



***OUTSTANDING OPPORTUNITY TO
SERVE THE CITIZENS OF
BEAUFORT COUNTY,
SOUTH CAROLINA
AS THEIR NEXT
COUNTY ADMINISTRATOR***



The Community

Nestled between Charleston, South Carolina and Savannah, Georgia - Beaufort County is rich with history, culture and outdoor beauty. Beaufort County is composed of hundreds of barrier and sea islands and its warm climate, pristine beaches, vibrant Gullah traditions and true southern hospitality welcome visitors from all over the world throughout the year. Beaufort County is home to the famous Parris Island Marine Corps Recruit Depot and the internationally known luxury resort of Hilton Head Island. Gorgeous private islands, abundant waterways and nature preserves embellish the landscape. Vast expanses of marshlands and lush maritime forests create spectacular scenic vistas and rich habitat for egrets, herons, pelicans, dolphins and other wildlife species.

Beaufort County is located in the southeastern corner of the State of South Carolina, known as the "Lowcountry." With a land area of approximately 637 square miles, it is bordered to the south and east by the Atlantic Ocean, to the west by Jasper County, and to the north by Hampton and Colleton Counties. Beaufort County stretches nearly 30 miles along the Atlantic Ocean and includes 64 major islands and hundreds of small islands.



Beaufort County is one of the fastest growing areas in South Carolina with a population of 175,852 in 2015, up from 86,425 in 2000. The County is a center for tourism, retirement and the associated services, and the military in South Carolina. The County has a balanced and very stable economy created by a diversity of public and private employers, with the unemployment rate well below the statewide average and that of the neighboring counties. The local tax base has grown an average of approximately 2% per year over the last five years (discounting the reassessment year).

The County Government

Beaufort County was formed in 1785. It operates under the Council/Administrator form of government with Council members elected for four-year terms from each of the eleven single-member districts. Beaufort County has 44 different departments, each with a different mission. Services provided include, but are not limited to: General Government (general administrative services, tax assessment and collection, courts and criminal justice administration, economic development); Public Safety (law enforcement, detention center, emergency medical services, emergency management, building codes enforcement, animal services); Public Works (facilities and grounds maintenance, roads and drainage, engineering, solid waste); Public Health (mosquito control, alcohol and drug abuse programs, disabilities and special needs programs); Public Welfare (veterans services and social services); and Cultural and Recreation (library, parks and leisure services, education subsidies). In addition to the Beaufort County Council members, citizens elect the Auditor, the Clerk of Court, the Coroner, the Sheriff, the Solicitor and the Treasurer. The 2017 County Budget totals \$114,986,003. There are 1147 full time equivalent County employees.

Visit Beaufort County on the web at <http://www.co.beaufort.sc.us>

County Revenue Sources

Property Tax	30—60 %
State Shared Revenues	20—35 %
Federal Shared Revenues	10—30 %
Fees, User Charges, Fines and Interest	10—15 %

Council District	Council Members
District 1	Gerald Dawson
District 2	D. Paul Sommerville, Chairman
District 3	York Glover, Sr.
District 4	Alice G. Howard
District 5	Brian Flewelling
District 6	Gerald Stewart, Vice Chairman
District 7	Michael E. Covert
District 8	Rick Caporale
District 9	Robert "Tabor" Vaux
District 10	Steven G. Fobes
District 11	Stewart H. Rodman



The County Administrator

ARTICLE 7

Council-Administrator Form of County Government

(Form No. 3)

SECTION 4-9-610. Membership of council; election and term, of members.

The council in those counties adopting the council-administrator form of government provided for in this article shall consist of not less than three nor more than twelve members who are qualified electors of the county. Council members shall be elected in the general election for terms of two or four years commencing on the first of January next following their election.

HISTORY: 1962 Code Section 14-3740; 1975 (59) 692.

SECTION 4-9-620. Employment and qualifications of administrator; compensation; term of employment; procedure for removal.

The council shall employ an administrator who shall be the administrative head of the county government and shall be responsible for the administration of all the departments of the county government which the council has the authority to control. He shall be employed with regard to his executive and administrative qualifications only, and need not be a resident of the county at the time of his employment. The term of employment of the administrator shall be at the pleasure of the council and he shall be entitled to such compensation for his services as the council may determine. The council may, in its discretion, employ the administrator for a definite term. If the council determines to remove the county administrator, he shall be given a written statement of the reasons alleged for the proposed removal and the right to a hearing thereon at a public meeting of the council. Within five days after the notice of removal is delivered to the administrator he may file with the council a written request for a public hearing. This hearing shall be held at a council meeting not earlier than twenty days nor later than thirty days after the request is filed. The administrator may file with the council a written reply not later than five days before the hearing. The removal shall be stayed pending the decision at the public hearing.

HISTORY; 1962 Code. Section 14-3741; 1975 (59) 692.

SECTION 4-9-630. Powers and duties of administrator.

