



# Richland County Council

## EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE

December 10, 2019 – 3:00 PM

Small Administration Conference Room  
2020 Hampton Street, Columbia, SC 29204

Yvonne McBride	Paul Livingston	Bill Malinowski, Chair	Joe Walker	Chakisse Newton
District 3	District 4	District 1	District 6	District 11

1. **CALL TO ORDER**

The Honorable Bill Malinowski

2. **APPROVAL OF MINUTES**

a. November 21, 2019 [PAGES 3-7]

3. **ADOPTION OF AGENDA**

4. **ITEMS FOR DISCUSSION**

a. **Best Practices**

b. **Management Training**

c. **Rules RE: Termination Recommendation(s)**

d. **Finding Great People: Evaluation of County Administrator**

e. **Richland County Job Descriptions/Duties:**

1. **Clerk to Council [PAGES 8-10]**

2. **County Attorney [PAGES 11-14]**

f. **Job Descriptions from Other Counties:**

1. **Abbeville County**

• **Clerk to Council [PAGES 15-16]**

• **County Director [PAGES 17-18]**

2. **Beaufort County**

• **Clerk to Council [PAGES 19-21]**

**3. Clarendon County**

- **Clerk to Council [PAGES 22-26]**
- **County Attorney [PAGES 27-29]**

**4. Darlington County**

- **Clerk to Council [PAGES 30-35]**
- **County Administrator [PAGES 36-42]**

**5. Florence County**

- **Clerk to Council [PAGES 43-44]**
- **County Administrator [PAGES 45-46]**
- **County Attorney [PAGES 47-48]**

**6. Marion County**

- **Administrative Assistant/Clerk to Council [PAGES 49-52]**
- **County Administrator [PAGES 53-54]**

**5. ADJOURNMENT**



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## Richland County Council

### EMPLOYEE EVALUATION OVERSIGHT AD HOC COMMITTEE

November 21, 2019 – 3:00 PM

Small Administration Conference Room  
2020 Hampton Street, Columbia, SC 29204

COMMITTEE MEMBERS PRESENT: Bill Malinowski, Chair; Paul Livingston, Joe Walker and Chakisse Newton

OTHERS PRESENT: Michelle Onley and Leonardo Brown

1. **CALL TO ORDER**

The Honorable Bill Malinowski

Mr. Malinowski stated, for the record, Ms. Newton and Mr. Livingston have been as members of the committee

2. **ADOPTION OF AGENDA** – Ms. Newton moved, seconded by Mr. Livingston, to adopt the agenda as published.

Ms. Newton stated she would assume there are some actions that would come out of this meeting. She inquired if those items would automatically be included under the “Intent and Charter” or would we need to add something additional.

Mr. Malinowski stated it is an organizational meeting; therefore, anything discussed/requested would be included under the “Intent and Charter”.

The vote in favor was unanimous.

3. **ELECTION OF CHAIR** – Mr. Walker moved, seconded by Mr. Livingston, to nominate Mr. Malinowski for the position of Chair.

The vote in favor was unanimous.

4. **INTENT AND CHARTER OF THE AD HOC COMMITTEE**

Ms. Newton recommended:

- a. Setting clear standards for employee performance that everyone understands (i.e. employees and Council)
- b. Creating a mechanism that regularly measures against those objectives to make sure that they are being done
- c. Making sure that we are acting as managers, of the employees that report to us, as opposed to those employees having to manage themselves
- d. Making sure that what we put together can be implemented, given the nature of the body

- e. Providing visibility for Council into what our employees are doing, so we can provide feedback
- f. Positioning the Internal Auditor role to be effective

Mr. Livingston inquired if Ms. Newton's recommendations included a schedule for evaluation.

Ms. Newton stated it was not explicitly said. What she said was to create a mechanism that regularly measures against said objectives.

Mr. Walker inquired, of the County Administrator, if he had seen evaluation committee, in his previous life, and/or evaluation mechanisms that work well in a Council-Administrator, Council-County Attorney and Council-Clerk role.

Mr. Brown stated normally it depends on what the Council will is. You have Council members who will say, "I am not going to participate. I am going to tell you if I have a problem with you, and that is how I communicate." Although, they do participate in the larger evaluation process. Whereby they will have a document and/or form where they have highlighted general outlays of what they expect. Then, Council as a body will communicate those areas of concern and/or performance. There is some method of communication both in writing, in terms of scoring, but then you will have Council members who do not behave that way because they have never really managed people, so they will just say here is how I feel about you. The other people, who are interested, will generally pitch it.

Mr. Walker inquired if there is standard evaluation program out there (i.e. Association of Counties).

Mr. Brown stated the ICMA will have something.

Mr. Malinowski stated we tried to create evaluation forms. We hired outside, independent consultants to do that. We did have one, but it got lost in the shuffle. We tried to do it again about 1 ½ - 2 years ago, and that did not go anywhere. One of the problems that we found with evaluating Council employees was getting the Council members to follow through. For the handful that did follow through, they had push back from the Council members that did not follow through.

Mr. Walker inquired if there was a committee or was it done as Council as a whole.

Mr. Malinowski stated he believes it was as Council as a whole.

Mr. Livingston stated the only thing the committee did, at that time, was to compile the form. It was not a committee to talk about what we are talking about now.

Mr. Walker stated, in response to his question, it was said that certain Council members have a certain style versus those that have never managed people having a certain management style. For clarification, is this committee intended to eliminate that, and create a single point of reference for employee evaluations, or are we simply an information collection committee that passes it on to the whole of Council, and they do with it unilaterally as they please. He inquired if the committee is the counseling mechanism now.

Mr. Livingston stated he thinks the committee will still have to make recommendations to Council.

Mr. Walker inquired, if that recommendation will be presented, voted upon, and passed back down through committee, and the Chair executes on behalf of Council. He wants to understand the communication flow.

Mr. Malinowski stated he believes Council members need to evaluate the employee, and then a representative of the committee approaches the individual with the results.

Mr. Walker stated he would appreciate this committee more if it were going to function as the single point of contact for counseling our employees. He thinks one of the issues Council faces, and one of the impetus for this committee is when you have 11 different ideas, 11 different thoughts on performance, from 11 different directions, it is inefficient, and it is a tough environment to work in.

Mr. Livingston stated you have to consider them all though.

Mr. Walker stated you can consider them, but they need to be channeled back through this new communication device. If not, there is no purpose for this committee.

Mr. Brown stated his experience has been exactly what Mr. Walker is saying. He stated you have the independent ability, as the individual member, and what happens is the body will say we do not want to make this a contentious issue. What he has seen happen is, an evaluation is done in writing by some group, other people then vocalize, "Well that was not my opinion." Therefore, you are not having the continuity that you are trying to establish. From his perspective, if he had 5 Council members that were not in the majority on a decision, and say "We have concerns about this area." He is not going to ignore those concerns, and say, "Your vote did not carry." What he is trying to do is further all of the good that needs to be done, regardless of the perspective. What you are saying is a reality of what happens in government when it comes to the Administrator-style role because you have those independent people. If they disagree with you, and vocalize that, it makes the whole process seem unnecessary, but it is still necessary. He stated he would take the criticism, or praise, and would behave in a way to ensure their concern was addressed. It is going to be very difficult, unless you operate differently, for a different result, in his experience.

Ms. Newton stated we have to operate in two plains simultaneously. We have to say this is what we think is the best process to achieve our objectives, and then we have to keep in mind the reality in which we live. The reality in which we live is, the people that are not on this committee, are going to always voice their opinions, so how do we structure this process that maintains the integrity of what we are trying to do, but also takes into account this is going to happen. To the point of best of practices, that is one of action that she would like to see come out of this meeting. Whether it is from ICMA or inquiries of Council members' peers. She inquired, if anyone definitively knows, if helping with Mr. Brown's evaluation process was included in the scope for Find Great People. She has heard that it was discussed, but she does not know if it was paid for. If it was paid for, she would like for them to give Council the help that was paid for. If no one knows definitively, she can ask because she has a relationship with the vendor.

Mr. Malinowski stated he had an attorney's firm volunteered to speak with him about creating some type of evaluation forms. It was brought to Council, and it was shot down because they wanted Procurement to get involved before the firm was hired.

Ms. Newton stated, if evaluation assistance was not included, she could find out how much they would charge to assist the County.

