

# SANTEE-LYNCHES REGIONAL COUNCIL OF GOVERNMENTS (SLRCOG)

SLRCOG provides assistance to a four-county region, consisting of Clarendon, Kershaw, Lee and Sumter Counties in South Carolina and all of the associated municipalities. Based in Sumter, there is a professional staff consisting of 29 people who serve a population of approximately 223,000 people.

The SLRCOG serves the region by working with local governments to bring public and private sector leaders together. By communicating and working collaboratively, SLRCOG seeks to find and create efficiencies across the region, set priorities, proactively identify challenges and develop creative solutions that are mutually beneficial. SLRCOG is also a key organization utilized to administer key federal and state grants across the region aimed at improving the quality of the workforce, facilitating community and economic development of communities, and improving the quality of life of senior citizens.

**JOB TITLE:** Administrative Department Chief (Executive Assistant, HR Manager & Office Manager)

**LOCATION:** Santee-Lynches Regional Council of Governments (Sumter, SC)

**POSITION:** Full-time with benefits

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**SALARY RANGE:** \$45,000 - \$60,000 (subject to qualifications/experience)

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**To be considered for this position:**

You must complete the entire application to include the additional information.

Resume must **CLEARLY** show your experience as it relates the specific job duties.

Resume must **CLEARLY** show you possess the required competencies.

Resume must **CLEARLY** show your progressive experience working in the Human Resources field.

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**DEADLINE TO SUBMIT RESUME:** August 24, 2018

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**Send resume to Becky Minegar** by one of the following means: email to [bminegar@slcog.org](mailto:bminegar@slcog.org); fax 803.773.9903 or by mail to Santee-Lynches Regional Council of Governments, ATTN: Becky Minegar, 2525 Corporate Way, Suite 200, Sumter, SC 29154.

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## **JOB STATEMENT:**

Under direct supervision of the Executive Director, this position is the focal point for a variety of executive tasks: Executive Assistant, Human Resource Manager, Office Manager, liaison for the Board of Directors, and Purchasing Agent. These functions require a working knowledge and general understanding of the Agency's policies, budget, programs, and computer systems. Serves as the immediate supervisor of the Agency's Administrative Department employees.

## **JOB DUTIES:**

### **Executive Assistant**

Reporting directly to the Executive Director, the Executive Assistant provides executive, administrative, and development support to the Executive Director and Board of Directors. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Director.

### **Liaison to Board of Directors**

Serves as a liaison to the Board of Directors, organizes and coordinates all executive outreach and all external relations efforts on behalf of the Executive Director.

### **Office Manager**

The Office Manager will organize and coordinate office administration and procedures, in order to ensure organizational effectiveness, efficiency and safety. The Office Manager is responsible for developing intra-office communication protocols, streamlining administrative procedures, inventory control, and serves as the organization's primary purchasing agent. The Office Manager also supervises two (2) administrative staff and oversees all special projects.

## **Human Resource Manager**

The Human Resources Manager originates and leads Human Resources practices and objectives that will provide an employee-oriented; high-performance culture that emphasizes empowerment, quality, productivity, and standards; goal attainment, and ongoing development of a superior workforce.

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

The following standards express the minimum background of training and experience to show evidence of an applicant's ability to qualify for this position. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position.

**EDUCATION:** A four-year degree in Human Resources, Business Administration or related field from an accredited university or college.

**EXPERIENCE:** A minimum of 7 years of relevant PROGRESSIVE experience in Human Resources related positions **AND** a minimum of 4 years (recent) in leadership positions (leading, supervising, and managing people and resources to obtaining positive results).

**NOTE:** The Executive Director reserves the right to select a combination of the above criteria, which in his opinion, establishes a level of competency in the individual to satisfactorily fill the position.

### **DESIRED EDUCATION/EXPERIENCE:**

**EDUCATION:** Master's in Human Resources or Business Administration.

**CERTIFICATIONS:** Human Resource Certification from a recognized institution.

**EXPERIENCE:** 7+ years relevant PROGRESSIVE experience in Human Resource positions and 7+ years in leadership positions (leading, supervising, and managing people and resources to obtaining positive results).

