

City of Isle of Palms, SC

Deputy City Administrator

Job Opening



Mission Statement: To be the most sustainable, family-friendly beach community in South Carolina.

Vision Statement: To be a welcoming, environmentally conscious, and resilient coastal community committed to enhancing the quality of life for those who come here to live, work and play.

The Isle of Palms

The City of Isle of Palms is a seven-mile-long barrier island located eight miles east of Charleston on the South Carolina coast. In 1953 the island was incorporated as the City of Isle of Palms by an Act of the South Carolina Legislature. The City has a Council form of government with a mayor, and eight City Council members, each elected to four-year terms. All policy and legislative decisions are the responsibility of the Council. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

The city currently employs 103 regular full-time employees, plus part-time and seasonal employees. The city has 6 departments: General Government (Municipal Court, Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire

Job Summary

The purpose of this position is to provide assistance and support to the City Administrator with the general management of the City government; analyze and implement policies and procedures; assist in the preparation of the budget; respond to and resolve public inquiries and complaints; and provide staff assistance to the City Administrator, City Council and Department Heads. The position performs administrative work to assist in the oversight of the daily operations of City government.

Essential Functions of the Job

- Assists and supports to the City Administrator; analyzes and implements policies and procedures; and assists in the preparation of the budget and capital plan
- Supervises, along with the City Administrator, the work of support staff and acts as City Administrator in City Administrator's absence.
- Represents the City and the City Administrator to management staff, elected officials, and outside agencies; develops, presents and explains City programs, policies, and

activities; and assists City Administrator in negotiating and resolving sensitive, significant, and controversial issues.

- Supervises department heads and staff when assigned, establishing goals, objectives and performance targets; and preparing and administering reviews of individual and department performance.
- Assists the City Administrator with activities related to personnel management to include evaluating and advising Department Managers on matters related to scheduling and proper staffing levels, annual performance appraisals, and administration of the City's personnel policy and procedures.
- Assists in developing and implementing the budget and capital plan; monitors the assigned budget and approves expenditures as required.
- Monitors and facilitate procurement and works with Department Managers for consistency with the City's Purchasing Code.
- Ensures adherence to purchasing procedures and approve purchase orders/invoices.
- Participates in the development of the City's strategic plan and strategies to achieve stated goals.
- Serves as project manager for a variety of special projects; facilitates project activities and resolves issues; develops and submits project reports to the City Administrator.
- Serves as liaison and works with Departments Managers to ensure programs, services and systems are efficient and support City goals and objectives.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the workload of administrative and support staff; identifies opportunities for improvement; and directs the implementation of changes.
- Develops and/or assists in the implementation of new programs or enhancements to existing programs, and in operational analysis and recommendations for organizational structure.
- Responds to and resolves public inquiries and citizen complaints, assigns resolutions to the appropriate department and secures appropriate follow up to resolutions.
- Represents the City's interest and positions before legislative, rule-making authorities, regulatory agencies and special groups at all levels of government; and recommends policies and procedures.
- Coordinates with the City Administrator, the Mayor and Committee Chairs the development of meeting agendas and supporting documentation.
- Collects and analyzes data for presentations at Council and other public meetings.
- Conducts and provides qualitative and quantitative research to assist the City Administrator and Elected Officials in policy discussions and decisions.
- Reviews and analyzes state and federal legislation for impact on the City; works with the City Administrator to advocate for the City's interest and recommends revisions to proposed legislation.
- Pursues, prepares or coordinates the preparation of grant applications and coordinate grant management activities.
- Serves as liaison, provide or coordinate staff support for the City's Boards and Commissions.
- Interacts with outside governmental agencies and non-profits, constituent representative groups and other citizen groups relative to goals, actions and activities of the City.
- Serves on and supports intergovernmental and citizen committees; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the fields of public relations and public administration.
- Performs all duties related to communications, including functionality and content of the City's website and social media.
- Coordinates the release of media and public information; maintains contact with various media relations; and updates media on City and community issues.
- Works with support staff to ensure compliance with the South Carolina Freedom of Information Act.

- Provides guidance on IT spending.
- Coordinates the procedures and activities of municipal elections

Required Education, Experience and Certifications

- Bachelor's Degree in Public Administration;
- Three (3) years of experience in public administration or related field in a public sector setting; and
- Or equivalent education and/or experience.
- Excellent communication skills, both written and verbal

How to Apply

Qualified candidates should visit the City's website at [Online Application for Employment \(cognitofrms.com\)](https://cognitofrms.com) and submit an online application, resume, and cover letter by June 19, 2025 for first review..

Compensation & Benefits

The salary range for this position is \$110,360-\$125,000. Salary placement is dependent upon experience, qualifications and in adherence with pay equity. The City of Isle of Palms provides an excellent benefits package including:

Insurance – The City pays 100% of group health insurance, including major medical, vision and dental coverage for full-time. The City pays between 50% - 62% of dependent health coverage depending on whether the coverage is for a spouse (54%) children (50%) or full family (62%).

Retirement – Employees contribute 9% of your base salary towards your state retirement plan. The city will contribute 18.56%.

Wellness & Professional Development – The City partners with First Sun for the Employee Assistance Program to provide numerous resources to employees and their families to deal with life issues and enhance their emotional, financial, professional, and intellectual wellbeing. The City has two fully equipped fitness centers available 24 hours a day. Employees also have access to the Recreation Center's Cardio Room and fitness classes at no cost. The City's Tuition Reimbursement Program provides full-time, eligible employees with tuition reimbursement for successful completion of college credit hours earned.

EOE