

The **Administration Department** consists of the City Administrator, Municipal Court, and the Grants Administrator.

The City Administrator is appointed by City Council to serve as the Chief Executive Officer for the City under the Council form of government as outlined in the City's Ordinances. The Administrator coordinates the activities of the various administrative and operating departments of the City, leads the budgetary planning process, assists the Council in developing public policy, recommending and implementing management strategies and programs citywide aimed at reducing cost and improving efficiency, and provides guidance for each employee to perform their daily tasks for the City of Chester.

The City Engineering services are provided by RCI of South Carolina, Inc.

The City Legal services are provided by Winters Law Firm and Dilligard Edwards, LLC.

[Malik Whitaker](#) City Administrator [Email](#)

[Marilyn Kelly](#) Clerk of Court 803-581-2123 (press #) Ext. 248 [Email](#)

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