**AFFILIATIONS:** Active affiliation with appropriate Human Resources networks and organizations and ongoing involvement with the organization(s).

### **REQUIRED COMPETENCIES:**

- Comprehensive understanding of HR principles, techniques, and procedures.
- Experienced in using HR strategies to assess and resolve human resource issues.
- Significant experience in and/or knowledge of applicable human resource related statutes and regulations such as ADA, ADEA, COBRA, FMLA, ADA, FLSA, HIPAA, OSHA and Title VII of the Civil Rights Act of 1964.
- Extensive knowledge of the principles and practices of office management and organization.
- Ability to effectively work with persons from all social and economic backgrounds and educational levels.
- Considerable training and experience with modern office machines, word processing technology and related skills.
- A basic understanding of the Public Administration Process utilized in both local and state governments in South Carolina.
- Must possess a strong customer-oriented attitude; excellent organizational and computer skills; self-motivated and goal oriented; ability to facilitate team effort as well as ability to work independently; excellent written/oral and interpersonal communication skills; ability to work quickly to meet deadlines; strong work ethic, and willingness to learn and improve in all aspects of the position.
- Must have the ability to work in a fast-paced environment that requires handling multiple tasks at a given time and rapidly adapting to changing priorities, schedules and budgets.
- Must be very proficient using Microsoft Office software.
- *Leveraging Diversity* - Must have cross-cultural sensitivity and value diversity. Fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the organization.
- *Emotional Intelligence*- Establishes and sustains trusting relationships by accurately perceiving and interpreting one's own and others' emotions and behavior in the context of office relationships and the relationships we have with our member governments; leverages insights to effectively manage one's own responses and reactions.
- *Problem Solving* - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- Analytical - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data.
- *Communications* - Keeps others adequately informed; selects and uses appropriate communication methods.

- *Written Communication* - Writes clearly informatively and in a convincing manner; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Flexibility* - open to change and new information; rapidly adapts to new information, changing conditions, or unexpected obstacles.
- *Quality Management* - Looks for ways to continuously improve and promote quality; demonstrates accuracy and thoroughness.
- *Judgment* - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- *Self-Management/Planning/Organizing* - Requires excellent organizational and time management skills; must be able to prioritize and reprioritize work activities as required independently; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans; meets filing and other internal/external deadlines.
- *Cooperation* - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations.
- *Teamwork* - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit.
- *Team Building* - Inspires and fosters team commitment, spirit, pride, and trust. Facilitates cooperation and motivates team members to accomplish group goals.
- Talent for creative problem solving with a positive attitude
- Capable of exercising sound judgment when handling confidential information

**DESIRED COMPETENCIES:**

- Webpage design experience
- Graphic design experience

**NOTE:** This organization reserves the right to modify, interpret or apply this job description in any way the organization desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. This employment relationship remains "At-Will".

## Additional Information

### EMPLOYMENT HISTORY

List your employment history for your past 3 employers.

Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_

Overview of your duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_

Overview of your duties: \_\_\_\_\_

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Employer: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor phone number: \_\_\_\_\_

Your job title: \_\_\_\_\_

Overview of your duties: \_\_\_\_\_

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\_\_\_\_\_

### PERSONAL REFERENCES

List 5 personal references.

Name/Phone Number: \_\_\_\_\_

Name/Phone Number: \_\_\_\_\_

Name/Phone Number: \_\_\_\_\_

Name/Phone Number: \_\_\_\_\_

Name/Phone Number: \_\_\_\_\_

**SUPPLEMENTAL QUESTIONS** (feel free to type responses on a word document at attach)

1. Describe your leadership philosophy.

2. What relevant strengths would you bring to our organization?

3. Describe your method of resolving conflict.

4. What are your thoughts on being a continual learner?

5. How do you feel emotional intelligence impacts leadership in the workplace?