Mr. Livingston stated he wants to make sure the committee members have the best information, as it relates to the job duties and responsibilities of each of the employees.

Ms. Newton stated she does not know if the County Attorney has a job description, or if there is only a charter.

Mr. Livingston requested similar descriptions from other counties, so we can compare.

Mr. Walker inquired if it is going to be the role of this committee to recommend terminations.

Mr. Malinowski stated he would think it should be the role, and should be done during Executive Session, as a Personnel Matter.

Mr. Walker inquired if a Council recommendation for a termination have to come to the ad hoc committee before being acted upon.

Mr. Livingston stated the committee should make a recommendation, and then it be approved by Council.

Mr. Walker stated we could preclude an event from happening like last time.

Mr. Livingston recommended drafting some rules, to be presented to Council for approval, so if something comes up, we can head it off.

Mr. Walker inquired if somebody put forward a motion, and the majority of Council voted, to buy 200,000 sq. ft. at Columbia Mall, would that, by rule, have to go to a committee.

Mr. Malinowski stated it should go forward as a motion.

Mr. Walker stated, for clarification, even if it was presented under an action item on an agenda.

Mr. Malinowski stated, if it relates to the item being discussed, it is already an action item on an agenda, then pretty much anything goes.

Mr. Walker stated he was wondering if that precedent is already out there for that type of item to have to be pushed down to committee, and then returned, with a recommendation.

Mr. Livingston stated we could, for this committee, that certain things would be referred to the committee.

Mr. Walker stated that is where he was going. Is there a precedent out there for us to say, even though somebody puts forth a spur of the moment, midnight termination motion, is there a way, at that moment, force that motion to the committee.

Mr. Malinowski stated, as long as we have it written down as a rule, he would say yes. He stated there is precedence, for other matters, where someone has tried to get something done at that time, and it has been stated that it needed to go to a committee, according to Council Rules.

Ms. Newton stated one of things she would like to see is management training because we all have different professional backgrounds. Some of us have managed more people, less people, and some have never managed people. Also, just because you have managed people before does not mean you have managed them well. Her impression is there might be resistance to that idea. If we think there is merit, there might be some way to do it, to make it palatable. As an organization, there is some flagrant HR violations that happen at every level, and setting a better example from the top would benefit everyone in the organization.

Mr. Malinowski stated, in his recollection, that the Association of Counties offers this type of training through their Institute of Government classes. There is training for the Chair and Vice Chair that relates to management. He stated we can contact the Association of Counties and see when those classes are offered.

Ms. Newton stated we could, but as a person that is going through the training program, the quality of those courses are hit and miss. For her dollars, she would not want to trust the importance of that function to something of varying quality.

Mr. Malinowski inquired as to how we know someone we hire will be any better.

Ms. Newton stated she would contend there are several members of Council that would not think it

would be good if people came down from Heaven to give the training. That said, she thinks that you do the process like you do other places, in terms of reference, etc. Whenever you do group trainings you have variables, and quite frankly, she is even open to what the structure is. She is advocating for us expanding our skill set in that area, and she is open to how we do it, and would love feedback on how we might accomplish that. If we were better managers, and set better management precedence for our staff, we would save hundreds of thousands of dollars a year in lawsuits, which are more than litigating management items.

Mr. Malinowski stated many of our lawsuits are not the management, but the lower employees.

Ms. Newton stated there is a culture of good management that starts at the top, and moves through. She is not saying that we, as Council, cause a lot of lawsuits, though certainly there have been 1 or 2.

Mr. Livingston stated he thinks we can tie something to the evaluation process, or even recommend certain types of training before we get that process.

Mr. Malinowski stated he would like to see the following items for discussion at the next meeting:

- a. Best Practices;
- b. Richland County Job Descriptions/Duties (Attorney, County Administrator, Clerk to Council and Internal Auditor);
- c. Job Descriptions from Other Counties;
- d. Management Training;
- e. Rules Re: Termination Recommendation(s); and
- f. Evaluation for County Administrator (i.e. Find Great People)

Ms. Newton stated we will also need to formalize the charter and objectives for this committee.

5. **ADJOURNMENT** – The meeting adjourned at approximately 3:32 PM.

**RICHLAND COUNTY, SOUTH CAROLINA  
CLASS DESCRIPTION  
2017**

**CLERK TO COUNCIL  
COUNCIL SERVICES  
Class: 5017**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide responsible planning, directing, coordinating, administrative and managerial support to ensure effective and efficient operations and activities of the County Council.

**ESSENTIAL TASKS**

*The tasks listed below are those that represent the majority of the time spent working in this class. Computer related tasks require knowledge of and some proficiency with PC Windows-based software. Council may assign additional tasks related to the type of work of the class as necessary.*

Responds promptly to constituent complaints or inquires; ability to gather information, coordinate with Council, staff or others.

Attends outside meetings on workdays, weekends, and attends events, including neighborhood association meetings, or special meetings on urgent issues in the County.

Serves as first responder on items of urgency, coordinates office's response to new or changing policy.

Accurately records new County ordinances and ensures publication of same as adopted.

Ensures that all mandated and statutory responsibilities related to County Council functions and requirements are met and done so within specified time requirements.

Makes decisions within policies as approved by Council.

Implements decisions of the Council not delegated to the County Administrator or committees.

Tracks Council meeting motions and provides periodic reports on the status of those motions.

Receives Freedom of Information requests related to Council or individual Council members and forwards to the appropriate established channels for processing. .

Develops and maintains record distribution, filing, retrieval and retention schedules for council records that comply with state statutes and Council policies and directives.

Conducts comprehensive and complex research to assist Council in preparing motions or as follow-up to Council requests.

Plans, prepares and manages the budget and financial reports for Council and clerk's office.

**CLASS TITLE:**

Ensures comprehensive orientation of new council members to Council, as well as County policies and procedures.

Ensures there are adequate supplies and equipment for Council activities.

Recruits and retains competent personnel to staff positions. Sustains or improves staff performance by setting goals and objectives, evaluating progress and providing feedback. Promotes training and development opportunities for self and staff members.

Assists with special projects, programs and other duties as assigned.

**INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

**DATA INVOLVEMENT:**

Requires gathering, organizing, examining, analyzing, monitoring and/or evaluating data or information and may prescribe action based on such data or information.

**PEOPLE INVOLVEMENT:**

Requires giving information, guidance and/or assistance to people to directly facilitate task accomplishment; to include providing directions or assignments to subordinates.

**INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment.

**COGNITIVE REQUIREMENTS**

**REASONING REQUIREMENTS:**

Requires ability to acquire overall understanding of the work environment and process, and performing skilled work involving set procedures and rules but with frequent problems.

**MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

**LANGUAGE REQUIREMENTS:**

Requires reading technical instructions, procedures, manuals and charts to solve practical problems; composing routine and specialized reports, forms and business letters with proper format; speaking compound sentences using proper grammar and word form. This includes hard copy and electronic copy.

**MENTAL REQUIREMENTS:**

Requires doing profession tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division

**CLASS TITLE:**

of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION AND EXPERIENCE REQUIREMENTS:**

Graduate degree with two years professional experience or Bachelor's Degree from an accredited 4 year college or university with major course work in government, administration/management, law, or community organization and at least five years of full-time employment in fields utilizing such education, or as delineated above. Experience in state or local government and/or supervisory experience preferred.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid state driver's license and be eligible to obtain Notary Public certification.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to no known environmental hazards.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking ability, color perception.

**JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:**

Responsible for guiding and advising others, requiring decisions affecting subordinates; works in a fluid environment with some written/oral instructions, but with many variations from the routine.

**ADA COMPLIANCE**

Richland County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**RICHLAND COUNTY, SOUTH CAROLINA  
CLASS DESCRIPTION  
2007**

**CLASS TITLE: COUNTY ATTORNEY**

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to direct the activities of the County Attorney's Office; to serve as the legal representative of the County Council, all County departments, agencies and institutions on assigned litigation and business matters; to provide highly responsible and complex administrative support to the County Administrator and County Council, and to perform related professional, administrative and supervisory work as required. This class plans, organizes and implements programs within major organizational policies, reporting program progress to executive-level administration through reports and conferences.

**ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Directs all administrative and legal activities of the County Attorney's Office, ensuring compliance with applicable policies, procedures, laws and regulations.

