

— POSITION AVAILABLE —

ASSISTANT TO CITY MANAGER

North Myrtle Beach, SC

Open Now and Screening Candidates as They Apply.

Please Do Not Wait. The Position is Highly Desirable and Could Be Filled Quickly.



Exciting opportunity to work and live in a growing, innovative Carolina oceanfront community with a year round population exceeding 15,000

ASSISTANT TO CITY MANAGER

North Myrtle Beach is known for its miles of wide beaches, and hospitable family-oriented atmosphere. It abounds in fishing, ocean activities, extensive shopping opportunities, championship golf, restaurants, entertainment, amusement offerings, and much more. Our primary industry is tourism.

DUTIES AND RESPONSIBILITIES

Working under the general direction of the City Manager, the Assistant to the City Manager (ATCM) will perform a wide variety of highly responsible, complex, and diverse activities while providing administrative, analytical, and technical support to the Manager and indirectly to the City Council. Specifically, the individual will assist in:

- The formulation of administrative policies by researching and analyzing information to allow for informed decision-making by the City Manager and City Council. This often includes the review, organization, evaluation, and presentation of data and statistics using graphs, charts, etc.

- The extensive interaction with Department Directors by participating in the planning, coordinating, and administration of programs, operations, and activities, some of which will have a citywide impact. The individual will also work with outside agencies (including the state legislature) and the general public.
- Researching the formulation of strategic and long-range goals for the City.
- The individual will frequently interact with the public providing information and assistance to internal and external customers.

IDEAL CANDIDATE

Since the ATCM performs a wide variety of activities, the ideal candidate will be a jack of all trades with outstanding analytical, planning and communications skills (i.e., both oral and written). He/she will be achievement oriented with a “can-do” attitude. The individual will also be extremely flexible and be comfortable shifting on a moment’s notice from one project/program to another.

The individual will believe in being open, honest and transparent. Providing outstanding customer service will be a priority of the ATCM. He/she will be social media savvy and develop strategies to provide residents with accurate information quickly and through appropriate channels.

The best candidate will have the ability to promote the vision, direction, and values of the City to both internal and external stakeholders in a positive way. He/she will possess excellent leadership and management skills to include collaborative problem solving.

The ideal candidate should have ten years of progressively responsible management experience in local government.

He/she should have a Bachelor's degree in Business Administration or Public Administration or a related field. A Master's degree is preferred.

RESIDENCY REQUIREMENT

The ATCM must reside full-time within the City within 6 months of hire date. Relocation expenses may be negotiated as appropriate.

HOW TO APPLY

Do not hesitate. We will be screening applications as they arrive and may well have selected someone before you apply, if you wait. Submit the following documents to Recruit39@cb-asso.com:

- Compelling cover letter
- Comprehensive resume
- Three professional references
- Detailed salary history and expectations

THE PROCESS

Colin Baenziger & Associates will conduct a brief screening and forward materials for the qualified applicants to the City. Our client plans to promptly review the documentation and determine which of the candidates it feels best fit its criteria and the community. The City will then contact its top ranked candidates to arrange a formal interview. We anticipate a selection will be made within six (6) weeks.

ADDITIONAL INFORMATION

We are unable to provide any additional information concerning our client.

Questions concerning the process can be directed to Lynelle Klein at (970) 433-7189.