

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA  
ADMINISTRATION COMMITTEE OF COUNCIL  
MINUTES**

Wednesday, December 10, 2014

A meeting of the Administration Committee of Council was held at 4:00 p.m., Wednesday, December 10, 2014 at Town Hall, 2050-B Middle Street all requirements of the Freedom of Information Act having been satisfied. Present were Committee members: Council members Jerry Kaynard (Chair), Susan Middaugh and Mary Jane Watson; Staff Administrator Benke, Asst. to Administrator/Human Resources Darrow and Comptroller Blanton.

**I. Call to Order.** Chair Kaynard called the meeting to order, noted the press and public were duly notified pursuant to state law and all members were present. One resident was present (Hal Coste).

**II. Town Hall Position: Administrative Specialist/Special Events Coordinator/Archivist**

Chair Kaynard noted this agenda item is a continuation of previous discussions about a potential addition to the Town Hall Staff. Previous discussion included input from the June 11, 2014 Administration Committee meeting on the potential scope of the position, including: front desk receptionist responsibilities, recreation support for beach fire permits, special event requests and assisting with Town related recreation events.

Chair Kaynard directed the Committee to a job description for an Administrative Specialist, prepared by Town Staff, which incorporates the clerical and reception support the position could provide (**Exhibit A**). Administrator Benke noted that this draft job description (Exhibit A) does not define the level of recreation-related support the position could provide the Town.

Chair Kaynard expressed support for increased Town focus on historic and current document preservation and retention. To that end he suggested the Committee consider a staff person in Town Hall who would be qualified to handle this work. He provided the Committee with general information on the positions of archivist and special events coordinator (**Exhibit B**). He noted that an archivist would be more qualified employee than an administrative specialist and would be compensated at a mid-level salary. Chair Kaynard noted that the role of document retention falls under the scope of the Clerk of Council, which Sullivan's Island entitles the Town Clerk, but the Town could hire a deputy clerk of council to assist with this effort.

Council members Middaugh and Watson expressed support with taking the existing Administrative Specialist job description (Exhibit A) and adding special events coordination to it. They both supported the idea of hiring a person for the position in 2015, not waiting for construction of a Town Hall, and hiring at an entry level commensurate with the wage range identified on the proposed job description (Exhibit A).

Council member Watson noted the various Town recreation events she coordinates and prepares annually and suggested the new hire should take over those responsibilities. Chair Kaynard agreed there are merits to the Administrative Specialist position and acknowledged Council member Watson's extensive volunteer work coordinating Town special events. He suggested the

Town could look toward the archivist responsibilities as either a separate position or assigning this work and records retention to a current employee.

Council member Middaugh did not support the idea of an archivist, suggesting current staff should be able to handle records retention.

### **Public Comment**

*Hal Coste, Station 19, SI*

- Noted he is involved in the Battery Gadson Cultural Society (non-profit), acknowledging the newly re-formed group is in organizational and goal-setting mode.
- Questioned the role of a proposed Historical Commission (next agenda item), noting his group could fulfill historic and cultural preservation responsibilities.

Chair Kaynard noted that the Historical Commission concept is the next agenda item, but briefly commented that a municipal based historical commission would be authorized to conduct activities and initiatives that a non-profit organization could not.

Council member Middaugh suggested Delores Schweitzer with Poe Library might be a good resource of archiving historic documents.

**ACTION: No formal action taken. Next step: Recreation Committee will meet to discuss and recommend recreation-related activity for the Administrative Specialist position. Council member Watson (Recreation Committee Chair) indicated the Recreation Committee will strive to meet in December to discuss this item. Thereafter Staff will incorporate recreation related duties to the Administrative Specialist job description (Exhibit A) for Administration Committee's further review.**

