes.

Ms. DeGroot explained that the terms on the handout were compiled from multiple job descriptions she researched from throughout the state.

Chair Ferencz gave another homework assignment to the Committee members, i.e. to study the list and to come back in July. As they discussed prioritizing their choices, Councilmember Moye said that ranking them would help the search firm find the best candidate for the City, while, at the same time, acknowledging that all of the adjectives on the list were important. He thought

that, if each member had a priority list of five (5), as a Committee, they could provide a list of ten (10).

Ms. DeGroot encouraged the members to feel free to add things they thought were necessary but were not on the list.

**E. Review of proposed revised job description for the Chief of Police**

Ms. DeGroot produced a draft revised job description for this position, and it was included in the meeting packet. The document has been reviewed and edited by Interim Chief Usry and City Administrator Emerita Tucker, and their edits/revisions are included in the packet document. Edits by the Interim Administrator have not yet been incorporated into the job description; therefore, the Committee would not be expected to approve it at this meeting.

Ms. DeGroot asked that the Committee fill the blank for how long the City would give the new chief to become certified in South Carolina, assuming that he/she was not already certified; when looking at other Chief of Police job descriptions, some local governments give six (6) months while others give one year (1 yr.). Since the certification training at the South Carolina Criminal Justice Academy is at least three (3) months, the Committee thought a year would be fair.

**F. Approval of job description for Public Works Assistant Director for Maintenance and Facilities**

Chair Ferencz noted that this job description has been approved by the Public Works Committee, and needs the Personnel Committee's approval before going to Council for approval and adoption.

**MOTION: Councilmember Rice moved to approve the description for the Public Works Assistant Director of Maintenance and Facilities as presented; Councilmember Moye seconded.**

Councilmember Rice distributed Director Pitts' list of traits and qualities he wanted to see in the person hired to fill this position, and it was distributed to the Committee members. Ms. DeGroot also distributed an expanded list of characteristics that includes the Director's list as well.

Responding to Councilmember Moye, the Chair said that the Committee has agreed to use the search firm for all three (3) positions, but they will only be asked to do the initial work for the Public Works position, and all resumes would come to Director Pitts and HR Officer DeGroot.

Director Pitts asked what the procedure would be if a current IOP employee wanted to apply for the position, and the Chair stated that the person would apply through the search firm like other candidates.

**Vote: The motion PASSED UNANIMOUSLY.**

**6. Miscellaneous Business**

**Consideration of Patrol Officer Phillips as employee of the month**

Interim Chief Usry recommended Officer Phillips for this recognition for her exceptional work on April 22<sup>nd</sup> when she saved a female from jumping from the Connector; additionally she was

compassionate once the woman was safe and until her brother and the paramedics arrived while doing a thorough investigation.

**MOTION: Councilmember Moya moved to name Patrol Officer Phillips Employee of the Month; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.**

Accompanying this recognition is a gift card to the store or restaurant of the officer's choice in the amount of thirty dollars (\$30.00).

**Next Meeting Date: 10:30 a.m., Thursday, July 5, 2018**

7. **Executive Session** – not needed

8. **Adjourn**

**MOTION: Councilmember Moya moved to adjourn the meeting at 6:04 p.m.; Councilmember Rice seconded and the motion PASSED UNANIMOUSLY.**

Respectfully submitted:

Marie Copeland  
City Clerk



## Isle of Palms Position Description

Position Title: **City Administrator**  
Department: General Government  
Reports To: Mayor/Council  
Employment Status: Full -Time / Exempt  
Date: 2018

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### General Summary:

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 the Isle of Palms residents and other stakeholders, according to the duties established in Section 1-4-11 of the City of Isle of Palms Code of Ordinances. This position provides administrative oversight to the operational and policy functions of City government, provides leadership, and supervises, directly and indirectly, all City department heads and staff.

~~The City Administrator carries out the policies and programs determined by the elected City Council ensuring the execution of the City's comprehensive plan, budget and City ordinances. The Administrator plans, directs and coordinates the administrative and operational activities of the City, and serves the needs of the Isle of Palms residents and other stakeholders, according to the established duties established in Section 1-4-11 of the City of Isle of Palms City Code of Ordinances.~~

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The City Administrator carries out the policies and programs determined by the elected City Council; ensures development and execution of the City's comprehensive plan and budget; ensures City government operations and functions effectively and serves the needs of Isle of Palms residents and other stakeholders. Plans, directs, and coordinates the administrative and operational activities of the City; organizes, and integrates fiscal controls; supervises all appointed department heads; performs the duties involving the development of broad policies and long-term programs, including the establishment of guides and general directives for the organization as a whole and insures that City ordinances are enforced.

