



POSITION PROFILE

CITY ADMINISTRATOR

CITY OF ISLE OF PALMS, SOUTH CAROLINA



FIND GREAT PEOPLE
TO BUILD GREAT COMPANIES



ABOUT CITY OF ISLE OF PALMS, SC

The Isle of Palms is a seven-mile-long, one-mile-wide barrier island located eight miles east of Charleston on the South Carolina coast. Known for its pristine beaches and clean water, natural wildlife as well as world-class resorts, spas, golf and delightful restaurants, Isle of Palms was voted #6 among Top 10 North America Islands by Conde Nast Traveler's Reader's Choice Awards.

The island is bounded on the north by Hamlin Creek and the Intracoastal Waterway, on the east by Dewees Inlet and Dewees Island, on the south by the Atlantic Ocean, and on the west by Breach Inlet and Sullivan's Island.

Isle of Palms is primarily a residential community with resort amenities and a relatively large commercial base when compared to other barrier island communities in the area.

The City is home to approximately 4,370 residents with a median age of 52. The City has a highly skilled and educated citizenry, with 99.2% of the City's population having at least a high school graduate degree or higher.

The median property value in Isle of Palms is between \$1.6M and \$1.9M. The median household income is \$160,417, more than double the national average (2022 US Census).

Isle of Palms has a total of 4,485 housing units, 1,663 of which are occupied by year-round residents (Charleston County 2022 Property Tax Records).

CITY'S MISSION & VISION

Our mission is to be the most sustainable, family-friendly beach community in South Carolina.

Our vision is 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.





EXPERIENCING THE ISLAND

Experiencing Isle of Palms includes wonderful recreation opportunities and immersion into the natural environment. Our Island Turtle Team monitors turtle nests and records the number of hatches each year. Boating opportunities include kayaks, canoes, sailboats, fishing boats and even luxury harbor cruises. Personal watercraft like Jet Skis can be rented to explore nearby islands. Fishing contests often originate at Isle of Palms Marina, or you can enjoy a relaxed day of fishing casting your own line from the beach.

Getting around the island is easy, with most roads having marked bike paths for safety. Bicycle and rollerblade rentals are available on the island. Golf and tennis are easy to pursue on the island.

The island has two world-class golf courses, the intimate Harbor Course and the Links Course, and the Charleston area has many other well-known courses. Both clay and hardcourt surfaces are available to tennis enthusiasts on the island.

Of course, the beach is often the center of activity. For enjoying the waves, bodyboards are available for rental. To keep your toes in the sand, a game of beach volleyball is never far away. Picnic and changing areas are available at Isle of Palms County Park. Beachcombing is always a popular activity. A large variety of seashells collect on our beaches from sand dollars to whelks, to olives, to angel wings. It's fun to find shell treasures, but please leave the live shells on the beach or throw them back into the ocean.

When walking around the island, watch the sky and water for wildlife. Osprey nests can be spied, pelicans soar and dive for their dinner, dolphins frolic, and giant loggerhead sea turtles come ashore to lay their eggs. If you're lucky, you might see hundreds of baby turtles making a mad dash for the ocean.

Family, Senior and Children's activities such as tennis & pickleball tournaments, 5k & 10k runs, holiday festivals and group fitness are organized through the island's IOP Recreation Department and Wild Dunes resort.





BUDGET AND FINANCIAL INFORMATION

The City is in an excellent financial position due to diligent financial oversight, conservative budgeting, and a healthy fund balance accumulated over a period of increased visitorship to the island. Additionally, the City maintained an Aa1 credit rating and has a manageable debt load with rates ranging from 1.6% to 4.14% with a significant portion maturing in the next five (5) years. The City also received a clean opinion from the auditors for FY24.

FY25 Approved Budget: \$26.5M

Current Fund Balance: \$49.5M

Bond Rating: Aa1

For information on the FY25 budget, please use the following link: [FY25 Budget](#)

Previous year audited financial statements can be found here: [2024 Audited Financial Statement](#)

Current and Upcoming Projects

Larger upcoming capital expenditures will address needs identified by Council and Administration. One such need will be completing Phase 3 of the Drainage Project, Launching the Overhead to Underground Electric Conversion, and rehabilitating the IOP Marina Dock. Additional needs will include beach renourishment, which typically occurs every 10 years.

LEADERSHIP & STAFF RESOURCES

The City utilizes a Council - Administrator form of government with a mayor and eight City Council members, each elected at large to four-year terms. The City employs a City Administrator to manage its daily affairs and carry out the policies of the Council.

Current Full Time Staff: 97

Staff is augmented by 15 part-time and seasonal employees.

City Departments: General Government (Municipal Court, Finance & Human Resources), Recreation, Public Works, Building, Planning & Zoning, Police and Fire.