### **III. Historical Commission**

Chair Kaynard noted that other municipalities with rich historical and cultural resources have municipal historical commissions (i.e. City of Charleston and Town of Mt. Pleasant). Chair Kaynard distributed the Town of Mt. Pleasant's ordinance for its Historical Commission (**Exhibit C**). He explained that a municipal historical commission would act in a similar manner as other Town advisory boards, such as the Planning Commission. A municipal historical commission could work with other regional and local non-profit groups, and municipal historical commissions, on a variety of initiatives with greater impact than a non-profit (NPO) alone. Some initiatives a historical commission could conduct include (not an exhaustive list):

- Public education program
- Historical marker program
- Establish and maintain a special collection archive
- Enter into cooperative agreements with NPO and groups of residents, providing tax credits a NPO could not provide
- Incentive and encourage individual historic preservation
- Managing preservation of existing Town historical assets (i.e. various batteries)

**ACTION: No formal action taken. Committee will explore the concept of an Historical Commission at a future meeting.**

#### **Health Insurance**

Asst. to Administrator Darrow provided a brief report on the Town's health insurance and medical benefits program. Highlights of State Employee Insurance Program (SC EIP):

- SC EIP remains "grandfathered" out of the Affordable Care Act changes through 2015. Therefore benefits to the existing medical benefit plans will not substantially change.
- Town's anticipated premium increase will be approximately 6%, including a 1% load factor subsidy SC EIP may charge to participating local subdivisions.
- SC EIP mandates no increase to the employee's share of premium costs. Employer share will increase by approximately 6%. Employee deductibles and co-pays increase slightly (deductibles increase \$20-40/year depending upon dependent coverage).
- SC EIP recently announced coverage for same-sex marriages, opening a special enrollment for qualified subscribers.

**No action taken. Committee will monitor in future meetings**

#### **IV. Executive Session – Personnel Matters**

Chair Kaynard noted the Committee needed to meet in executive session to discuss two personnel matters.

**MOTION: Council member Watson made a motion to go into executive session; seconded by Council member Middaugh. MOTION UNANIMOUSLY PASSED.**

*Committee sequestered for executive session at 4:35p.m., returning at 5:35p.m.*

Chair Kaynard noted the Committee was back in open session and no decisions or votes were made in executive session.

**MOTION: Council member Middaugh made a motion to approve the cash out for two employees of excessive vacation hour balances as of December 31, 2013; seconded by Council member Watson. MOTION UNANIMOUSLY PASSED.**

There being no further business, the meeting was adjourned at approximately 5:37p.m. (Council member Watson motioned; Council member Middaugh; unanimously passed).

Respectfully submitted,  
Jerry Kaynard, Chairman  
Administration Committee

Approved at the December 16, 2014 Regular Council meeting



FLSA: Non-Exempt

**TOWN OF SULLIVAN'S ISLAND, SOUTH CAROLINA**

**JOB DESCRIPTION**

**CLASSIFICATION TITLE:**

**ADMINISTRATIVE SPECIALIST**

**DEPARTMENT:**

**GENERAL ADMINISTRATION, TOWN HALL**

**PURPOSE OF CLASSIFICATION**

The purpose of this position classification is to perform non-supervisory customer service and general administrative work in support of the General Administration and Building Departments, located in Town Hall, with secondary receptionist, customer service and administrative support to the Maintenance, Fire and Police Departments. Employee will report to the Town Administrator.

**ESSENTIAL FUNCTION:**

**The following duties are normal for this classification. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Primary customer contact for callers and visitors at Town Hall, fielding telephone calls on a multi-line digital phone system and directing walk-in customers to appropriate staff.

Provide administrative support for general customer service activity in Town Hall, such as issuing dog licenses, accepting water payments in clerk's absence, scanning and filing documents, handling recreation related inquiries, etc.

Assist other municipal departments, namely fire, police and maintenance, by fielding unanswered telephone lines routed to Town Hall reception, providing caller with immediate personal response and taking messages for department staff.

Assist with general administrative duties as directed by other department heads that can be accomplished at Town Hall.

