



CITY ADMINSTRATOR POSITION

Salary Range \$90 - \$120k

The City of Walhalla, SC is seeking a dynamic and visionary leader with strong collaborative executive skills to serve as City Administrator. The City Administrator oversees the day-to-day operations of all city departments. This pivotal role requires a professional who represents the city with unwavering integrity and fosters a culture of cooperation across all relationships, including city employees, community stakeholders, and the City Council. The ideal candidate will be a proactive communicator ready to guide this historic, growing Upstate community into its next chapter.

Please apply by July 8, 2026.



ABOUT US

Walhalla, (4,151 pop.) is a city in Oconee County, South Carolina. Settled by a group of German immigrants in 1850, it lies within the area of the Blue Ridge Escarpment, an area of transition between mountains and piedmont, and contains numerous waterfalls.

Today, Walhalla is a charming southern town with historical homes, churches, and the beautifully restored depot and Walhalla Civic Auditorium. With local shops, cafes, eateries and tree-lined streets, Walhalla is a delightful city to explore on foot.

Each October, Walhalla honors our German heritage with the annual Oktoberfest, presented by a local non-profit. With events for children, families, and adults, Oktoberfest is a special time of fun for the whole community and the visitors who come from near and far.

Walhalla is located just minutes away from the wide variety of activities Oconee County and the surrounding areas have to offer, including an abundance of hiking and mountain biking trails, numerous waterfalls, Stumphouse Mountain Park, the Chattooga River, the Blue Ridge Mountains, Clemson University and more.



GENERAL PURPOSE

The City Administrator oversees the day-to-day operations of all city departments, performs complex professional, administrative, and management work acting as the Chief Administrative Officer of the City. This position is responsible and accountable for the effective planning, organization, and direction of the overall administrative activities and operations of the City in accordance with the City Charter; related State, County, and City laws and ordinances; and such directives, regulations, and policies as approved and adopted by the Council. The City Administrator ensures that all policy decisions of the Council are implemented by the appropriate City Departments.

SUPERVISION RECEIVED

Works under the broad policy guidance of the City Council.

SUPERVISION EXERCISED

Exercises supervision over all municipal employees either directly or through subordinate supervisors and operators.

ESSENTIAL DUTIES AND RESPONSIBILITIES

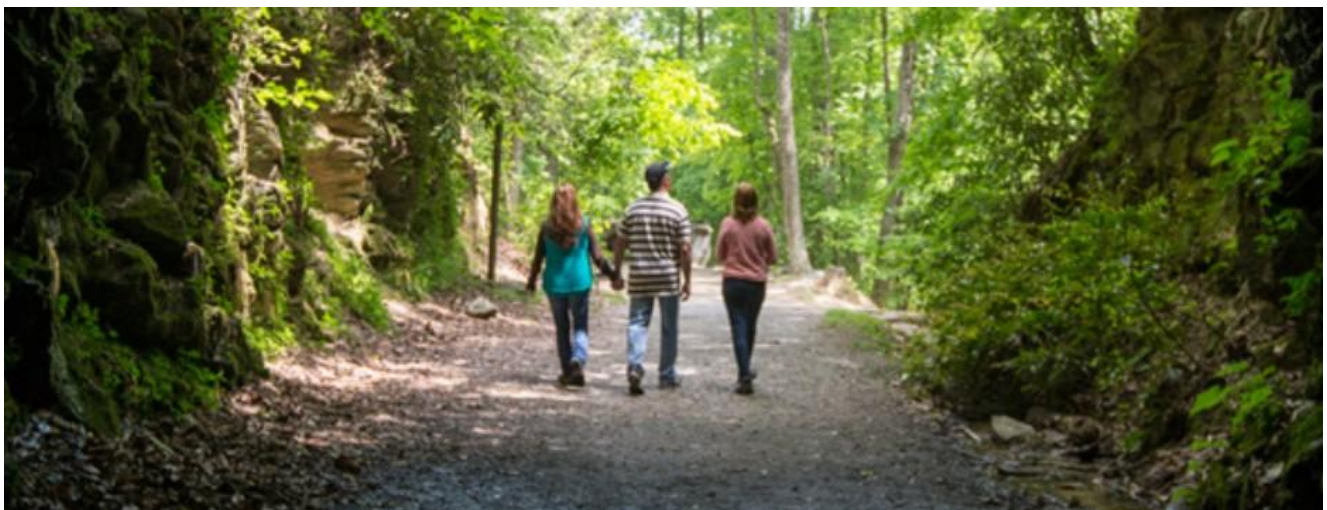
- Manages and supervises all departments, agencies, and offices of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to City Council and department heads; makes presentations to councils, boards, commissions, civic groups, and the general public.
- Participates in the implementation of City goals, objectives, plans, policies, priorities, and procedures. Communicates official plans, policies, goals, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares the annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, ' neatness, and conformance to policies and procedures.
- Writes and administers grants.
- Participates in appropriate local community organizations and activities.
- Promotes a positive image of the city government throughout the community.
- Maintains harmony among workers and resolves grievances; Provides leadership to department heads and other key staff.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Sees that all laws and ordinances are dutifully followed.
- Prepares and submits a preliminary annual City budget. Administers the adopted budget of the City.
- Advises the City Council of financial conditions and current and future city needs.
- Appoints and removes officers and employees of the city.
- Attends all meetings of the Council at which attendance may be required by the Council.
- Coordinates agendas for council meetings with the City Clerk; attends and participates in council meetings; follows-up on action items and reports to Mayor and Council as to outcome; coordinates various items with Mayor, City Council, and City Attorney.
- Provides the Council with information, guidance, and leadership in matters of policy determination. Makes recommendations to the Mayor and Council concerning City affairs as is deemed desirable.

