

Job Announcement

Position: County Administrator

Location: Newberry County, South Carolina

Population: 37,719

Newberry County, South Carolina (Population 37,719) is seeking an experienced and visionary leader to serve as its next County Administrator. This is an excellent opportunity to join a high-performing organization and lead a talented team to the next level of success. The role focuses on maintaining and improving the county's quality of services, supporting community and economic growth, and advancing strategic priorities. The ideal candidate will possess strong leadership skills, strategic vision, a passion for public service, and the ability to work closely and effectively with Newberry County Council, staff, and the community to guide the county forward.

Position Overview:

The County Administrator serves as the chief administrative officer; responsible for providing executive leadership, overseeing daily operations, and implementing policies established by Newberry County Council. The ideal candidate will possess the following:

- Proven management and leadership experience in local government.
- Excellent communication, interpersonal and teambuilding skills.
- Strong commitment to creative problem-solving, teamwork, professionalism and ethics.
- Ability to motivate and inspire employees.
- Financial management and budgeting expertise.
- Outstanding leadership, supervisory and administrative skills.
- Ability to work collaboratively with County Council and diverse community stakeholders.

Qualifications & Experience:

- 7–10 years of progressively responsible experience in county or municipal government.
- 5 years of senior leadership experience in local government or related fields.
- Bachelor's degree in public administration, business administration, or a related field.
- Master of Public Administration preferred, but not required.
- ICMA Credentialed Manager designation preferred, but not required.

Compensation:

- Competitive compensation commensurate with experience.
- Comprehensive benefits package, including health insurance, retirement, vacation and sick leave

How to Apply:

Submit resume, letter of interest, salary history, and three professional references to County Administrator Search, P.O. Box 156, Newberry, SC 29108 or e-mail to adminsearch@newberrycounty.gov with the subject line County Administrator Search. Open until filled. First application pull will be September 24, 2025.

The successful candidate must possess a valid South Carolina driver's license (or the ability to obtain one) with an acceptable driving record. The successful candidate must also pass a drug test, credit check, and background screening, and must be bondable at the time of hire.

For more information about Newberry County, visit www.newberrycounty.gov

Newberry County is an Equal Opportunity Employer.