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### Essential Job Functions: \*



- 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 ten (10) year capital plan collaboratively with department heads and treasurer
  - Organizes and integrates fiscal controls
  - Develops and issues administrative ~~broad~~ 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 the City's Real Property, ~~to include~~ the Isle of Palms marina and the supervision of leases of the Real Property
  - Serves as the Procurement Officer for the City of Isle of Palms 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's 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 ~~problems~~
  - Works closely with Committee Chairs and Councilmembers including 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 updates City Council on administrative activities throughout the month
- ~~Develops and establishes policies and procedures for the operation of administrative functions and operational activities of the city~~

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- ~~Advises council of the financial condition of the City and makes recommendations~~
- ~~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 end-of-year annual fiscal report to City Council~~
- ~~Collaborates with the City's Department Heads and Marina tenants in the development of the annual operations budget and capital improvements plan budgets for approval by Council~~
- ~~Strives to~~ Ensures completion of all capital investments on time and on budget and include appropriate protections in contracts for errors, omissions or mistakes
- ~~May~~ Participates in professional organizations on behalf of the City
- Other duties as may be assigned by City Council

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## Function

In accordance with City Ordinances, and day to day guidance of the Mayor, the City Administrator is responsible for, directs, and manages all department activities of the City, including the Marina, and shall communicate to City Council conditions of significance including problems and/or all other situations impacting residents.

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Serves as director of Personnel for the City, oversees compliance with City personnel policies, state and federal laws for employee and employer, and implements grievance procedure. Provides leadership to develop and retain highly competent, public service oriented staff through selection, compensation, training, and day to day management practices that support the City Council's direction.

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Responsible for City Real Property to include the marina and the supervision of leases of the Real Property.

Serves as the Procurement Officer for the City of Isle of Palms and manages adherence to the Procurement Ordinance; establishes or recommends internal controls which prevent /deter fraud, waste, or abuse of City resources.

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Serves as the Emergency Manager in the preparation for and the endurance of emergency events; acts as a conduit of information to Council and provides information to the Mayor, or designee, who acts as the conduit of information to the public and the news media.

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Serves as Public Information Officer; directs and oversees preparation of a wide variety of reports and presentations for City Council, oversees the preparation of press releases and material for dissemination to the media and the public; maintains effective relationships with the media and serves as a clearinghouse for all City Social Media.

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Manages adherence to all environmental laws related to the City's being a barrier island community.

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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 and issues administrative policies, rules and procedures that will help improve City efficiency; endeavors to protect the City from costly contract disputes through due diligence and expert advisers.

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Other duties as may be assigned by City Council.

### Duties and Responsibilities

Interprets the direction and intent of Council; implements policies as directed; acts to insure that all laws, ordinances, and policies of the City Council are faithfully executed; recommends organizational changes and assists in formulation of internal plans, policies, and programs; oversees plans, directions and coordination of all activities funded by Council.

Develops Council meeting agendas with Mayor; attends and participates in all Council meetings, or appoints designate. Works closely with Committee Chairs and Councilmembers including providing prompt, thorough, and complete information equally as appropriate to all Council members and Committees; endeavors to avoid surprises on behalf of Councilmembers; and is available, tactful and responsive.

Maintains operational control and supervision of all appointed department heads and their departments; directs all personnel.

Coordinates the activities of city government with all other agencies within the city, county, ~~state~~, ~~state~~, and federal agencies; develops and establishes policies and procedures for the operation of administrative functions and operational activities of the city, including fire, police, public works, recreation, building inspections, etc.

With the City's Department Heads and Marina tenants develops drafts of the annual operations budget and capital improvement plan budget for approval by Council and supervises the implementation of adopted budgets.

Advises council of the financial condition of the City and makes recommendations as may be necessary to preserve the financial health of the City; reviews financial guidelines, salaries, and supervises the collection of revenue, while keeping City Council abreast of City's financial condition.