Supervises subordinate professional and support staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; selecting new personnel; acting on employee problems; recommending and approving employee discipline, and recommending employee discharge as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.

Provides for the adequate training and professional development of office staff.

Establishes and implements departmental policies and procedures to ensure the effective and efficient execution of legal services.

Prepares, develops, monitors and controls the departmental budget; approves and authorizes expenditures within budgetary limitations and established County policies.

Serves as legal advisor to the County Council, County officers, County departments, their employees, boards, commissions and dependent special districts on their respective powers, duties, functions and obligations.

Attends all meetings of the County Council, unless excused; attends Zoning Board and/or Planning Commission meetings to provide legal opinions, discussion or comment as necessary.

Acts as attorney for the County, County agencies, County officers, and County employees in civil actions instituted by or brought against these entities or persons when acting as or on behalf of the County.

Studies, interprets and applies statutes, ordinances, court decisions and legal opinions in the preparation of opinions, pleadings and briefs.

Makes decisions concerning the advisability to prosecute, compromise or dismiss civil litigation.

## **CLASS TITLE: COUNTY ATTORNEY**

Appears before courts and at administrative proceedings to represent the County's interests as required.

Prosecutes for civil remedies to enforce County ordinances, abate public nuisances, recover for damages to County property, and condemn property for public purpose and other matters.

Drafts or reviews proposed legislation, ordinances, resolutions, contracts, leases, easements and other legal instruments.

Responds to and resolves difficult and sensitive citizen inquiries and complaints.

Coordinates department activities and functions with those of other County departments, municipalities and outside agencies as appropriate.

Performs general administrative/clerical work as required, including but not limited to copying and filing documents, entering and retrieving computer data, assembling materials, answering the telephone, responding to correspondence, reviewing mail and literature, etc.

Attends professional conferences, training, seminars, workshops, etc., as necessary to maintain job knowledge and skills.

### **INVOLVEMENT WITH DATA, PEOPLE, AND THINGS**

#### **DATA INVOLVEMENT:**

Requires synthesizing or integrating analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures or methodologies based on new facts, knowledge or interpretations.

#### **PEOPLE INVOLVEMENT:**

Requires negotiating, exchanging ideas, information and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions or solutions.

#### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

### **COGNITIVE REQUIREMENTS**

#### **REASONING REQUIREMENTS:**

Requires performing work involving the application of principles of logical thinking or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.

#### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percentages.

**CLASS TITLE: COUNTY ATTORNEY**

**LANGUAGE REQUIREMENTS:**

Requires reading and interpreting professional materials involving advanced bodies of knowledge related to law and other complex disciplines; writing extremely complex papers and reports; speaking to high-level political, legal, or other such groups.

**MENTAL REQUIREMENTS:**

Requires using advanced professional-level work methods and practices in the analysis, coordination or interpretation of work of a professional, legal or managerial nature and the ability for formulate important recommendations or make technical decisions that have an organization-wide impact. Requires sustained, intense concentration for accurate results and continuous exposure to sustained, unusual pressure.

**VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION**

**VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires Juris Doctorate from an accredited law school.

**SPECIAL CERTIFICATIONS AND LICENSES:**

Must be licensed to practice law in South Carolina, including federal and state courts, and be a member in good standing in the S.C. Bar Association.

Must possess a valid state driver's license.

**EXPERIENCE REQUIREMENTS:**

Requires over four years and up to and including eight years of practical law experience, including trial litigation and the management of a law office.

**AMERICANS WITH DISABILITIES ACT REQUIREMENTS**

**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

**ENVIRONMENTAL HAZARDS:**

The job risks exposure to violence.

**SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

**CLASS TITLE: COUNTY ATTORNEY**

**JUDGMENTS AND DECISIONS**

**JUDGMENTS AND DECISIONS:**

Decision-making is a major part of the job, affecting a major segment of the organization and the general public; works in a dynamic environment; responsible to develop policy and practices.

**ADA COMPLIANCE**

Richland County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.



Job Title:	<b>Clerk to Council</b>
Department:	Clerk to Council/HR
Reports to:	County Director
FLSA Status:	Non-Exempt

### **POSITION OVERVIEW**

Responsible for providing clerical support to the County Council as necessary to maintain and execute various administrative functions. Prepares records and/or maintains an assortment of information such as Ordinances, budgets, resolutions, minutes of meetings, etc. Also, handles Human Resource responsibilities.

### **ESSENTIAL FUNCTIONS**

- Responsible for the preparation of documents and records pertaining to the activities of the County Council including, but not limited to; agendas, ordinances, budgets, letters of correspondence, resolutions, special project, etc.
- Attend meeting of the Abbeville county Council; record, transcribe, file and maintain official minutes of the meeting.
- Secretary for the County Council and the County Director.
- Keep the minutes of all committee meetings when requested by the Chairman of such committee.
- Attest the signature of the Chairman on all ordinances, resolutions and directives of the council.
- Reports to Council on all impending vacancies on county boards and commissions; sends out appropriate correspondence to members of said committees.
- Ensure that legal notices are posted, distributed to the news media and/or advertised as required by policy and law.
- Operate equipment such as CD recorder, computer, printer, typewriter, copier and fax machine.
- Prepare paperwork for new employees such as Retirement Forms, Health Insurance, W-4 Form and I-9 Form as well as distribute relevant literature and explain benefits as requested.
- Report all new employees to the SC Department of Social Services Child Support Enforcement Division and E-Verify as required by law.
- Complete and disburse COBRA Insurance Forms and life conversion forms to terminated employees.
- Available to discuss and/or provide assistance on any complaint, problem or concern that a Department Head or employee may have.
- Coordinates FMLA paperwork; answers questions of employee and tracks leave time.
- Maintain personnel files and place all new employees in computer system and maintain records as needed for changes (i.e. address, W-4, etc.).
- Attends meetings and conferences as needed to keep certification current and informed on any changes in insurance, retirement, County Council policy and Human Resource issues.
- Compile the agenda and packets to be delivered to council prior to meetings.
- Distribute inter-office mail and UPS shipments as necessary.
- Render any needed assistance to members of Council in typing and preparation of directives, correspondence and special public programs such as dedications or invitations.
- Custodian of the Abbeville County Corporate Seal.
- Maintain County archive facility.



- Keep reservations for Council Chambers and conference rooms at Administrative Complex.
- Orders office supplies for all county departments and evaluates yearly bid process.
- Researches materials and supplies background information as required.
- Maintains certain areas of the County's web site ([www.abbevillecountysc.com](http://www.abbevillecountysc.com)).
- Arranges travel for Council and County Director as needed.
- Must maintain confidentiality of HR issues and security of County Council documentation.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

None

### **QUALIFICATIONS**

#### **Education and/or Experience:**

Associates Degree (A.A.) plus two (2) years of experience or a High school graduate with vocational/technical training in the fields of secretarial science and business English coupled with two (2) years of secretarial experience, which provides the required skills, knowledge and abilities needed to perform the job.

#### **Other requirements:**

- Successful completion of pre-employment testing.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Working knowledge of internet software, spreadsheet software and word processing software.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of the organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Must possess a valid SC driver's license.

### **WORKING CONDITIONS AND PHYSICAL DEMANDS**

Work is performed in a general office environment with standard office equipment; however, the employee must also frequently walk or drive to other offices or to other locations. The employee is frequently exposed to outside weather conditions during these excursions. Light to moderate lifting as needed. The noise level in the work environment is usually quiet to moderate.



Job Title:	<b>County Director</b>
Department:	Administration
Reports to:	County Council
FLSA Status:	Exempt

## **POSITION OVERVIEW**

Under the direction of the County Council, serves as the administrative head of Abbeville County while exercising general supervision over all county departments, institutions and agencies, coordinating its various activities, and unifying the management of its affairs. Directly responsible for ensuring that the necessary talent, skill, and competency is in place to carry out the functions of the county government.

## **ESSENTIAL FUNCTIONS**

Serves as the Chief Administrative Officer for Abbeville County.