**DUTIES & RESPONSIBILITIES:**

1. Answer incoming telephone calls for Town Hall and roll-over calls from other departments, fielding customer inquiries, transferring calls to appropriate staff and/or taking messages, as appropriate
2. Greet and assist walk-in customers at Town Hall, directing them to appropriate staff or departments.
3. Complete front desk walk-in requests, including but not limited to the following: issue dog licenses, take water bill payments in clerk's absence, provide notary services to general public, handle beach fire permits, group event requests on the beach, beach accessible handicap wheelchair reservations, and assist with recreation related customer requests.

4. Assist fire, police and maintenance departments with various one-time and ongoing administrative activities that can be accomplished within Town Hall, as directed by department heads. Some examples of appropriate activity include fielding resident garbage collection inquiries and concerns, reports related to Town streets and maintenance, issuing beach fire permits as allowed by Town Ordinance, coordinating rental of handicap accessible beach wheelchairs, computer data entry (i.e. entering ticket data in software for patrol officers), general typing, accomplishing correspondence and purchase orders for department heads as directed.
5. Record keeping and filing
6. Performs general office duties and other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Associates degree (preferred but not mandatory), three to five (3-5) years of office experience (municipal or government experience preferred), demonstrated customer service experience, computer skills (Microsoft Word and Excel); or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** None

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of office procedures and practices

**Abilities:** Self-starter with strong customer service abilities, professional demeanor and presentation; good time management skills; ability to effectively and efficiently manage a variety of work requests across multiple departments with limited supervision.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public; ability to communicate effectively in written and oral form; ability to establish and maintain effective record keeping systems; ability to operate a telephone, calculator, standard office equipment and ability to operate a computer and office software.

**Skills:** Skills in operating computers and applicable word processing, filing and organization.

**ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of a maximum weight of 40 pounds.

**Dexterity:** Requires the ability to perform coordinated movements involving placing and turning motions.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors and sounds. Some tasks require visual perception and discrimination, as well as oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

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	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>Salary range*</b>	<b>\$23,000</b>	<b>\$25,000</b>	<b>\$27,000</b>
<i>*based upon full-time status</i>			

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*The Town of Sullivan’s Island is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sullivan’s Island will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

October 27, 2014 (LD)

## Archivist: Job description

Archivists acquire, manage and maintain documents and other materials that have historical importance for individuals, organisations and nations. They have an important role in the information society as guardians of the memories and records that shape the identity of various groups and societies.

Archives are held by all sorts of organisations, including local and national government, businesses, academic institutions, museums, charities, professional organisations and hospitals, as well as by individuals and families. They may include books, papers, maps, plans, photographs, prints, films and computer-generated records.

A large part of an archivist's work is related to making information accessible to users, increasingly in digital format. Users include researchers, academics, other professional staff and the general public.

## Typical work activities

Work activities vary according to individual responsibilities and type of organisation. Many archivists are responsible for other related areas of work, such as records management and archive conservation, although the latter normally requires specialist technical training.

The roles of archivist and records manager overlap and are combined in some organisations, especially smaller businesses. Increasingly, records are stored and retrieved digitally.

Tasks typically involve:

- evaluating records for preservation and retention - some may be fragile and need careful handling, repair or conservation;
- arranging the acquisition and retrieval of records;
- liaising with donors and depositors of archives, both internal and external to the organisation;
- preparing record-keeping systems and procedures for archival research and for the retention or destruction of records;
- cataloguing collections and managing information and records;
- responding to personal, telephone, email and written enquiries from members of the public and other users;
- advising users on how best to access, use and interpret archives, often through internal training courses;
- facilitating remote access by maintaining user-friendly, computer-aided search systems;
- arranging exhibitions, talks and visits;
- producing teaching materials;
- facilitating training sessions on archival procedures;
- bidding for funds and managing section budgets;
- identifying ways of protecting and preserving collections;
- managing and supervising junior staff;

- advising on the ongoing organisation and storage of material in order to encourage organisations to plan for the future.