Strives to complete all capital investments on time and on budget and include appropriate protections in contracts for errors, omissions or mistakes.

Ensures that personnel policies and State, and Federal regulations are enforced.

Participates in professional organizations on behalf of the City; maintains good working relationship with key community constituencies.

Works closely with the City Council and neighboring local governments in developing and implementing programs to achieve City priorities and solve community problems.

Serves as a role model to employees.

Develops and coordinates proposals for action on current and future City needs, working closely with appointed boards, committees, and officials to achieve planned action results

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~~Performs unspecified duties as required.~~

**General Duties, Delegation of Authority**

~~The City Administrator shall be responsible to the collective City Council for the proper administration of the City, and to that end shall have the power and authority to:~~

~~Serves as the Department Head of the General Government Department of the City.~~

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~~Directs, supervises, and coordinates administrative activities and operations.~~

~~Conducts annual performance appraisals of appointed department heads.~~

~~Supervises the appointment of personnel to be department heads.~~

~~Suspends department heads with timely notice to City Council.~~

~~Dismisses department heads with the approval of Council.~~

~~Suspends or dismisses other City employees with the advice of the appropriate department head and with timely notice to City Council.~~

~~Recommends and administers personnel policies, classification, compensation, and evaluation policies for all City employees.~~

~~Prepares monthly report on administrative activities.~~

~~Combines or consolidates job positions within departments as necessary or prudent to maximize manpower, utilization, and efficiency.~~

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~~Investigates complaints concerning administrative matters and personnel performance.~~

~~Prepares a proposed annual capital and operating budget and submit the proposed budgets to the Council for review and consideration.~~

~~Responsible for the administration of adopted annual operating and capital budgets.~~

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~~Prepares a five (5) year capital plan which is to be updated annually.~~

~~Monitors the financial condition of the City, estimate present and future financial means.~~

~~Analyzes and reports on monthly financial reports prepared by the Treasurer and submit to Council.~~

~~Recommends and administers policies governing purchasing procedures and inventory control to Ways and Means Committee.~~

~~Authorizes the purchase of services, material, and equipment, which do not require competitive bids, provided that such items are appropriated in the annual operating budget or capital program budget.~~

~~Authorizes shifts between departmental budget line items in accordance with policy provided overall budget appropriations are not exceeded.~~

~~Advises Ways and Means Committee of anticipated expenditures that may exceed budgeted amounts. Establishes or recommends internal controls which will prevent/deter fraud, waste or abuse of City resources.~~

~~Ensures that a complete annual report on the finances of the City is prepared and submitted to the City Council following the end of each fiscal year.~~

~~Provides the Council with information, data, and leadership, in matters of policy determination.~~

### Knowledge, Skills and Abilities:

Knowledge of applicable federal, state and local rules and regulations;

### Required Knowledge, Skills, and Abilities

~~Thorough knowledge of theory, principles and practices of public and private business administration.~~

Extensive knowledge of City functions and associated management, financial and public policy issues and organization and functions of an elected City Council

### Advanced principles and practices of public and local government administration

~~Extensive knowledge of personnel principles and practices of public personnel management and the City's personnel rules and policies;~~

~~Extensive knowledge of employee and employer rights and regulations.~~

~~Extensive knowledge of public works activities and practices.~~

Working knowledge of municipal finance, personnel management, public works, recreation, public safety and community and economic development

Thorough knowledge ~~Extensive knowledge of Marina management and lease negotiations~~

~~Extensive~~ Considerable knowledge of planning and land use principles.

~~Extensive~~ Thorough knowledge of operations and capital budgeting.

~~Extensive knowledge of the maintenance of public archival records~~

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Ability to deal with the public on a wide range of topics and issues; ~~communicates with citizens, the public, intergovernmental agencies, businesses and not for profits while being fair, responsive, professional, polite, open, skillful with the media, cooperative and listens.~~

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#### **Educational and Experience Qualifications:**

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 of experience as a municipal administrator

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

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#### **Minimum Training and Experience**

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~~Master's degree in Public Administration with at least five (5) years' experience in local government administration.~~

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~~City Council may consider a different combination of education and experience.~~

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#### **Physical Requirements:**

- Predominately works under typical office conditions with noise levels usually moderate
- Exposure to the elements may occur in performing duties associated with the Marina and beach area
- Mobility to work in a standard office setting and use standard office equipment, including computers
- Ability to operate a motor vehicle and to visit various City sites
- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and with various communication devices
- Primarily a sedentary office classification although standing in work areas and walking between work areas is typically required
- Positions in this classification have regular occasion to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment

Applicants and current employees who are or become disabled as defined under the Americans With Disabilities Act and its related regulations must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation. The City welcomes discussion regarding reasonable accommodations that may be needed. Reasonable accommodations are determined on a case-by-case basis.