- Executes the policies, directives and legislative actions of the council.
- Directs and coordinates operational agencies and administrative activities of the County government.
- Prepares the annual operating and capital improvement budgets for submission to the Council and prepares all required and necessary reports, estimates, and statistics on an annual or periodic basis.
- Supervises the expenditure of appropriated funds.
- Prepares annual, monthly, and other reports for council on finances and administrative activities.
- Administers the county personnel polices including salary and classification plans.
- Employs and discharges personnel.
- Develops and implements administrative polices for operation of the county government.
- Prepares and makes presentations before council and other agencies.
- Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Manages the Department Directors of the following Departments: Building and Grounds Department, Codes Enforcement Department, County Fire, Development Services, Emergency Services Department, E-911 Emergency Communications, Finance Department, Delinquent Tax Department, Planning Department, Public Works, and Tax Assessor Department. Is responsible for the overall direction, coordination, and evaluation of these organizational units. Directly supervises any employee(s) not assigned to a department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, including yearly evaluations; rewarding and disciplining employees; addressing complaints and resolving problems.



## **QUALIFICATIONS**

### **Education and/or Experience:**

Bachelor's degree required, Master's degree or equivalent preferred; or four to ten years related experience and/or training; or equivalent combination of education and experience.

### **Other requirements:**

Successful completion and maintenance of certifications as required.

Successful completion of pre-employment background checks and testing.

## **KNOWLEDGE, SKILLS, and ABILITIES**

Knowledge of principles and practices of county government operations, human resource management, financial administration, laws, rules and regulations.

- Skilled in county budget preparation and administration.
- Excellent organizational, planning and coordination skills.
- Ability to manage multiple tasks simultaneously, attend to details and meet deadlines.
- Knowledge of management principles and practices, particularly those most commonly employed in the public sector.
- Knowledge of state and federal laws, rules and regulations specifically those governing county government operations.
- Ability to establish and maintain congenial working relationships with County Council, county employees, government officials at all levels and the public.
- Knowledge and understanding of finance and economics.
- Knowledge of risk management practices and procedures.
- Ability to collect and analyze complex data and situations to prepare reports with conclusions and recommendations.
- Ability to communicate effectively across all mediums.
- Ability to show flexibility in response to change and adapt to and accommodate new methods and procedures.
- Effective problem solving and conflict resolution skills.
- Ability to take initiative, make independent judgments/decisions.
- Ability to maintain neutral media relations.
- Ability to implement executive level decisions across diverse department types.

## **WORKING CONDITIONS AND PHYSICAL DEMANDS**

Job is primarily performed in an office or public meeting environment; however, visits to observe county operations at construction sites, landfills, equipment garages, and public works facilities are also required. Frequent use of office equipment and technology is required. Frequent local and statewide travel is required with occasional travel to locations outside of South Carolina. There are frequent evening and early morning meetings. Light to moderate lifting as needed. The noise level is usually quiet to moderate.

**BEAUFORT COUNTY  
CLASSIFICATION SPECIFICATION**

**CLERK TO COUNCIL**

<b><u>BAND</u></b> C	<b><u>GRADE</u></b> 4	<b><u>SUB-GRADE</u></b> 3	<b><u>FLSA</u></b> Exempt
<b><u>CLASS SUMMARY:</u></b>			
<p>This is a standalone classification. Incumbents manage, direct, and administer the operations of the office of the Beaufort County Council members. Responsibilities include: developing, managing, coordinating, and providing a variety of public information documents and Council related brochures and manuals; developing and implementing department budget; consulting with County Council and County Administrator to review operations/activities, resolve problems, and provide recommendations; researching information pertaining to Council action; conducting special projects and assignments as directed; compiling and distributing Council Action summary reports, resolutions, proclamations and other actions.</p>			

<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary)		<b><u>FRE-QUENCY</u></b>	<b><u>BAND/ GRADE</u></b>
1.	Manages office operation for County Council members, which may include: developing, managing, coordinating, and providing a variety of public information documents and Council related brochures and manuals; scheduling meetings and events; attending board meetings and prepares full and accurate minutes; coordinating travel arrangements; processing expense paperwork; drafting and typing correspondence; and performing related activities.	Daily 20%	C4
2.	Develops and implements department budget; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Daily 20%	C4
3.	Researches, collects, and analyzes a variety of complex data and information; consults with County Council and County Administrator to review operations/activities, resolve problems, and makes recommendations based on findings.	Daily 20%	C4
4.	Provides advanced and specialized support for projects and assignments, such as: monitoring project timelines, identifying and resolving issues; coordinating cross-department services; maintaining confidential records; compiles and distributes Council Action summary reports, resolutions, proclamations and other actions.	Daily 20%	C4
5.	Prepares, reviews, and maintains paperwork, databases, spreadsheets, applications, forms, reports, or confidential information related to assigned area of responsibility; ensures completeness and accuracy of information.	Daily 20%	C4
6.	Performs other duties of a similar nature or level.	As Required	N/B

# BEAUFORT COUNTY CLASSIFICATION SPECIFICATION

## CLERK TO COUNCIL

### **TRAINING AND EXPERIENCE:**

Positions in this class typically require:

Bachelor's degree in public administration, business, or related area; 5 years executive administrative experience in a public sector environment.

### **LICENSING REQUIREMENT:**

Positions in this class typically require:

None.

### **KNOWLEDGE:**

Position requirements at entry:

- Managerial principles;
- Budgeting principles;
- Customer service principles;
- Administrative program management principles, practices, and techniques;
- Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
- Departmental functions, policies, and procedures;
- Customer service principles;
- Research methods;
- Report preparation techniques;
- Computers and related software applications.

### **SKILLS:**

Position requirements at entry:

- Monitoring and maintaining budgets;
- Managing programs and making program-wide decisions;
- Researching, analyzing, and applying relevant information to the development of program processes and programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Preparing correspondence, memos, and/or other related information;
- Assembling and organizing data and information;
- Providing customer service;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**BEAUFORT COUNTY  
CLASSIFICATION SPECIFICATION**

**CLERK TO COUNCIL**

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**CLASSIFICATION HISTORY:**

Draft prepared by Gallagher Benefit Services, Inc. (QP)  
Date: (10/16)

COPY

CODE:  
FLSA:

**CLARENDON COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION, REVISED FEBRUARY 2011**

**JOB TITLE: CLERK TO COUNCIL  
COUNTY COUNCIL**

**GENERAL STATEMENT OF JOB**

Under occasional supervision, provides complex and varied secretarial and administrative support to the County Council. Duties include acting as the Clerk to Council, preparing documentation for council meetings, to prepare ordinances and resolutions, planning and coordinating special projects, and preparing a variety of requested documentation and information Reports to the County Council.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Serves as Clerk to Council. Responsibilities include attending all Council meetings, special call meetings, work sessions, planning sessions, and joint meetings, preparing and recording meeting minutes, preparing County Council meeting packages, preparing various reports and correspondence, preparing/distributing confidential material, filing and archiving all necessary documentation of actions taken by County Council, scheduling meetings, and compiling, copying, binding, distributing materials from a variety of sources. Ensures that Council meetings, other meetings, and public hearings are properly advertised as required by law.

Notifies the press, department heads, and other interested parties via electronic mail, fax, or United States postal mail of scheduled meetings.

Making travel arrangements for Council; composing letters of correspondence; shredding confidential documents; sending/receiving facsimiles and electronic mail and logging same; filing; processing daily mail; running errands and maintaining media coverage records.

Attends committee/board meetings as requested and records minutes. Attends employee grievance hearings and prepares minutes.

Answers the telephone and/or screens calls for County Council; provides accurate information to callers and/or forwards calls to appropriate staff person. Performs customer/public service duties as required.

Prepares ordinances and resolutions for Council approval. Frames ordinances and resolutions for special presentation. Maintains official register of all ordinances and resolutions, assigns numbers, logs with Clerk of Court, updates the ordinance section of the County website, and prepares for official codification. Distributes to appropriate departmental and agencies to be submitted to Municipal Code Updates County codebooks and state code books and distributes supplements.

Maintains list of board and commission members, notifies County Council when term expires, and advertises vacancies. Notifies board and commission members and Chairman of each Board and Commission of member appointments and term expirations. Prepares agendas and types minutes and correspondence for other boards and commissions.

## **CLERK TO COUNCIL**

Prepares thank you certificates for members whose terms have expired.

Updates the County website after new members are appointed.

Makes reservations and travel arrangements for County Council, when requested. Prepares mileage reimbursements and expense reports for County Council members.

Notarizes legal documents such as ordinances and resolutions.

Performs various public relation duties such as coordinating photo sessions for official County Council pictures, events, etc., and assisting with citizen's newsletter.

