



POSITION OPEN

**ADMINISTRATION DEPARTMENT
DEPUTY CITY ADMINISTRATOR**

Job Posting Date – February 5, 2019

The City of Conway is seeking a qualified candidate for the position of Deputy City Administrator. This position, under limited supervision, is responsible for the management of large scale projects, vision planning, and various administrative functions in executing decisions and providing support and assistance to the City Administrator. Acts as a liaison between various City departments and the City Administrator regarding mutual issues of concern. Directs City operations in the absence of the City Administrator. Assists the City Administrator in researching, analyzing data, developing recommendations, and report writing as requested. Uses sound judgment in semi-routine situations following established policies, procedures, and guidelines. Reports to the City Administrator.

Required Training and Experience: Bachelor's degree in public administration, planning, political science or a related field and a minimum of five years of local government experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. 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 \$84,983.00.

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. Deadline to apply for this position will be Tuesday, March 5, 2019.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE
ACTION EMPLOYER**