



City of Cayce

Office of the City Manager

Administration Division

VACANCY ANNOUNCEMENT: CITY MANAGER

City Manager Position – City of Cayce, SC

The City of Cayce, South Carolina (population 13,912, 2020 Census), is seeking a dynamic and experienced professional to serve as its next City Manager. Nestled along the Midlands' greatest natural resource—the Congaree River—and just minutes from the state capital of Columbia, Cayce is the only full-service municipality in Lexington County, providing comprehensive services including police, fire, sanitation, utilities, parks, and public works.

Operating under a Council-Manager form of government, the City Manager is appointed by and reports directly to City Council. For Fiscal Year 2024–2025, Cayce boasts a General Fund budget of \$19.7 million and a Utility Fund budget of \$42.9 million, reflecting the city's strong financial position and its commitment to maintaining and investing in the diverse assets that serve and enrich the community.

With approximately 220 dedicated employees, Cayce is proud of its professional team and their shared mission to deliver exceptional service, support thoughtful growth, and enhance the quality of life for all who live, work, and visit the city.

Job Description:

Under the policy direction of the City Council, the City Manager is responsible for the overall administration and strategic leadership of municipal operations, ensuring the effective delivery of public services in alignment with Council goals, policies, and applicable laws. This role oversees all City departments—including Police, Fire, Finance, Human Resources, Utilities, Public Works, Planning, and others—providing executive direction and managing daily operations. The City Manager advises the Council on public policy and budgeting, implements Council directives, develops citywide administrative strategies, and maintains fiscal responsibility. As the primary liaison between the City Council, staff, and the community, the City Manager represents the City in intergovernmental affairs, fosters public engagement, leads high-level negotiations, promotes economic development, and upholds a high-performing organizational culture. This position requires responsiveness to complex issues and accessibility for emergency matters beyond regular business hours.

Qualifications:

- A bachelor's degree from an accredited college or university in Public Administration, Business Administration, Planning or a closely related field and five years of increasingly responsible experience in an administrative and managerial capacity with a local government or related area.
- OR a Master's degree in Public Administration, Business Administration, Planning or a closely related field with 4 years of increasingly responsible experience in an administrative and managerial capacity with a local government or related area.
- A Master's degree is preferred, An MPA is highly desirable.
- Must possess a valid driver's license and be able to successfully complete a thorough background check and successfully complete a drug test.
- Extensive knowledge of police and fire procedures.



Application Process:

Interested candidates should submit a cover letter, resume, and references to:

City Manager Search

Attention: Human Resources

Email: ldooley@caycesc.gov

Or by mail:

City of Cayce

C/O Human Resources

1800 12th Street

Cayce, SC 29033

Submission Deadline: 5:00 PM, Friday, June 6, 2025.

For full job description, please visit <https://caycesc.gov/employment.php>

For more information about the City of Cayce, please visit <https://caycesc.gov/>

The City of Cayce is an Equal Employment Opportunity Employer.



Job Title:	City Manager	Department/Loc:	Administration
FLSA Classification:	Exempt	Date Drafted:	May 2025
Reports To:	City Council		

Position Summary

Under policy direction from the City Council, the City Manager is responsible for the overall management and administration of municipal operations. The City Manager plans, organizes, directs, and evaluates the activities of all City departments, ensuring the effective delivery of public services in accordance with City Council policies, goals, and applicable laws. This position provides strategic leadership, implements Council directives, and serves as the primary liaison between the City Council, City staff, and the community.

