



City of Bishopville, SC City Administrator Recruitment





ABOUT BISHOPVILLE

Bishopville is the county seat of Lee County, right in the heart of South Carolina's Pee Dee region. Life here moves at a comfortable pace — it's the kind of place where you actually know your neighbors. Bigger cities like Florence, Sumter, Camden, and Columbia are just a short drive away.

Our town is full of history and personality. You can catch an event at the historic Bishopville Opera House, explore the South Carolina Cotton and Veteran Museum, or see the one-of-a-kind Pearl Fryar Topiary Garden that has brought visitors from all over the world. If you love the outdoors, Lee State Park and Lake Ashwood are just minutes away.

Bishopville boasts a strong industrial core. We're home to industries like Coke Consolidated, Ardagh Group, Crown Laundry, Martech Research, and EFP Packaging — companies that provide good jobs for many families in our area. We even have a campus of Central Carolina Technical College helping train and prepare the next generation for solid careers. We also host an impressive Landfill operation (Republic Services).

Bishopville is more than just a dot on the map — it's a place where people look out for each other, where history is preserved, and where the future feels bright.



THE POSITION

The City of Bishopville is an active and developing community. Our Mayor and Council have a shared vision of strong neighborhoods, great recreational opportunities, and a vibrant downtown to provide a stable quality of life. Bishopville is also redeveloping its recreation facilities and parks. The City Administrator is responsible for supervising department heads and directing the daily affairs of the City, subject to the direction and supervision of the Council.

The city offers services through its Public Works, Police, and Public Utility Departments, consisting of water and wastewater. The city also has a City Hall that acts as a utility department for water and sewer services to the area. The ideal candidate will have a proven record of effective and dynamic leadership with the ability to manage creative processes effectively and equitably. The City of Bishopville operates under the Council-Mayor Form of Government, with a Mayor and six Council Members.

The City Administrator must collaborate well with the Mayor/Council and build consensus on their policy goals and vision for the community. The Administrator is expected to be active, visible, and accessible to the Mayor/Council, Employees, and the Public.



THE CANDIDATE

The ideal candidate must have a bachelor's degree in public administration or a similar field, with a preferred master's degree in public administration, with 5-7 years of progressively responsible public management experience.

Candidates must have a good grasp of applicable South Carolina laws, zoning, and grant writing/management experience.

Candidates should be familiar with the effective management of municipal council affairs. Candidate must have demonstrated effective leadership, analytical, and communication skills. Before employment, the candidate will be required to submit to a physical and background check.

SALARY BENEFITS

The City of Bishopville is offering competitive market pay for the field of City Management, and final salary will be negotiated based on experience. The City of Bishopville also offers an array of benefits, including medical, dental, and vision insurance, along with access to the South Carolina Retirement System (PEBA). The City of Bishopville has 12 paid holidays and offers annual and sick leave.



SELECTION PROCESS

Candidates who are interested and meet the qualifications for this position are encouraged to apply and are required to submit a resume, cover letter, 3 professional references, and salary expectations to Jalesha Davis - City Clerk- via email to jalesha.davis@cityofbishopville.org

(The position will remain open until it is filled by the Mayor and City Council.)

Contact Information for Human Resources:

City of Bishopville
135 East Church Street, Bishopville, SC 29010
803-484-5948

The City of Bishopville is an Equal Opportunity Employer.