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### Work Environment

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~~The City Administrator predominately works under typical office conditions with noise levels usually quiet. Being a coastal community, exposure to the elements may occur in performing duties associated with the Marina and beach area. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

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\*Disclaimer: The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

Approved by Council – October 28, 2014

Pay range:

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~~\$105,737      \$132,171      \$158,605~~

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## Isle of Palms Position Description

Position Title: **City Administrator**  
Department: General Government  
Reports To: Mayor/Council  
Employment Status: Full -Time / Exempt  
Date: 2018

### **General Summary:**

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 the Isle of Palms residents and other stakeholders, according to the duties established in Section 1-4-11 of the City of Isle of Palms Code of Ordinances. This position provides administrative oversight to the operational and policy functions of City government, provides leadership, and supervises, directly and indirectly, all City department heads and staff.

### **Essential Job Functions:** \*

- 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 ten (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 the City's Real Property including the Isle of Palms marina and the supervision of leases relative to the Marina
- Serves as the Procurement Officer for the City of Isle of Palms 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's 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 Committee 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 updates City 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 end-of-year annual fiscal report to City Council
- Ensures completion of all capital investments on time and on budget and includes appropriate protections in contracts for errors, omissions or mistakes
- Participates in professional organizations on behalf of the City
- Other duties as may be assigned by City Council

**Knowledge, Skills and Abilities:**

Knowledge of applicable federal, state and local rules and regulations

Thorough knowledge of theory, principles and 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 a wide range of topics and issues

**Educational and Experience Qualifications:**

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 of experience as a municipal administrator

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

**Physical Requirements:**

- Predominately works under typical office conditions with noise levels usually moderate
- Exposure to the elements may occur in performing duties associated with the Marina and beach area
- Mobility to work in a standard office setting and use standard office equipment, including computers
- Ability to operate a motor vehicle and to visit various City sites

- Vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and with various communication devices
- Primarily a sedentary office classification although standing in work areas and walking between work areas is typically required
- Positions in this classification have regular occasion to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information
- Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds and heavier weights with the use of proper equipment

*Applicants and current employees who are or become disabled as defined under the Americans With Disabilities Act and its related regulations must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation. The City welcomes discussion regarding reasonable accommodations that may be needed. Reasonable accommodations are determined on a case-by-case basis.*

\*Disclaimer: The above information has been designed to represent the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive description of all duties, responsibilities and qualifications requires of employee assigned to this position.

I have read and accept the responsibilities outlined above.

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Signature

Date

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Printed name



**Isle of Palms  
Position Description**

Position Title: **Chief of Police**  
Department: Police  
Reports To: City Administrator  
Employment Status: Full-Time-/Exempt  
Date: July 2018

**General Summary:**

Under limited supervision of the City Administrator, plans, directs, manages and coordinates all police department operations pertaining to the enforcement of state and local laws designed for public safety and welfare. Employee works under stressful, high-risk conditions, performing specialized law enforcement duties.

**FUNCTION:**

*Under limited supervision of the City Administrator, performs complex administrative and supervisory duties in the overall management of the police department; performs specialized law enforcement duties as necessary.*

**Essential Job Functions: \* DUTIES**

- Responsible for planning, organizing, and directing overall function of police department activities, ensuring the department's compliance with applicable federal, state and local laws and regulations *Plans, organizes, and directs the overall function of the police*
- Develops and implements strategic long and short-range goals for the effectiveness and efficiency of departmental objectives *Creates and enforces the long and short range goals of the department. Prepares budget recommendations to the City Administrator and manages the budget for the department*
- Develops department policies and procedures and recommends law enforcement ordinances for presentation to the Public Safety Committee and City Council; acts as a member of the City Department Managers' Management Team
- Keeps self and members of the police department informed of significant developments in the criminal justice field which affect the department