- Manages an economic development program that recruits commercial businesses, residential and other businesses to the city.
- Investigates opportunities available to the city in relation to state and federal grants and state and county shared services and funding.
- Works with outside agencies and organizations whenever possible.

PERIPHERAL DUTIES

- Recommends measures for adoption by the council as manager may deem necessary or expedient.
- Prepares and submits reports to the council as required by that body or as manager may deem advisable.
- Serves as the head of one or more departments of city government as needed.
- Negotiates contracts and agreements; ensures compliance with the city's purchasing rules and regulations.
- Coordinates daily with architects, engineers, etc., in the design and construction of City buildings; offers instruction and advises; reviews plans, drawings and specifications as needed.
- Receives, investigates, and/or handles citizen complaints and concerns; may refer citizens to agencies or departments where additional information may be obtained.



DESIRED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and five (5) years of experience as a municipal administrator OR related education and experience.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- (A) Considerable knowledge of modern policies and practices of public administration;
- (B) Working knowledge of municipal finance, human resources, public works, public safety, and community development, planning, zoning and codes enforcement;
- (C) Skill in preparing and administering municipal budgets; skill in planning, directing, and administering municipal programs; skill in operating the listed tools and equipment;
- (D) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials and the public; ability to efficiently and effectively administer a municipal government.

PERSONAL CHARACTERISTICS

In addition to the experience and education requirements, the successful candidate will have the following personal characteristics:

- Approachable management style
- Ability to function as a facilitator and consensus builder among staff, City Council, and community stakeholders
- A willingness to be involved and visible in the community through, for instance, volunteering in local civic organizations
- Superb communication skills in order to convey the city's message to the community and media
- Ability to maintain poise and tact during difficult situations
- Excellent listening skills, as well as the ability to accept constructive criticism
- Energy and enthusiasm, including the ability to be effective while managing multiple complex projects simultaneously
- Strong analytical skills to understand and plot out the city's long-term strategy
- An eagerness and willingness to pursue professional development, be involved in professional associations, to network with other local government professionals, and a dedication to public service

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one within three months.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.



PHYSICAL DEMANDS

- (A) The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (B) While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- (C) The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

- (A) The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- (B) The noise level in the work environment is usually moderately quiet.

(C) The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ESSENTIAL SAFETY FUNCTIONS

(A) It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

(B) Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

SALARY AND BENEFITS

The salary range for this position is \$90,000 - \$120,000 depending on education, experience, and qualifications. The City of Walhalla offers the following minimum benefits: PEBA health, dental, and vision insurance; SC State retirement; life insurance; short-term disability; paid holidays; and sick leave.

AN EQUAL OPPORTUNITY WORKPLACE

The City of Walhalla is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, handicap, or disability. Your opportunity for employment with the city depends solely on your qualifications.

HOW TO APPLY

Submit a cover letter, resume, and a list of 3 to 5 professional references via email to Mr. Trey Eubanks teubanks@scacog.org, or mail to 30 Century Circle, Greenville, SC 29607. Please apply by July 8, 2026. Your resume must illustrate an ability to perform the duties of the position.