Position Responsibilities- Essential

This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Provides executive leadership and direction for all City departments, including Police, Fire, Finance, Human Resources, Fleet Services, Information Technology, Utilities, Public Works, Planning and Development Museum and Municipal Court operations.
- Oversees the day-to-day operations of the city; ensures departments operate efficiently and in alignment with the goals and values of the City Council.
- Advises and provides professional recommendations to the City Council regarding public policy, strategic initiatives, budgeting, legislation, and community development.
- Implements City Council decisions, ensuring policies and ordinances are executed effectively and efficiently throughout the organization.
- Develops and administers the annual City budget and long-term financial plans in collaboration with department heads; ensures fiscal responsibility and alignment with strategic priorities.
- Directs and supports the development of citywide administrative policies, procedures, and operational strategies to enhance service delivery and organizational performance.
- Represents the City in intergovernmental affairs, at community events, civic meetings, and with local, regional, state, and federal agencies.
- Maintains effective working relationships with community groups, businesses, and the general public; ensures transparent and proactive public engagement.



- Leads high-level negotiations and contracts on behalf of the City; fosters economic development and strategic partnerships.
- Fosters a positive organizational culture and high-performing municipal workforce; oversees recruitment, performance management, and leadership development across the organization.
- Responds to and manages sensitive or complex issues and concerns raised by residents, businesses, or public officials; ensures timely and effective resolution.
- Serves as the City's chief spokesperson on administrative matters in coordination with City Council.
- Performs related duties as required by the City Council.
- The City Manager typically works city business hours but is accessible to address emergency city matters.

Position Responsibilities- Non-Essential/Other

- Will be required to report to the City's Emergency Operations Center for emergency duty any time the Emergency Operations Plan is activated
- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- A bachelor's degree from an accredited college or university in Public Administration, Business Administration, Planning or a closely related field and five years of increasingly responsible experience in an administrative and managerial capacity with a local government or related area.
- OR a Master's degree in Public Administration, Business Administration, Planning or a closely related field with 4 years of increasingly responsible experience in an administrative and managerial capacity with a local government or related area.
- A Master's degree is preferred, An MPA is highly desirable.
- Must possess a valid driver's license and be able to successfully complete a thorough background check and successfully complete a drug test.
- Extensive knowledge of police and fire procedures.

Knowledge of:

- Comprehensive knowledge of the principles and practices of public administration and management.
- Local government rules, city code and legal aspects of local government administration.
- Financial administration and budgetary requirement.
- City utility operations and administration.
- Policy development.
- Local, state and federal laws governing local government administration.



- Personal computers and related software applications.

Skills and Abilities to:

- Develop comprehensive plans from general instructions.
- Interpret policies and procedures.
- Plan and supervise the work of others.
- Accomplish assigned duties with minimum supervision with general directives.
- Write clear and concise reports, and letters.
- Coach supervisors and employees on conflict resolution.
- Receive work direction and suggestions.
- Apply excellent internal and external customer service skills.
- Learn quickly and react positively in a rapidly changing environment.
- Make presentations and develop reports that may include technical information.
- Use work processing, spreadsheet and database programs or other application software as required for position.
- Use general office equipment.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Mental & Physical Demands- ADA Guidelines
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Physical Demands

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| <ul style="list-style-type: none"> • Sit Frequently • Walk Frequently • Stand Frequently • Handling Frequently • Reach Outward Frequently | <ul style="list-style-type: none"> • Reach Above Shoulder Frequently • Climb Occasionally • Crawl Occasionally • Squat or Kneel Frequently • Bend Frequently |
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Lifting Requirements

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| <ul style="list-style-type: none"> • 10 pounds or less Frequently • 11-20 pounds Frequently • 21-50 pounds Frequently | <ul style="list-style-type: none"> • 51-100 pounds Occasionally • >100 pounds Occasionally |
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Pushing and Pulling Requirements

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| <ul style="list-style-type: none"> • 12 pounds or less Frequently • 13 to 25 pounds Frequently • 26 to 40 pounds Frequently | <ul style="list-style-type: none"> • 41 to 100 pounds Occasionally • > than 100 pounds Occasionally |
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Definitions

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|-------|----------------|--|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |



- **F** Frequently Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- **C** Constantly Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

The City of Cayce has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

Print Employee Name	Employee Signature	Date Signed
Print Manager/Supervisor Name	Manager/Supervisor Signature	Date Signed