

Dillon County Administrator

Position Remains Open Until Filled

Dillon County is accepting applications for the position of County Administrator. This person:

- Serves as chief administrative officer of the county under County Council's authority and executes policies, directives and legislative actions of the council;
- Works with county staff and elected officials to develop and implement short- and long-range plans; fosters a positive public image for the county; and
- Exercises sound management and financial practices to optimize staff performance and maximize benefits to the public.

Dillon County has a council/administrator form of government. The council is composed of seven members representing a population of about 31,000. The county employs about 225 employees, and its budget is approximately \$16.4 million.

Minimum Training and Experience

This position requires:

- A bachelor's degree in public administration, business administration or a related field from an accredited college/university (a master's degree is preferred);
- Progressively responsible local government experience at the executive level of administrator, manager or assistant administrator for a county or municipality; and
- Significant expertise in local government law, planning, budgeting, finance and personnel.

The successful applicant will be responsible for the implementation and management of county-wide policies and must demonstrate excellent communication, leadership, decision-making and technology skills. Applicants must successfully pass a drug screening and must reside in or be willing to relocate to Dillon County after hiring.

Dillon County offers an excellent benefit package that includes health and dental insurance and state retirement.

To Apply

Please mail a letter of interest with a résumé, three personal references and three professional references to:

Lisa Gray
Dillon County Clerk to Council
PO Box 449
Dillon, SC 29536
Phone: (843) 774-1400
TDD: (843) 841-3707

Dillon County is an equal opportunity employer.