- Meets daily, or as needed, ~~with direct reports the Support and Operations Captains and~~ division supervisors
- Prepares budget recommendations to the City Administrator and manages the budget for the department ~~Develops the annual department budget and controls the police department expenditures~~
- Enforces departmental rules, regulations, procedures and work methods; imposes disciplinary action when necessary
- Prepares and delivers public addresses; meets with the news media and performs other public relations duty as required
- ~~Prepares budget recommendations to the City Administrator and manages the budget for the department~~
- Performs evaluations of subordinates, reviews their work for completeness and accuracy
- Supervises staff through the chain of command; supervisory duties include instructing, assigning, reviewing and planning work; maintaining standards; selecting new employees and acting on employee discipline and discharge
- ~~Manages the development of training programs for new personnel and approves the continuing training program for all personnel~~
- Coordinates and manages the training of all staff sworn and non-sworn staff to include initial training certification and recertification of all programs and to supervise the proper development of training and education programs. To ensure all staff are knowledgeable and about new developments in State, Federal, local and departmental rules, regulations, policy and procedures
- Interacts with State, Federal and local criminal justice agencies and other legal, social, public and private agencies
- Analyze complex police problems and to adopt quick and effective reasonable courses of action
- Ensures community safety; develops new techniques for community policing
- Develops long-range manpower and equipment estimates and insures the proper complement of personnel to support all regular and special duty law enforcement
- Represents the department at Council meetings, community events, etc.; prepares special and regular department reports such as annual administrative report to the City Administrator, Public Safety Committee and Council
- Responds to serious crime incidents or emergencies and directs activities when possible

- *Works with Assistant Administrator and eEstablishes liaison with news media or selects designee for dissemination of public information relative to crimes and/or emergencies*
- *Refers to policy and procedures manuals, computer manuals, codes-/laws-/ordinances-/regulations, publications and reference texts, etc.*
- *Performs other duties as required*

*~~Creates and enforces the long and short range goals of the department.~~*

*~~Finalizes all new employment and termination decisions.~~*

*~~Conducts an annual performance appraisal of the Support and Operations Captains and reviews the performance appraisals of all personnel.~~*

#### **Knowledge, Skills and Abilities:**

*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.*

*Superior skill in organizing, directing and supervising others.*

*Superior ability to manage people and to develop policies and procedures.*

*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.*

## **EDUCATION, TRAINING AND EXPERIENCE:**

### **Educational and Experience Qualifications:**

*Bachelor's degree in criminal justice or related field and ~~have~~ ten (10) years or more experience in law enforcement, five (5) years of (extensive experience working in police management) which have been in increasingly more responsible positions, or the equivalent in education and training to fulfill position requirements*

**Master's degree preferred. Completion of major course of study in police management ~~(for~~(for example, 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 and/or the ability to obtain SCCJA Class 1 certification within one year. -reasonable time frame (Add time desired)**

*Possession of, or ability to obtain within six (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**

### **Physical Requirements:**

**Must be physically able to operate a variety of different types of equipment and machinery including computers, law enforcement equipment, emergency vehicles, tools, firearms, and communications equipment, etc.**

**Must be able to exert up to fifty pounds of force occasionally and frequently or constantly to lift carry, push, pull or otherwise move objects.**

**Physical demands are in excess of those of sedentary work.**

**Position requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.**

**Ability to walk, stand, running, climbing, reaching, bending, stooping, kneeling, crawling and jumping for varying periods of time.**

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Subject to high risks with exposure to potentially dangerous situations, such as physical attack or unusual environmental stress, (e.g. working under extreme outdoor weather conditions, exposure to toxic fumes, chemicals, blood borne pathogens, major trauma, emotional stress and hazards of disability or even death), which require a range of safety and other precautions.

Frequently subject to outside weather conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

(Note: The listing of duties in this class specification is representative, not exhaustive. It is not necessarily a detailed description of all work responsibilities and it does not give exclusive title to every function described.)

