

OFFICE OF THE COUNTY ADMINISTRATOR

1 PUBLIC SQUARE, ROOM 210
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DARLINGTON, SOUTH CAROLINA 29532

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DARLINGTON COUNTY - COUNTY ADMINISTRATOR

GENERAL STATEMENT OF JOB

Given broad objectives, executes/implements all policies and directives of the County Council and provides assistance with all phases of related operations. Serves as the Chief Administrative Officer for all County departments and personnel. Is responsible for the control and proper management of operational agencies and administrative activities of the County Government. Supervises expenditures of appropriated funds, ensures compliance with authority requirements, performs planning and management research, conducts personnel administration, directs media relations, and performs other administrative functions. Reports to the County Council.

MINIMUM TRAINING AND EXPERIENCE

Masters Degree in Public Administration, Civil Engineering, or Business Administration with six to nine years of experience in a progressively responsible local government or business administrative position; should include 5 years of experience in public purchasing, grants administration, rural/urban planning activities, and some experience with personnel related programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid S.C. driver's license.

SALARY: Negotiable w/State Benefits

CLOSING DATE: September 15, 2010

Apply at Darlington County Administrator's Office, 1 Public Sq., Rm. 210 (Courthouse), Darlington, SC or online at <http://www.Darcosc.com/onlineforms/employmentapplication.pdf>; Please complete and submit the job application and the Release of Information form to the above address or gwinburn@darcosc.com.

RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION & SIGNED RELEASE OF INFORMATION FORM.

EOE/AA