



## Position Available

### About the Position

Located in the Pee Dee region of South Carolina, Marlboro County is home to approximately 26,000 residents. The rural beauty of the county, historic small towns, and close-knit communities found throughout the County make Marlboro County an attractive place to live for those seeking a laid-back lifestyle.

Marlboro County is seeking a results-oriented County Administrator to provide broad leadership to the County Government and to guide Marlboro County into the future by actively engaging with Council regarding current and future needs of the County. The Administrator will administer County policies as established by County Council, directing the personnel and activities of all County departments through department directors, managing the preparation of the County budget, serving as County spokesperson, and performing related administrative and supervisory work as required. The Administrator will ensure high quality services are delivered to citizens and that the agency is a responsible steward of the County's financial resources.

Per state statute, Council sets policy using resolutions and ordinances and the Administrator is responsible for directing staff and the operational objectives necessary to fulfill the County government's mission.

The ideal candidate will have a strong business acumen, an understanding of local government operations, and will be skilled in budget management and long-term strategic planning. The County Administrator will value building trusting relationships with the community, Council, and staff and will be an effective communicator whose transparency encourages collaboration and engagement.

### Primary Responsibilities:

#### Strategic Planning and Visioning

- Oversees the strategic planning and visioning process for the County, working with County Council and other elected officials to determine long term needs/goals as well as strategies and coordinating action plans to achieve those goals.
- Generate buy-in amongst County leaders by clearly communicating the established vision and each department's role in implementing action plans required to pursue the County's goals.
- Evaluates all County services and develops policies and procedures to improve overall efficiency and service. Continuously monitors the efficiency and effectiveness of service delivery. Implements actions to improve services.
- Advises Council on analysis and trends of services; makes recommendations for change. Works with County Council and other elected County officials to discuss recommendations for improving services, operations, and programs.
- Directs and coordinates short-term and long-range work planning to include goal setting, prioritizing, and funding; establishes evaluation and accountability procedures.

#### Operations Oversight

- Directs and coordinates all operational and administrative activities of County government. Ensures department and division leaders understand all policies and procedures; Establishes regular communication to create alignment and compliance with adopted and approved policies.
- Implements the policies set by County Council; Enforces all ordinances, resolutions, and regulations of the County Council, and state and federal laws relevant to the County.
- Establishes accountability measures and key performance indicators for County operations; works with the leadership team to evaluate progress towards established goals.
- Leads during crisis situations, such as weather emergencies, advising Department Directors as needed. Ensures that personnel in all departments receive training for crisis situations and that emergency response teams are adequately equipped to respond.
- Manages capital improvement programs; gains an understanding of personnel, space, and equipment needs through collaboration with department leaders.

#### Financial Leadership

- Prepares annual operating and capital improvement budgets for submission to County Council; supervises the expenditure of funds appropriated by the Council.
- Ensures appropriate internal controls are implemented to provide safekeeping of tax-payer funds, assets, and the maintenance of financial accounting records. Establishes accountability measures for department leaders regarding effective budget management.
- Assists elected and appointed department heads regarding budget creation and presentation to meet program needs and requirements of planned services.
- Collaborates with the Finance Director to ensure the completion of the annual audit.

#### People Management

- Appoints Department Directors and other staff who serve at the discretion of the Administrator. Employs, pursuant to positions authorized and the County Code, the personnel necessary to administer County functions and services.
- Selects, hires, and supervises all department heads under his or her authority. Utilizes innovative methods to attract new talent and to retain existing talent.
- Adjusts compensation levels per the County's Personnel Policies, budgetary allowances, and Council authorization.
- Coaches, mentors, and guides leadership staff, providing necessary training and support to accomplish goals set for their respective departments.

#### Community and Stakeholder Engagement

- Serves as spokesperson for the County; represents the County to the news media and other county, city, and state agencies; coordinates County activities with those of other agencies and organizations as appropriate.
- Manages the media response during emergency situations, ensuring that citizens are appropriately informed. Guides the development of media talking points and response to media inquiries during times of crisis.
- Engages actively with the community by attending County and community events and deliberately seeking opportunities to understand the community needs and desires.

### Qualifications for Consideration:

#### Education and Experience

- Bachelor's degree in public administration, business administration, or related field from an accredited college or university is required. Master's degree is preferred. Preferred education requirements may be substituted for relevant experience.
- Broad leadership experience that includes budget development and management as well as operations oversight.
- Local government experience serving as Administrator, Manager, Deputy Administrator, Assistant Administrator, or Department Director for a county or municipality is preferred.

#### Required Expertise and Skills

- Expertise in strategic planning, budgeting, and management.
- Ability to lead in crisis situations and establish crisis management procedures.
- Exceptional written and verbal communication skills.
- Excellent decision-making and leadership abilities.
- Technical skills and the ability to quickly learn new software and technology tools.
- Ability to follow the SC Code of Laws relating to the powers and duties for the County Administrator under the Council-Administrator form of County Government.

### To Apply

Interested candidates are asked to submit a resume and email of interest to Christin Mack, Manager of Public Sector Executive Search at Find Great People, at: [cmack@fgp.com](mailto:cmack@fgp.com). Candidates may also apply to the position via the FGP Website at: <https://www.fgp.com/jobs/county-administrator-44092/>. Please indicate "Application for Marlboro County Administrator" in the subject line. The deadline to apply is May 15th. Applications will be reviewed on an ongoing basis by the FGP team with the final review conducted the week of May 15th. Interviews with County Council will begin shortly thereafter.

Candidates must meet the requirements above in order to be considered.

South Carolina FOIA laws require the release of the finalist's names (at least three finalists). Confidential interest will be possible early in the process; however, candidates should be aware of the FOIA requirements as the process moves towards finalist selection.