Handles basic secretarial duties to include typing for County Council, posting mail,

Maintains County website as it pertains to County Council, minutes, agenda, etc.

Attends training, meetings, seminars, and/or workshops to enhance job knowledge and skills.

Interacts and communicates with a variety of groups and individuals such as co-workers, immediate supervisor, other departmental personnel and supervisory staff, County Administrator, department heads, elected officials, county council members, county attorney, bonding attorneys, reporters, airport commission chair, CTC chair, Community Chair, Airport FBO, and the general public.

Operates a variety of equipment such as a computer, printer, fax machine, transcriber, copier, telephone, calculator, binding machine, shredders, etc. Uses a variety of computer software.

### **ADDITIONAL JOB FUNCTIONS**

Performs related duties as required or assigned.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires an Associate's degree in secretarial science supplemented by three to five years of responsible secretarial experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid SC driver's license. Must possess a SC Notary Public certification.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines and equipment including computers, adding machines, etc. Must be able to exert up to five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Must be able to lift/carry weights of five to ten pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

## CLERK TO COUNCIL

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

**Language Ability:** Requires the ability to read a variety of policy and procedure manuals, computer manuals, etc. Requires the ability to enter data into computer and prepare reports, correspondence, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions. Requires the ability to make routine independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide, to utilize mathematical formulas, to determine percentages and decimals, to determine time and weight. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress when confronted with an emergency or tight deadline. The worker may be subject to tension as a regular, consistent part of the job.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies and procedures of County Council as it pertains to the performance of duties of the Clerk to Council. Has knowledge of the

## CLERK TO COUNCIL

laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the County and of related departments and agencies. Is able to comprehend, interpret and apply regulations, procedures and related information. Have excellent secretarial, administrative, clerical, organizational and interpersonal skills. Has knowledge of the County Council meeting process and is able to prepare for the meetings, gather information and prepare agenda packets appropriately, attend meetings and act in a professional manner, take accurate and timely minutes of all meeting activities and record/transcribe information accurately. Has knowledge of the importance of strict confidentiality that is required in this position when dealing with sensitive issues. Is able to provide a high level of executive secretary support to the County Administrator in both routine and non-routine requests. Is able to plan, coordinate, and implement a variety of special events, functions, and banquets for the County. Has knowledge of modern office practices and equipment. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics. Is able to type accurately at a rate sufficient for the successful performance of assigned duties. Has knowledge of how to operate and maintain a variety of office equipment as necessary in the performance of daily activities. Is skilled in applying a responsible attention to detail as necessary in preparing reports and correspondence. Is able to read and interpret various materials pertaining to the responsibilities of the job. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to use independent judgment in performing routine and non-routine tasks. Is able to plan, organize and prioritize daily assignments and work activities. Is able to offer assistance to fellow employees as necessary. Is able to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Is able to communicate effectively with others both in person and over the telephone in a clear and concise manner. Has the mathematical ability to handle required calculations. Is capable of working under stressful conditions as required. Has knowledge of how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative

## CLERK TO COUNCIL

solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**

**CLARENDON, SOUTH CAROLINA  
JOB DESCRIPTION, JANUARY 2008**

**JOB TITLE: COUNTY ATTORNEY**

**GENERAL STATEMENT OF JOB**

Provides legal service and counsel to the Clarendon County Administrator, Clarendon County Council, elected officials, all County departments, boards and commissions. Acts as the prosecuting attorney in Magistrates' Courts. Prepares County legal documents. Reports to the County Administrator. Provides legal advice and opinions; develops and implements County legal policies/ordinances; prepares reviews and drafts all legal documents for Clarendon County.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

- Serves as in-house legal advisor and renders legal services and counsel to County Administrator, departments, boards, commissions, County Council and staff and acts as the prosecuting attorney in Magistrates' Courts.
- Prepares County legal documentation such as pleadings, ordinances, resolutions, etc.
- Prepares, files, and serves litigation documents.
- Represents County and staff in legal and administrative hearings.
- Reviews legislative bills and acts of the SC General Assembly and of the U.S. Congress for legal impact on the operations and activities of Clarendon County.
- Reviews and renders advice on pending County actions and documents, such as bond documents, agreements, etc.
- Attends all County Council meetings, and other required meetings, such as Boards or Commission meetings, meetings with outside parties, etc.
- Procures external assistance when required, and monitors and supervises such assistance for litigation, codification, etc.
- Attends required and discretionary professional development training.
- Reviews minutes and notes from meetings and determines required actions and responses.

## **COUNTY ATTORNEY**

- Creates formal correspondence to communicate the County's legal position on various issues; prepares legal pleadings to formally state, argue and plead the County's legal position.
- Analyzes legal issues and makes specific recommendations for action.
- Insures compliance with the Freedom of Information Act.
- Defends County employees in actions brought against them for conduct while in the line of duty.
- Supervises and administers land transactions.
- Represents the County in the acquisition and disposal of real property.
- Receives and prepares a variety of documents and reports including messages and memos, legal documents, administrative documents, ordinances, resolutions, minutes, formal correspondence, legal pleadings, press releases, annual reports, etc.
- Performs routine legal work, including but not limited to legal research, drafting ordinances, preparing legal opinions, preparing and reviewing contracts and other documents for legality and to ensure protection of the interests of Clarendon County.
- Interacts and communicates with a variety of groups and individuals including subordinates, peers, other departments, County Administrator, County Council, boards, commissions, media, general public, etc.

### **ADDITIONAL JOB FUNCTIONS**

Performs all other related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Comprehensive knowledge of the principles, practices, goals, and programs of governmental laws.
- Comprehensive knowledge of laws and ordinances affecting the planning, development and implementation of legal department.
- Through knowledge of judicial procedures.
- Ability to interpret and apply laws and to express conclusions and arguments clearly and logically in oral and written form.
- Verbal ability to make effective presentations and prepare effective reports and the mathematical ability to carry out needed calculations accurately and quickly.

- Excellent analytical, problem solving, writing and negotiating skills.
- Ability to work in a team environment.
- Skill in conducting research and preparing opinions and legal documents.

**SUPERVISORY CONTROLS**

- The County Administrator assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of legal activities involving the County.

**PHYSICAL REQUIREMENTS**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; reach with arms and hands; use hands or fingers to operate, handle or feel objects, tools or controls.
- Hand-eye coordination is necessary to operate computer and various office equipment.
- The employee must occasionally lift and/or move up to 20 pounds.

**MINIMUM TRAINING AND EXPERIENCE**

Doctor of Law Degree from an accredited school and professional legal experience in administrative process, municipal law, torts, real property, contracts, environment and labor law; or any equivalent combination of education and experience. Comprehensive knowledge of local, state, and federal laws and court decisions affecting county government. Ability to handle complex trial and appellate litigation; Ability to present complex ideas effectively orally and in writing; ability to establish and maintain effective working relationships with County officials, court officials, members of the bar and the general public. Must be a member in good standing at the South Carolina Bar Association, admitted to practice before the South Carolina Supreme Court.

**DARLINGTON COUNTY  
JOB DESCRIPTION, MAY, 2015**

**JOB TITLE: CLERK TO COUNCIL  
CLERK TO COUNCIL OFFICE**

**GENERAL STATEMENT OF JOB**

Under general supervision provides administrative and secretarial support to the County Administrator and the County Council members. Coordinates various activities related to Council agendas and meetings, special events, and associated public hearings. Provides information and assistance to citizens and public officials in an effective and professional manner. Provides staff support for Council Department and to various advisory and study committees. Coordinates and supervises the County's records management programs, cable television coordination function, central mailing, copying, and Council office reception functions. Reports to the County Administrator and functions as a part of the County Administrator's primary management team.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Coordinates all arrangements for Council meetings such as appearances, photographs, presentation of awards, public hearings, swearing-ins, etc. Attends all Council meetings and transcribes minutes of meetings; prepares minutes to be approved and placed in permanent records for public use.

Prepares agenda and other information for Agenda package and forwards to Council members; includes scheduling ordinance hearings, coordinating and scheduling public hearings, etc.

Prepares notices of public hearings and other special meetings and submits to local news media.

Maintains the membership roster for all County boards and commissions and coordinates with the Council regarding the filling of vacancies. Receives and disseminates quarterly progress reports of boards and commissions to Council.