## SPECIAL EVENTS COORDINATOR

The Coordinator plans, organizes, coordinates, promotes and facilitates special events; schedules and maintains communications with speakers, vendors, and participants; coordinates and monitors event timelines; reviews and analyzes evaluations; assists in preparing a variety of publications, materials and programs for events; attends meetings and represents the sponsor with service groups; coordinates participation in charitable contribution campaigns; acts as prime source for promotion of activities and special events; initiates, coordinates and/or participates in all efforts to publicize promotion of sponsor's activities, services and events.

The Coordinator manages and schedules the use of public facilities; supervises the use of the facilities; supervises the maintenance and repairs of public facilities; recommends policies for the rental of public facilities.

The Coordinator develops plans including timetables and budgets for revenue-producing events; supervises volunteer committees to assure the efficient and effective production of special events including helping to identify and recruit volunteer leadership and committee members; provides support for all special event committees including attending meetings, doing correspondence, filing and follow-up as necessary; Sets up, manages and maintains a special events database.

The Coordinator develops and maintains a calendar of events and coordinates scheduling of events; develops and implements new projects that are approved by the sponsor.

The Coordinator develops budgets and presents annual budgets to the sponsor.

The Coordinator performs other duties as assigned by the Recreation Committee, Town Council and the Administrator.



*HISTORICAL COMMISSION (Town of Mt. Pleasant, SC)*

## § 156.440 ORGANIZATION.

*(A) Creation.*

(1) The Town Historical Commission was created on January 10, 1989 and is composed of seven members appointed by the Mayor and Town Council whose purpose shall be to promote local history and historical areas through educational programs and activities.

(2) It is the declared policy of Town Council that it will consider and approve only those persons who:

(a) Are residents of the town and have been so for a period of at least one year prior to the appointment; and

(b) Have demonstrated their general knowledge of the community and concern for the welfare of the total community and its citizens.

*(B) Term of office.*

(1) At the time of the creation of the Commission, members first to serve were appointed specific seats with staggered terms.

(2) The initial seat numbers shall be one through seven.

(a) The initial members were those individuals who were serving on the former Historic Commission at the time of the creation of this Commission pursuant to the Comprehensive Planning Act of 1994.

(b) The initial terms of said members first to serve were for the period of time that would have been required to complete their previously existing term on the Former Historic Commission.

(3) After the initial term of office, specific seat assignments shall continue, and the term of office for all seats on the Commission shall be four years.

(4) All terms hereunder, including the initial terms shall, however, continue until a successor is approved of and appointed by Town Council.

(5) The Council shall act promptly upon the expiration of a term to make appointments as soon as may be reasonably accomplished.

(6) The initial term at the creation of the Commission hereunder shall constitute a full term.

(7) Commission members may be appointed to succeed themselves for a maximum total of two successive terms.

(8) Any service on the former Historical Commission prior to the creation of this Commission shall be included in determining eligibility for future service.

(9) While serving on the Commission, none of the members shall hold any other public office or position in the municipality or county.

*(C) Vacancy, Absence, and Removal.*

(1) A vacancy in a term of office shall occur whenever it is found that a member has resigned, is unable to serve for whatever reason, or is removed for cause by the Mayor and Town Council.

(2) Neglect of duty, three unexcused absences per year, no longer being a resident of the town, or misconduct in office shall constitute just cause.

(a) Attendance at less than 75%, of called meetings on an annual basis (calendar year), and/or more than one unexcused absence per year shall constitute just cause for removal.

(b) Excused and unexcused absences are to be determined by the Chairperson or, in his or her absence, the acting Chairperson, and are to be stated on the record at each meeting.

I. Excused absences are generally defined as medical or family emergencies or unavoidable business/personal conflicts.

2. Each member is responsible for notifying the Chairperson or the appropriate staff at least two full working days prior to the meeting, if he or she will not be in attendance.

3. The member shall also state a reason for the anticipated absence.

4. Emergency situations that arise within this 48-hour period can be considered excused by the Chairperson.

(3) If removal for cause, except due to attendance, appears imminent, the Chairperson shall contact the member and ascertain whether removal should be considered by the Mayor and Town Council. The Chairperson shall then make a recommendation to Council, prior to Council action on the matter.