POSITION SUMMARY - CITY ADMINISTRATOR

The City of the Isle of Palms, SC is seeking an experienced and dynamic municipal leader to join the City as City Administrator. The City Administrator will provide broad leadership to departments heads while planning and directing the administrative and operational activities of the City. Additionally, the City Administrator will advise the Mayor and Council regarding key policy decisions and will ensure implementation of the policies set by Council. The new Administrator will oversee the enforcement of City ordinances and will monitor the efficiency and effectiveness of City services and operations.

The ideal candidate will be an inclusive and inspirational leader whose experience may include some of the unique circumstances relevant to the Isle of Palms such as tourism and its impacts on city services and coastal dynamics such as flooding, beach renourishment, etc. The successful candidate will be a skilled communicator who can interact effectively with a highly engaged citizenry, excellent staff, and external partners/stakeholders committed to the success of the City.

AREAS OF RESPONSIBILITY



Leadership & Supervision



Budget & Financial Oversight



Personnel Management



Policy Implementation & Compliance



Operational Efficiency & Accountability



City Council Relations

Leadership and Supervision:

- Oversee and manage all appointed department heads and their respective departments, inspiring staff while holding leaders accountable for established departmental goals.
- Coordinate city government activities across various agencies at the local, county, state, and federal levels.
- Develop and implement policies and procedures for the city's administrative functions, including key departments such as fire, police, public works, recreation, and building inspections.

Budget and Financial Oversight:

- Prepare and present the proposed annual operating budget to the City Council for review.
- Manage the execution of the approved operating and capital budgets.
- Prepare a five-year capital program and update it annually.
- Monitor the city's financial health, analyze monthly financial reports, and advise the City Council on financial matters.
- Ensure that financial expenditures are within budget and notify the Mayor and Council of potential budget overages.

Personnel Management:

- Conduct annual performance evaluations for department heads. Develop performance improvement plans, when necessary, to ensure employees have the resources and guidance to be successful.
- Supervise the hiring, suspension, and dismissal of department heads, with necessary City Council approvals, ensuring suspension or dismissal activities occur in a timely manner.



- Implement employee grievance procedures when necessary and maintain compliance with personnel policies.

Policy Implementation and Compliance:

- Ensure the enforcement of all City ordinances, policies, and regulations.
- Implement policies and directives established by the City Council.
- Recommend and enforce policies related to purchasing procedures, inventory control, and personnel management.
- Ensure adherence to federal, state, and local laws and regulations governing city operations.

Operational Efficiency and Accountability:

- Maximize City resources by implementing process improvements, consolidating staff positions when necessary, and seeking efficiencies that can positively impact the City.
- Establish internal controls to prevent fraud, waste, or misuse of city resources.
- Monitor and recommend changes to improve service delivery methods across city departments.
- Ensure accurate and timely reporting on the city's financial and administrative activities.

City Council Relations:

- Attend all City Council meetings and provide guidance and support on administrative matters.
- Advise the City Council on matters of policy, financial stability, and major projects or initiatives, creating awareness of budgetary or other issues impacting the City.
- Provide regular updates on operational and financial activities to the City Council; provide annual reports, annual budget documents, etc.

QUALIFICATIONS

Education & Experience:

- Bachelor's degree in Public Administration or a related field is required for consideration.
- Five or more (5+) years of progressively responsible experience in local government administration, or equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- Strong understanding of public and private sector business administration.
- In-depth knowledge of personnel management, including employee rights and regulations.
- Familiarity with public works operations, modern planning, land use, and capital budgeting.
- Comprehensive knowledge of federal, state, and local laws, codes, and ordinances related to city governance.
- Expertise in supervision, training, and performance evaluation practices.
- Understanding of rules governing public meetings.
- Ability to interpret and apply city policies, laws, and regulations effectively.
- Proficient in analyzing complex problems, generating alternative solutions, and making informed decisions.
- Strong research, analytical, and problem-solving skills.
- Skilled in preparing clear and concise administrative and financial reports.
- Ability to communicate clearly and effectively, both in writing and verbally.
- Ability to establish and maintain positive working relationships with a diverse range of individuals.
- Ability to deal with the public on a wide variety of issues and concerns.



COMPENSATION

The expected compensation for this position is between \$135,793 - \$202,795, depending upon qualifications. Budgeted allowances will be provided for professional development and participation in professional organizations.

Insurance

The City pays 100% of group health insurance, including major medical, vision and dental coverage for full-time and regular part-time employees working 30 hours per week. 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.

TO APPLY

Interested candidates are asked to apply through the FGP posting at <https://www.fgp.com/jobs/city-administrator-48958/>. Candidates may submit questions to Christin Mack, Manager of Public Sector Executive Search at FGP, at cmack@fgp.com.

The deadline to apply is December 31st. Applications will be reviewed on an ongoing basis by the FGP team during the application period. Candidates must meet the requirements above in order to be considered.

Virtual and on-site interviews with the City will be offered to those candidates named as finalist, with reference checks, background checks and academic verifications conducted after receiving candidates' consent. A pre-employment screening to include controlled substance tests will be conducted by the city.