Maintains various information files and records pertaining to the status of Darlington County Ordinances and Resolutions; also maintains the official file of original ordinances, litigation, and Council/Administrative correspondence. Assigns numbers to all ordinances and resolutions. Ensures that all ordinances are included in the County Code.

Coordinates the County's records management program in compliance with state laws regarding records retention.

Performs various secretarial tasks including arranging airline or hotel reservations for Council members, coordinating trips for Council members, typing correspondence or other information for the County

## Clerk to Council Office - Clerk To Council

Administrator and Council members, maintaining records of appointments for Administrator and Council, etc.

Supervises the central mailing function in support of County departments and the photocopying and reception functions for the Council department.

Supervises the answering of incoming telephone calls, providing assistance to the general public in obtaining specific information and completing citizen inquiries. Compiles, reviews with the Administrator, and releases news items and "reports to the people".

Ensures all official documents of Council are properly executed and filed.

Operates several types of office equipment including a personal computer and printer, electric typewriter, electronic calculator, photocopier and Dictaphone in the performance of daily routine activities.

Responsible for coordinating the receipt and disbursement of proper reports and meeting schedules for all boards, commissions, and committees of County government.

### **ADDITIONAL JOB FUNCTIONS**

Manages the supply and requisition functions for the Council Department. Provides occasional assistance on pricing of building materials and other more complex purchases; secures bids for equipment and/or supplies from a wide array of vendors.

Provides full staff support to the Accommodations Tax Advisory Committee, including advertising and receiving of applications, setting up committee meetings, and writing meeting summaries and reports.

Coordinates bi-monthly meetings and special department head meetings, to include scheduling/arranging programs for "Lunch at the Library".

Assists citizens and Council members with cable TV inquiries and complaints. Monitors cable TV company compliance with consumer service standards. Provides staff support for citizens oversight committee and company performance evaluation. Serves as liaison with the Administrator and Council regarding cable TV franchise matters.

Maintains master schedule of usage/rental of various County rooms/buildings.

Leads the County's ADA compliance/handicap accessibility program to include the processing of grievances received.

Assists with the enforcement of the Clean Air Act in regards to County facilities. Calculates department's time cards and prepares payroll summary sheet.

Becomes familiar with and stays current with department functions such as purchasing, personnel, etc. in order to assist during extended illnesses or vacancies of other employees.

Performs other related duties as required.

**MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in Business Management, Political Science, or a related area with 3-5 years experience in an administrative capacity or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must be able to type at the corrected speed of 60 wpm and take dictation. Must possess a valid South Carolina drivers license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of types of office equipment including computer, typewriter, calculator, copier, Dictaphone, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents, reports, and other materials. Requires the ability to prepare documents and reports such as personnel reports, requisitions, monthly reports, various ledgers, and general office correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County personnel, and the general public with poise, voice control, and confidence, using correct English and well-modulated voice.

**Intelligence:** Has the ability to apply principles of rational systems such as accounting, bookkeeping, legal systems relative to ordinances and resolutions, etc., in order to solve problems and deal with a variety of

concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and decimals; and determine time and weight.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing office and other equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

#### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the relationships and operations involved in County government specifically as they pertain to the responsibilities of the position of Clerk to Council/Administrative Assistant. Is capable of handling all records retention activities in compliance with established regulations and procedures. Understands the activities involved in the cable television coordination function as well as handling the central mailing and photocopying functions for the County. Has the ability to provide proper context when preparing agendas, minutes, and other required reports. Has considerable knowledge of the various laws and ordinances that relate to the activities of the department. Has knowledge of general office operations, functions, and procedures. Is able to use independent judgment in fairly routine situations which occur. Is capable of using discretion as necessary when responding to a variety of citizen and agency inquiries. Is able to communicate effectively with others both in person and over the telephone in a clear and concise manner. Has the ability to compile, organize, prepare, and maintain an assortment of records, reports, and related information.

Has the ability to comprehend, interpret, and apply regulations, procedures, and office operations. Has the ability to apply knowledge of the department's/Council's requirements in order to assist others in understanding and meeting established standards. Is knowledgeable and proficient in the use of

computers. Has the mathematical ability to handle required calculations. Has the ability to understand and utilize the legal terminology used within the department. Knows how to operate a variety of equipment and machines such as a personal computer, typewriter, adding machine, etc. Is able to learn and apply new skills needed in order to promote efficient completion of duties. Is able to offer assistance to co-workers as necessary. Have good organizational and human relations skills. Is able to organize and maintain an effective filing system. Has the ability to type at the required corrected rate. Has the ability to prepare clear and concise letters of correspondence as required. Is capable of performing duties in a precise and effective manner meeting specific deadlines and coordinating various activities simultaneously. Has the ability to plan activities related to short term schedules such as agenda items and public hearings.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

**Quantity of Work:** Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions

and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DARLINGTON COUNTY  
JOB DESCRIPTION, MAY, 2015**

**JOB TITLE: COUNTY ADMINISTRATOR  
COUNTY ADMINISTRATION DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Given broad objectives, executes/implements all policies and directives of the County Council and provides assistance with all phases of related operations. Serves as the Chief Administrative Officer for all County departments and personnel. Is responsible for the control and proper management of operational agencies and administrative activities of the County Government. Supervises expenditures of appropriated funds, ensures compliance with authority requirements, performs planning and management research, conducts personnel administration, directs media relations, and performs other administrative functions. Reports to the County Council.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Executes/implements Council policies and directives; performs follow-up communications to Council meetings; establishes and monitors implementation of procedures, orders, ordinances, policy, etc., and ensures that all associated legal requirements are met.

Directs and coordinates operational agencies and the administrative activities of County Government which includes all departments under jurisdiction of the Council, and advisory boards.

Represents Council in dealing with elected/appointed officials to obtain compliance with general policies and procedures and to prepare reports, budgets, etc.

Communicates and interacts with citizens, special interest groups, regulatory agency personnel, attorneys, business and civic groups, press/media, sales representatives, and numerous others as necessary to direct, plan, monitor, control and review activities; performs field inspections, investigations, discussions.

Supervises the expenditure of appropriated funds; monitors and performs purchasing activities; reviews financial reports, checks and vouchers, and monitors financial transactions; audits compliance activities.

Prepares the annual operating and capital budgets which involves the budget message and package preparation, performing budget needs research, evaluating department and agency requests, communicating approved budget and expenditure conditions/procedures, and making recommendations to Council.

Prepares ordinances, needs analysis, and status reports on financial/administrative activities.

## County Administration Department – County Administrator

Administers various personnel related functions as policies/procedures development, classification and salary program development, benefits planning, and related research; interprets and implements all policy and procedure of mentioned programs and activities.

Conducts administrative duties to include planning and management research, attending meetings and seminars, monitoring and approving grant projects, ensuring compliance with regulatory authority requirements, attending to legal matters including contracts and litigation, monitoring and promoting safety/security of County facilities, conducting staff meetings, directing media relations and releasing information to same, researching and verifying public right-of-ways, etc.

Prepares for and attends formal meetings with County Council, Committees, Boards, and Commissions; obtains information, answers questions, provides assistance, etc.

Provides administrative support to the Planning Commission; explains development policies and procedures, prepares and performs follow-up regarding Planning Commission matters, and coordinates special projects, i.e. ordinance amendments, street naming, E911 system, road/community development plans.

Provides supervision to all County departments under the control of Council (non-elected/appointed department heads) and personnel as required to include instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, disciplining/discharging employees, selecting new employees, and recommending appropriate salary increases. Delegates to department head such authority with respect to subordinates as appropriate.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Masters degree in Public Administration, Civil Engineering or Business Administration with six to nine years of experience in a progressively responsible local government or business administrative position; should include one to two years of experience in public purchasing, grants administration, and rural/urban planning activities, and some experience with personnel related programs; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid S.C. driver's license.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED**  
**TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office and other machines including computer, copier, fax machine, overhead projector, etc. Must be physically able to exert up to twenty-five pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may require walking, standing, reaching, stooping, etc. for brief periods of time. Must be able to lift and/or carry weights of approximately fifty pounds.

**Data Conception:** Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of instructions or assignments to assistants. Includes the receiving of information and instructions from supervisor.