(4) If removal for cause due to attendance appears imminent, the staff person appointed to represent the Commission shall contact the Planning Director, who shall report the information to the Town Administrator. The Town Administrator shall then report the information to Council for its consideration on the matter.

(5) Any vacancy in the membership shall be filled for the unexpired term, as soon as may reasonably be accomplished by the Mayor and Town Council, in the same manner as the original appointment.

(6) Service pursuant to an appointment in this regard shall constitute one full term.

*(D) Chairperson; Secretary; Rules of Procedure.*

(1) The Commission shall organize itself, electing by secret ballot and majority vote a Chairperson from among its members.

(a) Said election shall be held at the first meeting in the creation year of the Commission, and at the first meeting of each calendar year thereafter.

(b) In the creation year, the term of office of the Chairperson shall be from the date on the vote until the end of that calendar year, and thereafter for a period of one year.

(c) If a vacancy occurs in an office prior to the expiration of the full term, another election to fill the remainder of the term of office shall be conducted at the first meeting thereafter.

(d) The election procedures stated herein shall be followed in filling an unexpired term of office.

(2) A staff member of the Town of Mount Pleasant shall serve as Secretary of the Commission.

(3) The Commission shall adopt rules of procedure at the first meeting in the creation year, and at the first meeting of each calendar year thereafter.

(a) The Commission shall keep minutes of its proceedings, showing the vote of each member upon each question.

(b) *Robert's Rules of Order* shall govern the conduct of meetings except as otherwise provided by the Commission.

(E) *Meetings and quorums.*

(1) Four members of the Commission shall constitute a quorum for conducting business.

(2) Meetings of the Commission must be held at the call of the Chairperson, and at such other times as the Commission may determine.

(3) Public notice of all meetings of this Commission shall be accomplished.

(4) All meetings shall be open to the public.

(5) Members of the Commission shall:

(a) Regularly attend meetings; and

(b) Serve without compensation, except for reimbursement for authorized expenses attendant to the performance of their duties.

(6) Absences by members shall be declared excused or unexcused at each meeting by the Chairperson or, in his or her absence, the acting Chairperson.

('81, § 155.66(A)) (Am. Ord. passed 1-10-89; Am. Ord. passed 12-11-90; Am. Ord. passed 6-9-92; Am. Ord. passed 1-12-93; Am. Ord. 99012, passed 4-21-99; Am. Ord. 2024, passed 6-11-02; Am. Ord. 05005, passed 2-8-05; Am. Ord. 09053, passed 8-12-09)

**§ 156.441 DUTIES AND POWERS.**

In order that the stated purpose of this section may be realized, the following duties and powers are assigned to the Commission:

(A) *Official map.* To prepare and maintain revisions of an official map, locating the position of historical and cultural sites within the Town.

(B) *Public educational programs and promotion of historical areas.* To promote local history and the use and enjoyment of historical areas through lectures, exhibits, publications, special events and programs.

(C) *Historical marker program.* To promote local sites, events, and persons through the historical marker program.

(D) *Mount Pleasant special collection.* To establish a Town of Mount Pleasant special collection for the purpose of collecting, cataloging, and preserving information about the history of the town and its residents.

(E) *History related tourism.* To provide advice, recommendations, and assistance to the Office of Community Development & Tourism regarding history related tourism.

('81 Code, § 155.66(B)) (Am. Ord. passed 1-10-89; Am. Ord. passed 12-11-90; Am. Ord. passed 6-9-92; Am. Ord. passed 1-12-93; Am. Ord. 99012, passed 4-21-99; Am. Ord. 02024, passed 6-11-02)

**§ 156.442 JURISDICTION.**

(A) The Commission's jurisdiction applies to all real property within the municipal limits of the Town including all future annexations.

('81 Code, § 155.68) (Am. Ord. passed 1-10-89; Am. Ord. 02024, passed 6-11-02)