



**The Town of Atlantic Beach, SC, is seeking candidates to serve as the Town Manager. Strong candidates are dynamic, strategic thinkers, experienced leaders, and effective managers with the ability to work productively under the policy guidance of the Town Council and maintain and inspire a dedicated Town workforce.**

**Job Title** - Town Manager

**Salary Range** - \$65, 000 - \$95,000 Annually

**Benefits** - Vision, Medical, Dental, Life Insurance, Retirement

**Location** - 717 30th Ave. South, Atlantic Beach, SC 29582

**Job Type** - Full-Time

**Opening Date** - February 20, 2025

**Closing Date** – Position will remain open until filled

### **Town Profile**

The Town of Atlantic Beach is a fast-growing town in the fastest growing county in South Carolina. Atlantic Beach, South Carolina is a historic African American coastal community nestled in Horry County. Founded in 1934 when Mr. George W. Tyson, an African American entrepreneur, purchased the current parcel of land from Mr. R. V. Ward, local white business associate. Atlantic Beach was established as a segregated community for “colored” workers. These workers were prohibited by law from sleeping or eating at other beaches along the Grand Strand where they cleaned, cooked, and cared for the white beach goers and their guests. These people developed a new community, created businesses, built homes, organized governance, and invited others to visit them. Atlantic Beach grew and flourished becoming one of the most popular vacation destinations for African Americans.

Today, the Atlantic Beach community is experiencing economic growth and revitalization. New homes are being constructed, property values are increasing, the community history is being

recognized and documented and neighbors are reconnecting. Atlantic Beach is a community, proudly cherishing its past and preparing for its future. The Town was named to the National Register of Historic Places in January 2024

### **Form of Government**

The Town of Atlantic Beach has a Council-Manager form of government. The Town is governed by a mayor and four council members, all elected from the population at large. The mayor's term is four years, while the council members serve staggered four-year terms, and all have an equal vote. The Town Council establishes policies, enacts ordinances, approves the Town budget, and appoints the Town Manager, Town Attorney, and Town Clerk. The Town Manager administers the daily operations and programs of the Town through other staff members and employees.

### **Job Summary**

The Town Manager serves citizens by identifying, evaluating, and meeting community needs as directed by the consensus of the Town Council. This includes current priorities such as:

- Updating the comprehensive plan and land management ordinances to align with current deed restrictions.
- Spurring growth of our commercial district on 30th Ave, 31st Ave., and Highway 17
- Apply for and administer federal, state, and private grant funds to facilitate the growth of Atlantic Beach, to include a municipal building, museum, beach access facilities, and infrastructure.
- Modernize existing systems.

### **Job Duties**

- Recommends programs and services by studying the changing needs of the town; identifying and anticipating community service trends; evaluating and offering options to the council consistent with the vision of the council. Provides town services by establishing and improving a functional structure, delegating authority.
- Maintains town staff by recruiting, selecting, orienting, and training employees and as necessary, discipline and terminate staff subject to the personnel policies approved by the Town Council.
- Maintains town staff job results by coaching, counseling, and disciplining employees, planning, monitoring, and appraising job results.
- Prepares agenda and materials for the Council's consideration; prepare reports and bring recommendations regarding the functions, policies, ordinances, and activities of the Town to Council; assist the council in preparing a comprehensive annual operating budget and capital improvement plan for consideration by the Council.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by developing and recommending an annual

budget; scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues.

- Enforces council's decisions by developing, monitoring, and enforcing policies and procedures.
- To have charge and supervision of all public Town buildings, and repairs thereon; and all building done by the Town, unless otherwise specifically voted by the Town Council, shall be done under the Town Manager's charge and supervision.
- Collect all delinquent taxes Business License Taxes due to the Town..
- Supervise and monitor all contracted Town services to include attorney, accounting, auditing, and engineering services.
- Complies with federal, state, and local laws and regulations by studying existing and new legislation; enforcing adherence to requirements; advising the council on needed actions.
- Promotes town services by coordinating and cooperating with federal, state, and other local units of government.
- Attend professional meetings and otherwise keep abreast of developments in municipal government. Facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens; respond to questions from the media and function as a spokesperson for the Town in accordance with FOIA.
- Maintains rapport with the community by meeting with citizens and advisory groups; reaching out to resolve concerns; settling disputes.
- Perform other duties as assigned.

### **Minimum Requirements, Qualifications and Experience**

Master's degree in public administration, government operations, business management, or a similar program and years of progressively responsible leadership and management experience as a high-level municipal executive or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Successful candidates will also have a proven record of leadership, fiscal stewardship, innovation, and relationship building. Licenses or Certifications: Valid South Carolina driver's license.

Qualified candidates should submit their letter of interest and resume to [cheryl@townofatlanticbeachsc.com](mailto:cheryl@townofatlanticbeachsc.com) It is not sufficient to send only a resume. This posting will close on March 20, 2025. Following this date, applications will be screened against criteria outlined in this posting. Semifinalists will be interviewed. The final selected candidates will interview with the Town Council with reference checks, background checks, and academic verifications conducted after receiving candidates' consent. A pre-employment screening to include controlled substance tests will be conducted by the Town.

For more information, please contact:

Cheryl Pereira, Town Clerk

[cheryl@townofatlanticbeachsc.com](mailto:cheryl@townofatlanticbeachsc.com)

843-663-2284

