



**POSITION OPEN**

**ADMINISTRATION DEPARTMENT  
CITY ADMINISTRATOR**

**Job Posting Date – March 8, 2017**

The City of Conway is accepting applications for the position of City Administrator. The City Administrator serves as the chief administrative officer for the City of Conway and is responsible to City Council for proper, efficient administration of the affairs of the City. Duties include, but are not limited to, the following: Direct, supervise and coordinate administrative activities and operations of all City departments; ensure that all laws, ordinances and policies are enforced; appoint and remove the deputy city administrator(s) and department heads with approval of Council; appoint and remove other City employees after consulting the deputy administrator(s) and the employee's department head; supervise the preparation of the budget annually, submit it to City Council and be responsible for its administration after adoption; keep Council informed of the financial condition and future needs of the City and make recommendations as may seem desirable; work closely with City Council to implement Council's goals and objectives; and perform such other duties as may be required by Council.

**Required Experience:** Minimum of five years of experience as a city or county administrator/manager or assistant administrator/manager in a comparable community.

**Education:** Master's degree in Public Administration or related field from an accredited institution or Bachelor's degree with equivalent training and knowledge necessary for the position.

The successful candidate must establish and maintain principal place of residence within the Conway city limits. A driver's license valid in the State of South Carolina is required for this position.

Entry level pay for this position is negotiable depending on qualifications and experience.

Interested persons should submit an application and resume to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be downloaded from the City's website at [www.cityofconway.com](http://www.cityofconway.com). Deadline to apply for this position will be Friday, April 7, 2017.

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