**Language Ability:** Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents and reports such as budget, ordinances, needs analyses, status reports, various other non-routine reports, general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with supervisor, subordinates, other County personnel, the County Council, elected officials, civic/business leaders, news media, citizens, etc. with poise, voice control, and confidence. Must be able to make effective oral and written presentations.

**Intelligence:** Has the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret and extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow verbal and written instructions.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages and utilize decimals; determine time and weight; utilize algebraic and geometric principles; and apply statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

**Physical Communication:** Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has extensive knowledge of the County government structure and related principles, practices, and operations. Is able to develop and administer policies, procedures, plans, and activities and to monitor performance against established goals. Has ability in accounting and financial matters as necessary to maintain those functions. Knows how to use independent judgment and discretion as necessary in performance of daily non-routine and possible critical situations. Is able to communicate in both oral and written fashion with a wide variety of people, from the general public to Council members. Has a comprehensive knowledge of the technical languages (governmental accounting, engineering, planning, legal, etc.) used by various departments. Is able to prepare clear and concise letters of correspondence. Is skilled in compiling financial data as needed in the proficient preparation of the budget and financial reports. Has the ability to perform accurate mathematical calculations. Is able to assemble and analyze information and to prepare associated reports and recommendations. Is capable of maintaining control of assigned activities through effective supervision of subordinates and departments. Have good organizational, technical, and management skills. Knows how to plan for both short term and long range goals of the County in order to maintain effective and efficient operations. Is able to work accurately under the stresses of deadlines and constant attention to work. Is skilled in negotiating, advising, counseling, and other human relation activities. Understands those regulatory and authority requirements pertaining to County activities and is able to enforce same. Is knowledgeable of personnel administration matters and programs. Has knowledge of urban/rural planning and subdivision requirements.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with all County departments and divisions, co-workers and the public.

**Quantity of Work:** Performs described "Specific Duties and Responsibilities" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the County.

**Dependability:** Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, County policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends and remains at work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the County.

**Relationships with Others:** Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, professionals and the public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within constraints of County policy, formulates appropriate strategy and tactics for achieving departmental and County objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve the goals and objectives of the department and the County.

**Organizing:** Organizes work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

**Staffing:** Works with upper management where appropriate, to select and recommend employment of personnel who are qualified both technically and philosophically to meet the needs of the department and the County. Personally directs the development and training of department personnel ensuring that they are properly inducted, oriented and trained.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feedback to staff so they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

**Delegating:** Assigns duties to staff as necessary and/or appropriate to meet department goals, enhance staff abilities, build confidence on the job and assists staff members in personal growth. Has confidence in staff to meet new or additional expectations.

**Decision Making:** Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not foster the desired result, moves decisively and explicitly to develop and implement alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

FLORENCE COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION, SEPTEMBER 1998

JOB TITLE: CLERK TO COUNCIL  
COUNTY COUNCIL

GENERAL STATEMENT OF JOB

Under limited supervision, must be mentally and physically capable of performing complex, specialized administrative duties concerning the coordination of services and official communications to community officials and the public concerning County Council and County department activities. Ensures the efficient and effective operation of the Council office in cooperation with other County government offices. Fulfills the legal requirements of the Clerk of County Council as required by County Ordinance. Performs administrative and secretarial duties for the County Administrator. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES  
ESSENTIAL JOB FUNCTIONS

Responsible for recording and transcribing all minutes of regular, special and committee meetings of Council; composes minutes to become permanent record; analyzes minutes to determine actions needed in preparation of agenda, motions, ordinances, awards, resolutions, proclamations, etc., and ensure they are acted upon. Prepares agenda for all Council meetings; prepares agenda packets with documentation for items on agenda.

Maintains general information and membership records and files of County boards and commissions.

Maintains comprehensive, accurate and up-to-date records for use by Council and Administrator.

Maintains register of all proposed ordinances and resolutions; assigns numbers to each and maintains official copies; Updates County codes.

Keep Council members informed of state and national issues that relate to County government.

Notifies television stations, newspapers, and radio stations of Council's meetings and forwards copies of agenda; publishes notices of public hearings in the newspaper; notifies appropriate department/agency of public hearings and readings of ordinances.

Performs routine secretarial duties for Council and County Administrator to include drafting correspondence, signing with their approval and mailing; processing mail; copying and faxing information; answering telephones; maintains inventory of office supplies; making travel arrangements, etc.

Maintains a status report of standing and Ad Hoc Committee assignments plus a listing of pending ordinances.

Completes special projects as assigned.

Interacts and communicates with various groups and individuals to include County Council Members, County Administrator, County department staff, the general public, Boards and Commissions, Legislative Delegation, civic leaders, news media, etc.

## CLERK TO COUNCIL, COUNTY COUNCIL

Operates basic office machinery and related equipment to include a computer, printer, typewriter, Dictaphone, fax machine, calculator, and copier, radio base station, etc.

Maintains files and information for Council to include but not limited to correspondence, monthly reports, General obligation Bonds, Industrial Revenue Bonds, Hospital Bonds and Airport Revenue Bonds, grants, TV cable Franchises, Watershed Districts and Special Purpose districts, etc.

Maintains adequate supplies, prepares travel reimbursement, and makes travel accommodations for County Council members.

Serves as custodian of the County Seal, Minutes, and Codes of Ordinances.

Responsible for preparing Council Chambers for meetings; sets up microphones, recording equipment, and time device for public input; ensures chairs and nameplates are in place; organizes, coordinates, and performs related duties to provide comfort during meetings, receptions, ceremonies, etc.

Publishes yearly calendar of Council meetings and observed holidays as approved by County Council each year.

### ADDITIONAL JOB FUNCTIONS

Make arrangements for meetings and special functions.

Maintains and updates Code of Laws of South Carolina and other related legal references.

Demonstrable and strong skills in both written and oral communication with emphasis on the ability to produce extemporaneous composition and analysis.

A sense of diplomacy and timing and the ability to interact with many different personalities simultaneously in a professional manner.

A detailed knowledge of parliamentary procedure and the application and usage of its basic principles.

The capacity to act independently under general direction and to make decisions and implement policy under pressure.

The ability to keep confidences and to conduct business in a confidential manner when necessary and appropriate.

The judgement and experience to serve as advisor and/or counselor to the leadership of the body.

Performs all other related duties as assigned.

### MINIMUM TRAINING AND EXPERIENCE

Requires and Associate's degree in Secretarial Science or related field supplemented by three to five years of secretarial experience, some of which has been with County government or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must be able to type 60 words per minute with accuracy.

EFFECTIVE DATE 9/1/98

# **GENERAL JOB DESCRIPTION DRAFT**

FLORENCE COUNTY, SOUTH CAROLINA

JOB TITLE: COUNTY ADMINISTRATOR  
ADMINISTRATION DEPARTMENT

## GENERAL STATEMENT OF JOB

Serves as the chief administrative officer of the Florence County Government executing the policies, directives and legislative actions of the elected nine-member Florence County Council. Plans, directs and coordinates the activities of the County in order to insure the proper provision of County services to the residents and property owners. Supervises all Department Directors and reviews the work of subordinates for completeness and accuracy. Works with County Staff and Elected Officials to develop, implement and direct short and long range plans to maintain and improve the delivery of services in the County. Reports to the County Council.

## SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

Supervises the daily operation of Florence County insuring that all activities are conducted in accordance with established County policies, procedures and protocols.

Works with County Council members and other Elected Officials to develop and implement short and long range County plans and policies. Coordinates with other Counties as well as regional, state, and federal agencies as necessary and/or as directed by County Council.

Supervises Department Directors and directs the duties of assigned staff. Supervisory duties include assigning, planning and reviewing the work of others, maintaining standards, coordinating activities, acting on employee problems not resolved at a lower level, approving the selection, transfer, promotion, disciplining, discharge and salary increases of County employees.

Works and cooperates with Elected Officials to support and encourage efficient office functions. Provides advice and assistance when requested.

Develops operational procedures and implements them.

Receives, investigates and responds to citizen inquiries and complaints. Maintains rapport and is available to the public.

Develops and provides oversight of budget processes. Prepares the annual recommended budget for County Council and provides millage estimates. Requires reports, estimates and statistics on an annual or periodic basis as deemed necessary from all County departments and agencies. Ensures compliance with the approved budget and remains accountable for County expenditures and revenues.

Coordinates, directs, provides input to County appointed boards and commissions. Attends meetings of County, regional and state boards/commissions as necessary and/or as directed by County Council.

