



Invites applications for the position of: **ADMINISTRATIVE DEPARTMENT CHIEF**

**OPENING DATE:** 12/9/2020

**START DATE:** 2/1/2021

**JOB TITLE:** Administrative Department Chief

**JOB TYPE:** Full-Time w/ benefits

**CLOSING DATE:** 12/22/2020 **12:00 PM**

**JOB LOCATION:** Sumter, South Carolina

**SALARY:** \$50,000 – \$60,000

\*Commensurate with qualifications & experience

**APPLICATION PROCEDURES:**

- All applicants must **fully complete the on-line application** to include all current and previous work history and education.
- A **resume is also required but will not be accepted in lieu of a completed application** nor will it be used to determine if an applicant has met the qualifications for the position.

**JOB SUMMARY:**

Under direct supervision of the CEO/Executive Director, this position is the focal point for a variety of executive tasks: These functions require a strong working knowledge and understanding of the Agency's policies, budget, programs, and computer systems. Serves as the immediate supervisor of the Agency's Administrative Department employees.

***Executive Assistant***

Reports directly to the CEO/Executive Director, the Executive Assistant provides all executive and administrative support to the Executive Director. Enhance Executive Director's effectiveness by providing information management support; representing the Executive Director to others; research/analysis as required.

***Office Manger***

The Office Manager will organize and coordinate office administration and procedures, to ensure organizational effectiveness, efficiency and safety. The Office Manager is also the primary Purchase Agent and supervises three (3) administrative staff and oversees all special projects.

***Board Clerk / 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.

**OVERVIEW:**

The individual that fills this position must be a motivated self-starter with high attention to detail, strong leadership skills and can operate in a fast paced and sometime high-pressure environment. Keen analytical skills and high intellectual curiosity are also desired. Seeking someone who loves a challenge and relentlessly pursues excellence. You must be an excellent communicator and able to juggle multiple changing priorities. Working for the Executive Director requires a lot of energy and the ability to adapt very quickly.

Having the skills listed above is necessary, but not at the top of Executive Director's list. First and foremost, you must be a good cultural fit! Our culture is collaborative, explorative, innovative, and inclusive. We value diversity and everyone has a voice. We actively destroy silos, openly share across all departments and most importantly we believe people are our #1 resource. If you are not of the same mindset, you need not apply. But most importantly, you must be a strong ethical leader. **EVERYTHING** is viewed through a leadership lens. Experience in leading people effectively is a must!

**Truth-in-Lending:** This position is not for someone who wants to coast. You will be expected to hit the ground running and figure things out **VERY** quickly in a telework environment. Lastly, in our line of work, you will never get rich, but we do very meaningful work, have a great workplace environment, we have fun while getting the job done, and we take care of our staff.

**MINIMUM REQUIRED EDUCATION AND EXPERIENCE:**

**Education:**

- 1) Bachelor's Degree in Business Administration, Office Management, or related/relevant field from an accredited university or college.

**Experience:**

- 1) At least 8 years of relevant work experience
- 2) At least 8 years in progressive leadership positions
- 3) Very proficient with Microsoft Office Suite, SharePoint
- 4) At least 5 years of supervising/leading staff
- 5) Must possess a valid state-issued driver's license

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.

**DESIRED TRAINING AND EXPERIENCE:**

**Education:**

- 1) Master's Degree in Business Administration, Office Management, or related/relevant field from an accredited university or college.
- 2) Human Resource Certification

**Experience:**

- 1) Previous experience at a COG, planning district, city, or county
- 2) Previous experience managing/overseeing webpage and social media accounts
- 3) Previous public relations experience (press releases, etc.)

NOTE: The Executive Director reserves the right to select a combination of the above criteria which establishes a level of competency to satisfactorily meet the requirements of the position.

**SUBMIT COMPLETED APPLICATION PACKET VIA EMAIL TO:**

Ashley Walker: [awalker@slcog.org](mailto:awalker@slcog.org)  
Attention: Executive Director - Christopher McKinney

Santee-Lynches Regional Council of Governments is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SLRCOG will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## Office Manager

**Job Title:** Administrative Department Chief (Executive Assistant, Clerk to Board of Directors, & Office Manager)

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

**Position hours:** Full-Time Position (with benefits)

### Job Description:

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**Minimum Educational Requirements:** Bachelor's Degree in Business Administration, Office Management, or related/relevant field from an accredited university or college.

**Minimum Experience Requirements:** A minimum of 8 years relevant **PROGRESSIVE** experience in operating in office related positions **AND** a minimum of 8 years (recent) in leadership positions **AND** a minimum of 5 years (recent) leading, supervising, managing people.

**Pay Information:** Starting salary range is \$50,000 - \$60,000, subject to qualifications/experience.

**How to apply:** Only **COMPLETE** resumes will be accepted.

The full position description, qualifications, competencies, and application requirements can be found on Santee-Lynches Regional Council of Governments website [www.santeelynchescog.org](http://www.santeelynchescog.org). Send cover letter and complete resume to Ashley Walker, ATTENTION Executive Director – Christopher McKinney at [awalker@slcog.org](mailto:awalker@slcog.org) or mail to 2525 Corporate Way, Suite 200, Sumter, SC 29154.

**Deadline:** December 22, 2020

**The Santee-Lynches Regional Council of Governments is an equal opportunity employer.**