

Great Falls Town Administrator

Position hours: Full-time position. 8:30 a.m. – 5 p.m., Monday through Friday, plus meetings in the evening as needed

The Town of Great Falls is seeking an innovative, energetic municipal professional leader to serve as its Town Administrator. Located along the waterfalls of the Catawba River in Chester County, halfway between Charlotte and Columbia in the Catawba Region of South Carolina, Great Falls is nestled minutes from the intersection of Interstate 77. In 2020, Duke Energy began construction activities related to environmental and recreational enhancements at Great Falls Reservoir. Great Falls sits adjacent to the planned Dearborn Island South Carolina State Park. A pedestrian bridge is funded and planned to the island from the Great Falls canoe/kayak launch and develop a trail to the bridge along with trails on the island. These planned activities are anticipated to increase outdoor recreation opportunities for residents and visitors. Additionally, Great Falls is located less than 10 miles away from Carolina Adventure World, a private 2,600-acre park that offers 120+ miles of ATV, UTV, and dirt bike trails.

Great Falls has a Council Form of Government with a Mayor and 6 non-partisan council members, a \$1,505,965.00 General Fund budget, a \$517,000.00 Water/Sewer Budget, and roughly 18 employees.

Population: 1,951

Job Duties:

Provides support to the Mayor and Council by serving as a liaison on major projects; managing oversight of town operations; supervising and directing staff; expediting resolution of matters as directed by the Mayor and Council; Working knowledge of varying municipal services to include water, waste water, municipal sanitation, police/fire, parks/, and planning/zoning.

Manages budgetary compliance, which involves assisting in operating budget preparation, assisting other staff with preparation of budgets, ensuring correct implementation on computer system, and overseeing budgetary compliance for

all Town funds. Strong knowledge of state and federal grant application submission and management.

Interacts with federal, state, county, and other municipalities and agencies. Receives, investigates, and/ or handles citizen complaints and concerns.

Qualifications:

- Bachelor's degree in public or business administration or related field. Master's degree in public administration or related field a plus. Three or more year of progressively responsible supervisory experience in municipal management preferred or an equivalent combination of education and relevant municipal management experience.
- Strong communication, problem solving and conflict management skills
- Strong knowledge of federal, state and local laws, regulations and policies, applicable in conducting public services through municipal government.

Salary and Benefits:

Starting salary and total compensation will be competitive and based on experience and qualifications. In addition, the town offers a comprehensive benefits package.

To apply for the Town of Great Falls Town Administrator position:

Submit letter of interest, resume, and 3 references to Jessica Eubanks at PO BOX 177 Great Falls, SC 29055-0177 or email at greatfalls@truvista.net

Applications for this position must be received by 5PM on September 20, 2024
This position shall remain open until filled.