The powers and duties of the administrator shall include, but not be limited, to, the following:

- (1) to serve as the chief administrative officer of the county government;
- (2) to execute the policies, directives and legislative actions of the council
- (3) to direct and coordinate operational agencies and administrative activities of the county government;
- (4) to prepare annual operating and capital improvement budgets for submission to the council and in the exercise of these responsibilities he shall be empowered to require such reports, estimates and statistics on an annual or periodic basis as he deems necessary from all county departments and agencies;
- (5) to supervise the expenditure of appropriated funds;
- (6) to prepare annual, monthly and other reports for council on finances and administrative activities of the county;
- (7) to be responsible for the administration of county personnel policies including salary and classification plans approved by council;
- (8) to be responsible for employment and discharge of personnel subject to the provisions of subsection (7) of Section 4-9-30 and subject to the appropriation of funds by the council for that purpose; and
- (9) To perform such other duties as may be required by the council.



Position Requirements

Requires a combination of education and experience equivalent to a Bachelor's degree in Public Administration (Masters preferred) and a minimum of seven (7) years of increasingly responsible local government management experience gained in a community with similar complexity to Beaufort County

The successful candidate will be politically astute, have exceptional interpersonal skills and enjoy community involvement. He or she will clearly possess and apply superior management and leadership abilities.

Critical Knowledge, Skills and Abilities:

- Strong in finance and budget, including bond financing
- Emergency management and recovery
- Intergovernmental and public relations
- Economic development - - knowledgeable of tools such as tax abatement, TIF, etc.
- Has working knowledge and appreciation of technology
- Working knowledge of Grantsmanship
- Knows state legislative process
- A collaborator
- Problem solving
- Developing partnerships

Relationship with the County Council:

- Available and accessible to all County Council members equally
- Views him or herself as a technical and professional resource and advisor to the County Council
- Listens carefully
- Provides informative and timely updates
- Independent; treats all elected officials fairly and equally and is not swayed by individual political pressure and avoids even the perception of favoritism
- Diplomatically persuasive
- Once established, follows Council policy direction without regard for his or her original recommendation

With Staff

- Will establish and maintain friendly and professional but not social relationships with staff (or Council members)
- Will provide clear directions and expectations and manage for successful outcomes
- Will motivate and support employees and encourage them to perform at their highest potential
- Will be easily accessible - in fact, will encourage employees to come to him or her - open door policy
- Will listen and be receptive to new ideas
- Is fair, evenhanded and consistent
- Is a coach and mentor who encourages and supports individual professional development.

With the Community

- Engaged and visible; attends civic and community meetings in all parts of the County
- Tactful, helpful and persuasive

With Other Governments including cities, schools and the state

- Active and collaborative involvement
- An effective advocate for the County

Vision Statement

Beaufort County will continue to be one of the most desirable places in the United States to live, work, and enjoy a sense of community in a culturally diverse coastal setting.

Mission Statement

Beaufort County government exists to serve the people of Beaufort County in a cost-effective manner, so all our citizens may enjoy and appreciate a protected quality of life, natural and developed resources in a coastal environment, a diverse heritage, and economic well-being.



Issues, Challenges and Opportunities

- Outsiders perceive Beaufort County as an enclave for the wealthy. In reality, the County which is divided by the Broad River is very diverse - topographically, economically, racially and culturally as well as in most other ways.
- To reach its full potential moving forward, Beaufort County will need to strike a workable balance among the “3E’s” (the economy, education and the environment).
- The Beaufort County School System is generally good with some schools performing better than others. The District’s reputation has suffered from recent leadership issues.
- The County is in need of more well-paying jobs. Although a divisive issue with some, economic development is critically needed.
- The County needs a strategic plan which will include a clear County-wide vision for its short, mid-range and long-term future.
- Beaufort County needs to find replacement transportation infrastructure funding resources to offset State cutbacks.
- Infrastructure needs include replacement of the County Jail and possibly the County Administration Building. The landfill will reach capacity within 10 years. The landfill is owned by Jasper County.
- There is the need to evaluate County operations and organizational structure.
- There is a need for improved communication, collaboration, cooperation and overall relationships with its cities - - for example, there is significant discontent between the County and some of its municipalities concerning County provided Parks and Recreation Services.
- Growth and growth management are ongoing issues. The County is experiencing rapid growth.
- Beaufort County has a sophisticated communications program which includes regular cable, web-based and broadcast programming. Even so, many important County policies, regulations and processes are not well promulgated to the public.

Compensation and Benefits

The salary for the position is negotiable based on qualifications and experience. County benefits are excellent. Interview costs and relocation assistance will be provided by the County.

Application and Selection Process

The deadline for receipt of application materials is August 14, 2017. Review of résumés will start immediately. To apply, please send a letter of application, detailed résumé and current salary to:

Robert E. Slavin or David Krings

SLAVIN MANAGEMENT CONSULTANTS

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Electronic responses are strongly preferred.

Equal Opportunity Employer and Recruiter



