

MINUTES OF SPECIAL MEETING
CONWAY CITY COUNCIL COMMITTEE OF THE WHOLE
CITY HALL CONFERENCE ROOM
229 MAIN STREET
CONWAY, SOUTH CAROLINA
TUESDAY, OCTOBER 11, 2016 – 5:30 PM

PRESENT: Mayor Barbara Blain-Bellamy, Mayor Pro Tem Jean Timbes, Council Members William M. Goldfinch IV and Ashley Smith

STAFF: Bill Graham, City Administrator; Vicky Lefler, Deputy City Administrator; and Debbie F. Smith, City Clerk

OTHERS IN ATTENDANCE: Kathy Ropp

The requirements for posting notice of this meeting under South Carolina's Freedom of Information Act (FOIA) were met.

ITEM FOR DISCUSSION: Job advertisement for new City Administrator. Graham shared copies of the proposed timeline for the City Administrator search and copies of a draft job ad for the position. He explained that the job duties in the ad were a summary of job duties established by City Ordinance but there were no requirements in the City's Code of Ordinances for experience and education.

Following discussions on the desires of the Committee with regard to the required levels of education and experience, there was agreement on the following revisions to the proposed job ad for the City Administrator position:

- Required experience – Minimum of 5 years was acceptable but expand to include City/County Administrator/Manager and Assistant City/County Administrator/Manager. Experience to be in comparable (delete "or larger") community.
- Required education – Master's or Bachelor's degree in Public Administration (add "or related field"); degree to be from an accredited institution.

Changes will be made to the draft job ad in accordance with input received during this meeting and the ad will be presented for consideration at the October 17th City Council meeting. Graham informed Council that a contract for City Administrator was not required but lack of one may discourage applications. He also stressed the importance of checking references of those applicants selected for interviews. According to the timeline, advertising for the position will begin on October 24, 2016.

ADJOURNMENT: Motion: Goldfinch made a motion, seconded by Smith to adjourn the meeting. **Vote:** Unanimous. Motion carried.

APPROVAL OF MINUTES: Minutes approved by City Council this 7th
day of November, 2016.


Debbie F. Smith, City Clerk