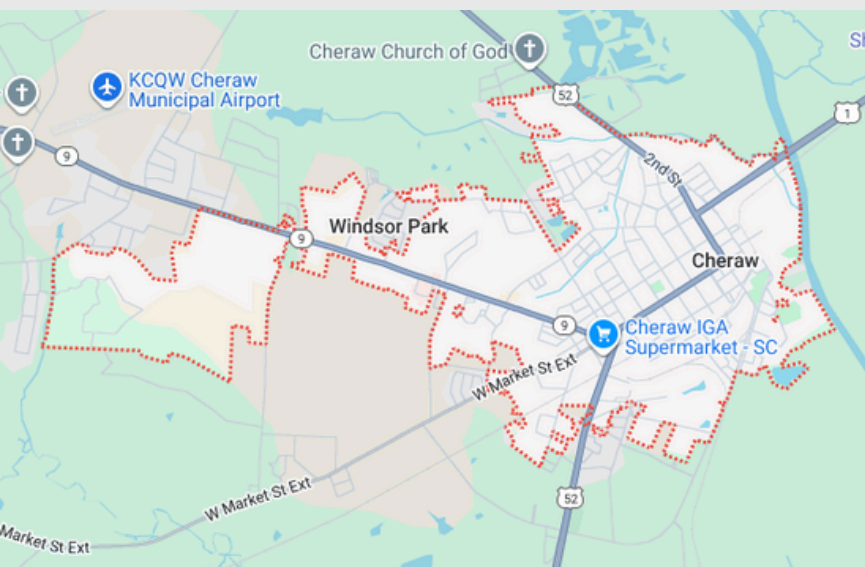




Town of Cheraw South Carolina Town Manager Recruitment



About Cheraw

Cheraw is located in eastern Chesterfield County on the banks of the Pee Dee River, centered approximately between Columbia, Charlotte, Raleigh, and Myrtle Beach. It is a primarily rural community of about 5,000 people with an overall county population of 43,000.

With Revolutionary roots, Cheraw is perhaps the most historic inland Town in South Carolina. With a sprawling 400 acre historic district that contains historic buildings from the 1770s up through the 1970s, and a downtown centered on our Town Green. As the birthplace of jazz legend Dizzy Gillespie, Cheraw hosts the annual South Carolina Jazz Festival. Cheraw also boasts a strong industrial base - with local industries like Schaeffler Group, Carolina Cannery, Highland Industries, Crown Cork and Seal, and others providing stable employment for many in the surrounding area. Cheraw also hosts a regional hospital through McLeod Health, and the main branch of North Eastern Technical College.



The Position

The Town of Cheraw is an active and redeveloping community. Our Town Council has a shared vision of strong neighborhoods, great recreational opportunities, and a vibrant downtown to provide a stable quality of life.

Over the last 7 years, the Town has made significant investments into its downtown, and while there is more to do - the overall vacancy rate for downtown storefronts has dropped from 65% to around 25% and in 2024 downtown Cheraw hosted 100,000 unique individual visitors. Other investments in downtown include the opening of a new 102 room Springhill Suites Hotel in 2023 and the town is currently renovating its performing arts center, the Theatre on the Green, with \$1,000,000 in state appropriation funding.

Cheraw is also redeveloping its recreation facilities - in 2025 it will complete the redevelopment of Caston Park into a tennis and pickleball facility, and now seeks to expand its primary sports complex Arrowhead Park.

Cheraw is also making major investments into infrastructure - and has been awarded over \$23 million in water, sewer, and stormwater grants over the last several years. The Town is also working to construct a new 4MGD water treatment plant and is currently qualifying engineers to lead the project. Funding for the project has been secured through the EPA and the Town is applying for additional funds through USDA.

The Town's total annual budget is approximately \$9.6 million in general funds, \$6.6 million in water/sewer funds, and approximately \$600,000 in Hospitality and Local Accommodation Tax Funds.

The Town is working to continue these initiatives, and the successful candidate will need to have exemplary management and communication skills to make these projects successful.

The Town Manager is responsible for supervising nine department heads, and has direct supervision over planning, zoning, and community development. The Town offers services through its Public Works, Parks and Grounds, Main Street, Recreation and Leisure Services, Fire, Police, and Public Utility Departments. The Town also has a municipal court and a municipal airport.

The ideal candidate will have a proven record of effective and dynamic leadership with the ability to manage creative processes effectively and equitably. The Town of Cheraw operates under the Council-Manager Form of Government, with a mayor and 6 council members from single member districts. The Town Manager must collaborate well with council and build consensus on their policy goals and vision for the community. The Town Manager is expected to be active, visible, and accessible to both employees and the public.



About You (The Candidate)

The ideal candidate must have a Bachelor's Degree in public administration or similar field, with a Master's Degree in Public Administration preferred, 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. Prior to employment, candidate will be required to submit to a physical and background check.

Candidate is expected to live within the vicinity of Cheraw within 6 months of hiring.

Salary Benefits

The Town of Cheraw is offering competitive market pay for the field of City Management and final salary will be negotiated based on experience.

The Town of Cheraw also offers an array of benefits including medical, dental, and vision insurance along with access to the South Carolina Retirement System through PEBA. The Town of Cheraw has 12 paid holidays and offers annual and sick leave.



Selection Process

Individuals who are interested and meet the qualifications for this position are required to submit a resume, cover letter, 3 professional references, and salary expectations to Patti Norris - Town Clerk-Treasurer via email to pnorris@cheraw.com.

The position will remain open until filled. Town Council will begin reviewing the first round of applications in mid-September.

Contact Information for Human Resources

**Town of Cheraw
200 Market Street
Cheraw, SC 29520**

**Patti Norris - Clerk-Treasurer
843-537-7283
pnorris@cheraw.com**

The Town of Cheraw is an Equal Opportunity Employer.