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*I have read and accept the responsibilities outlined above.*

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Signature

Date

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Printed name





## Isle of Palms Position Description

Position Title: **Chief of Police**  
Department: Police  
Reports To: City Administrator  
Employment Status: Full Time/Exempt  
Date: July 2018

### **General Summary:**

Under limited supervision of the City Administrator, plans, directs, manages and coordinates all police department operations pertaining to the enforcement of state and local laws designed for public safety and welfare. Employee works under stressful, high-risk conditions, performing specialized law enforcement duties.

### **Essential Job Functions: \***

- Responsible for planning, organizing, and directing overall function of police department activities, ensuring the department's compliance with applicable federal, state and local laws and regulations
- Develops and implements strategic long and short-range goals for the effectiveness and efficiency of departmental objectives
- Develops department policies and procedures and recommends law enforcement ordinances for presentation to the Public Safety Committee and City Council; acts as a member of the City Department Managers' Team
- Keeps self and members of the police department informed of significant developments in the criminal justice field which affect the department
- Meets daily, or as needed, with direct reports and division supervisors
- Prepares budget recommendations to the City Administrator and manages the budget for the department and controls the police department expenditures
- Enforces departmental rules, regulations, procedures and work methods; imposes disciplinary action when necessary
- Prepares and delivers public addresses; meets with the news media and performs other public relations duty as required
- Performs evaluations of subordinates, reviews their work for completeness and accuracy

- Supervises staff through the chain of command; supervisory duties include instructing, assigning, reviewing and planning work; maintaining standards; selecting new employees and acting on employee discipline and discharge
- Coordinates and manages the training of all staff sworn and non-sworn staff to include initial training certification and recertification of all programs and to supervise the proper development of training and education programs. To ensure all staff are knowledgeable and about new developments in State, Federal, local and departmental rules, regulations, policy and procedures
- Interacts with State, Federal and local criminal justice agencies and other legal, social, public and private agencies
- Analyze complex police problems and to adopt quick and effective reasonable courses of action
- Ensures community safety; develops new techniques for community policing
- Develops long-range manpower and equipment estimates and insures the proper complement of personnel to support all regular and special duty law enforcement
- Represents the department at Council meetings, community events, etc.; prepares special and regular department reports such as annual administrative report to the City Administrator, Public Safety Committee and Council
- Responds to serious crime incidents or emergencies and directs activities when possible
- Works with Assistant Administrator and establishes liaison with news media or selects designee for dissemination of public information relative to crimes and/or emergencies
- Refers to policy and procedures manuals, computer manuals, codes/laws/ordinances/ regulations, publications and reference texts, etc.
- Performs other duties as required

#### **Knowledge, Skills and Abilities:**

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.

Superior skill in organizing, directing and supervising others.

Superior ability to manage people and to develop policies and procedures.

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.

**Educational and Experience Qualifications:**

Bachelor's degree in criminal justice or related field and ten (10) years or more experience in law enforcement, five (5) years of (extensive experience working in police management) which have been in increasingly more responsible positions, or the equivalent in education and training to fulfill position requirements

Master's degree preferred. Completion of major course of study in police management (for example, 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 and/or the ability to obtain SCCJA Class 1 certification within one year.

Possession of, or ability to obtain within six (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

**Physical Requirements:**

Must be physically able to operate a variety of different types of equipment and machinery including computers, law enforcement equipment, emergency vehicles, tools, firearms, and communications equipment, etc.

Must be able to exert up to fifty pounds of force occasionally and frequently or constantly to lift carry, push, pull or otherwise move objects.

Physical demands are in excess of those of sedentary work.

Position requires considerable and strenuous physical exertion and may involve defending oneself or others against physical attack.

Ability to walk, stand, running, climbing, reaching, bending, stooping, kneeling, crawling and jumping for varying periods of time.

Subject to high risks with exposure to potentially dangerous situations, such as physical attack or unusual environmental stress, (e.g. working under extreme outdoor weather conditions, exposure to toxic fumes, chemicals, blood borne pathogens, major trauma, emotional stress and hazards of disability or even death), which require a range of safety and other precautions.

Frequently subject to outside weather conditions.

*Applicants and current employees who are or become disabled as defined under the Americans With Disabilities Act and its related regulations must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation. The City welcomes discussion regarding reasonable accommodations that may be needed. Reasonable accommodations are determined on a case-by-case basis.*

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Date

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Printed name