Keeps abreast of local, state and federal laws and regulations which affect, or could affect County operations.

Ensures compliance with all policies, regulations and laws governing procurement. Negotiates County contracts with outside service providers.

# **GENERAL JOB DESCRIPTION DRAFT**

## COUNTY ADMINISTRATOR/ADMINISTRATION DEPARTMENT

Receives, reviews, prepares and/or submits various records and reports including budget documents, financial statements, surveys, grant applications, general ledger reports, audits, work reports, statistical data forms, revenue projections, maps, memorandums and correspondence.

Operates a variety of equipment including calculator, personal computer, printer, fax machine, copier, motor vehicle and telephone.

Interacts and communicates with groups and individuals such as the public, Elected Officials, employees at all levels, intergovernmental agencies, the media, contractors, attorneys, civic groups and legislators.

### ADDITONAL JOB FUNCTIONS

Performs other duties as may be required by County Council.

### MINIMUM TRAINING AND EXPERIENCE

Prefer Master's Degree in public administration, business administration or related field. Successful candidate must have related Baccalaureate Degree and five years of experience as County Administrator, Assistant Administrator, or a comparable level in county/municipal government or any combination of education, training and experience that provides the necessary knowledge, skills and abilities. Must possess a valid state driver's license.

**General job description draft updated on April 11, 2011.**

FLORENCE COUNTY, SOUTH CAROLINA  
JOB DESCRIPTION, MAY 1999

JOB TITLE: COUNTY ATTORNEY  
ADMINISTRATOR DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited supervision, must be mentally and physically capable of providing legal service and counsel to Florence County Administrator, Florence County Council, department directors, boards, commissions and staff. Supervises the office of the County Attorney and prepares County legal documents. Reports to the County Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as in-house legal advisor and renders legal services and counsel to County Administrator, departments, boards, commissions, County Council and staff.

Prepares County legal documentation such as pleadings, ordinances, resolutions, etc.

Prepares, files, and serves litigation documents.

Represents County and staff in legal and administrative hearings.

Organizes, manages, and supervises the office of the County Attorney.

Reviews legislative bills and acts of the SC General Assembly and of the U.S. Congress for legal impact on the operations and activities of Florence County.

Reviews and renders advice on pending County actions and documents, such as bond documents, agreements, etc.

Attends all County Council meetings, and other required meetings, such as Boards or Commission meetings, meetings with outside parties, etc.

Procures external assistance when required, and monitors and supervises such assistance for litigation, codification, etc.

Attends required and discretionary professional development training.

Reviews minutes and notes from meetings and determines required actions and responses.

Creates formal correspondence to communicate the County's legal position on various issues; prepares legal pleadings to formally state, argue and plead the County's legal position.

Analyzes legal issues and makes specific recommendations for action.

Ensures compliance with the Freedom of Information Act.

## COUNTY ATTORNEY, COUNTY ATTORNEY DEPARTMENT

Receives and prepares a variety of documents and reports including messages and memos, legal documents, administrative documents, ordinances, resolutions, minutes, formal correspondence, legal pleadings, press releases, annual reports, etc.

Performs routine legal work, including but not limited to legal research, drafting ordinances, preparing legal opinions, preparing and reviewing contracts and other documents for legality and to ensure protection of the interests of Florence County.

Interacts and communicates with a variety of groups and individuals including subordinates, peers, other departments, County Administrator, County Council, boards, commissions, media, general public, etc.

Operates basic office equipment including Dictaphone, word processor, computer, copier and typewriter.

### ADDITIONAL JOB FUNCTIONS

Performs all other related duties as assigned.

### MINIMUM TRAINING AND EXPERIENCE

Requires a Juris Doctorate Degree of Law from an accredited college or university and two years of professional legal experience in government, administrative, and related areas or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must be a member in good standing of the South Carolina Bar Association and admitted to practice in all necessary courts. Must possess a valid state driver's license.

EFFECTIVE DATE 5/11/99

<b>Marion County, South Carolina</b>		
<b>Title: Clerk to Council/Administrative Assistant</b>		
<b>Class Code: 144</b>	<b>Status: Non-Exempt</b>	

**Summary Objective**

The purpose of this position is to provide a wide variety of accurate and thorough assistance to the County Council, County Administrator and other management staff.

This class works under general supervision, independently developing work methods and sequences.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Supervise the preparation of County Council agenda and informational packets; explore, compile, and analyze various types of information including data for special projects; prepare an assortment of written materials.
- Attend all regular and special County Council meetings as required, take and transcribe meeting minutes, conduct follow-up actions correlated to activities including indexing and recording documents and processing agreements.
- Design and direct the maintenance, filing and safekeeping of all municipal documents.
- Prepares, types, processes, scans, copies, files and/or distributes a variety of documents which may be routine or confidential such as agreements, memos and correspondence.
- Respond to daily emails and phone messages.
- Record and transcribe meetings.
- Performs related work as assigned.

**Minimum Education and Experience Requirements:**

- Requires an Associate's Degree in Public or Business Administration, Business, Liberal Arts, or related field.



**This Class Description does not constitute an employment agreement between Marion County and an employee and is subject to change by the County as its needs change.**

<b>Marion County, South Carolina</b>		
<b>Title: Clerk to Council/Administrative Assistant</b>		
<b>Class Code: 144</b>	<b>Status: Non-Exempt</b>	

- Requires two years of experience providing administrative support, Public or Business Administration, or related field; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little to no dexterity.

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None.

**Special Certifications and Licenses:**

South Carolina Clerks to Council Certification.

**Americans with Disabilities Act Compliance**

Marion County is an Equal Opportunity Employer. ADA requires Marion County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

May be required to work nights, weekends and holidays to meet the business needs of the County.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.



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<b>Marion County, South Carolina</b>		
<b>Title: Clerk to Council/Administrative Assistant</b>		
<b>Class Code: 144</b>	<b>Status: Non-Exempt</b>	

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.

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<b>Marion County, South Carolina</b>		
<b>Title: County Administrator</b>		
<b>Class Code: 902</b>	<b>Status: Exempt</b>	

**Summary Objective**

This is a highly responsible administrative and management position responsible for all County departments, agencies, special offices and programs. An employee in a position allocated to this class is responsible for supervision of the daily operations of County government. Work involves directing those departments, agencies, etc. and includes setting standards and goals for evaluation of performance as well as long range planning and policy development. Work requires considerable independent judgment and the exercise of a high degree of responsibility and authority.

This class formulates long-range goals for the organization, develop policy and position papers and negotiates with elected officials.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Supervise the day-to-day operations of the county government.
- Ensures that board directives, policies, regulations, and operating programs are carried out; recommends changes in legislation, board policies and methods to improve county administration and operations in collaboration with board and department heads
- Provide leadership in the development of public policy; acts as liaison with other agencies; has authority to proclaim a "state of emergency" when locally available resources are inadequate to cope with the emergency.
- Oversee the bidding process on building projects and purchases



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<b>Marion County, South Carolina</b>		
<b>Title: County Administrator</b>		
<b>Class Code: 902</b>	<b>Status: Exempt</b>	

- Oversees internal and external program for county-wide communications and public information; coordinates public outreach efforts.
- Provide reports and statistical data to county commissions, public, and other jurisdictions; represents board of supervisors before community groups, private agencies, and other governmental entities and officials.
- Control and direct the effort of the emergency organization of the county; appoint and supervises the coordinator of the office of emergency services
- Performs related work as assigned.

**Minimum Education and Experience Requirements:**

- Requires a Bachelor's Degree in public or business administration, management, accounting, finance, or closely related field.
- Requires a minimum of ten years of progressively responsible experience in government operations, administration or finance, operations management, facilities management, information systems, including at least five years of direct supervisory experience.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

**Unavoidable Hazards (Work Environment):**

*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- None.

**Special Certifications and Licenses:**

None.



**This Class Description does not constitute an employment agreement between Marion County and an employee and is subject to change by the County as its needs change.**

<b>Marion County, South Carolina</b>		
<b>Title: County Administrator</b>		
<b>Class Code: 902</b>	<b>Status: Exempt</b>	

**Americans with Disabilities Act Compliance**

Marion County is an Equal Opportunity Employer. ADA requires Marion County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

May be required to work nights, weekends and holidays to meet the business needs of the County.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed and employees are properly trained.



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