

Coleman Lew & Associates, Inc.

Executive Search Consultants

Founded 1979

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POSITION DESCRIPTION

POSITION:

City Manager, City of Hartsville, SC

CITY:

Chartered in 1891, Hartsville, SC is located in Darlington County in the Pee Dee region of the state. This city, with a diverse population of approximately 7500 residents, is readily accessible from two major interstates and conveniently located in proximity to Columbia, SC; Charlotte, NC; and Myrtle Beach, SC. The South Carolina and North Carolina mountains are also just a short trip away.

The Hartsville area was actually first settled in the 1760's. By 1817, Thomas E. Hart established his family in this area, purchased land, and built a house which still stands today. Hart's property eventually included the area that is now downtown Hartsville. Soon after the close of the Civil War, Major James Lide Coker organized a successful commercial establishment which defined Hartsville for over a century, J. L. Coker and Company. The Coker family became synonymous with Hartsville's economic, cultural, and educational development. James Lide Coker brought railroad service to Hartsville in 1889, organized the Southern Novelty Company in 1899 (today known as Sonoco Products Company, a \$4 billion global packaging company with approximately 18,600 employees), and built the Hartsville Cotton Mill and Hartsville Oil Mill in 1900. Coker College, established in 1908, began as Welsh Neck High School with the support of Major Coker. Coker's Pedigreed Seed Company was founded in 1914 by David R. Coker, the second son of James Lide Coker. By the 1950's, the majority of cotton, oats, and tobacco acreage in the United States could be traced to seed development which occurred at Coker's Pedigreed Seed Company. In 1988, the South Carolina Governor's School for Science and Mathematics was established on the campus of Coker College. The school moved to a separate campus on the site of the former Hartsville Cotton Mill in 2003 and is ranked among the best secondary schools in the nation. The Hartsville Family YMCA, located in the former J. L. Coker and Company building, is one of the largest in South Carolina. A testimony of Hartsville's economic impact upon South Carolina can be seen by the fact that five businessmen from this community have been elected to the South Carolina Business Hall of Fame. A sixth laureate will be added this spring, Harris E. DeLoach, CEO of Sonoco Products Company.

Today, the All-America City of Hartsville enjoys excellent visitor attractions such as Kalmia Gardens, which contain a multitude of flowering plants and trees along a beautiful waterside boardwalk; a historic downtown; the Hartsville Museum; Coker College, ranked in the Top Tier of Best Baccalaureate Colleges for 2010 by *US News and World Report*;

two theaters; Black Creek Arts Council; and a National Register Historic District with stately homes and unique architecture, including the historic John Hart cottage. Prestwood Lake and Black Creek are located within the city limits and are used for canoeing and kayaking. Along Prestwood Lake is Lawton Park and the recently restored historic Pavilion Building, which is rented year round for receptions, weddings, and business meetings. The City's Byerly Park Complex is open year round with recreational and sporting activities such as softball, baseball, football, basketball, soccer, horseshoes, tennis, and track.

For more information about Hartsville, please visit the City's website at www.hartsvillesc.com.

REPORTS/RELATIONSHIPS:

The City follows the Council-Manager form of government. The City Manager reports directly to the City Council, which is chaired by the Mayor. Council members serve 4-year staggered terms and are elected by districts. The Mayor is elected at-large. In November of 2011, three council members' seats will be up for re-election; in 2013 three council members' seats and the Mayor's seat will be up for re-election. There is also a City Attorney and City Judge who are appointed by the City Council.

Currently reporting to the City Manager are: Director of Administrative Services; Director of Finance; Director of Parks & Leisure Services; Director of Public Service; Chief of the Police Department; Chief of the Fire Department; and an Executive Assistant.

BASIC FUNCTIONS:

The City Manager is responsible for providing strategic direction, leadership, and operational management for all the services provided by, and to all employees of, the city. Hartsville has 120 employees and provides police, fire, solid waste, maintenance, planning, recreation and utility services. Other departments include museum, finance, information technology (outsourced), risk management, human resources, and city clerk's office. The city contracts for wastewater collection and treatment, cemetery operation and maintenance, airport FBO, and street sweeping services. A storm water department is pending. The city has a general fund budget of \$7.3 million, a utility fund budget of \$3.4 million, a solid waste fund budget of \$1 million, a storm water fund budget of \$201,000, a hospitality fund budget of \$645,000, and an accommodations fund budget of \$89,000, for a combined budget total of \$12 million.

REQUIREMENTS:

The City is looking for an energetic and progressive leader with a strong passion for the job and the Hartsville community. This individual should exhibit the following attributes, abilities, and experiences:

- Recognize, and seek to maximize, appropriate opportunities.
- Visionary; ability to think strategically, creatively, and analytically.
- Passionate about Hartsville; optimistic yet realistic.
- Good interpersonal skills; respectful, yet candid; capable of effective interactions with the public.
- Ability to be a valued advisor to the elected officials; ability to speak his/her mind at an appropriate time and place.
- Proven track record in staff management, budgeting, seeking grants, and expense reduction.
- Relate well to, and understand the needs of, the business, educational, and medical communities while being comfortable and capable of relating to a diverse population.
- Preference for experience as a manager in a governmental setting; strong business and leadership experience will be considered.
- Preference for annexation, economic development, and revitalization experience.
- Preference for knowledge and understanding of comprehensive plans, zoning and mixed use.
- High level of professionalism.
- Visible in the community; desire to be active and strongly involved in community activities.
- Background in local government management and advanced business practices is helpful.
- Understand past City practices and provide leadership for improvement while controlling and/or reducing expenses.
- Reside in the city limits of Hartsville, SC.

COMPENSATION:

Commensurate with experience. The City offers its employees South Carolina state benefits.

*For additional information contact:
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