BEAUFORT COUNTY, SOUTH CAROLINA (Population: 192,122) is located in the southeastern corner of the State of South Carolina, known as the “Lowcountry.” Nestled between Charleston, South Carolina and Savannah, Georgia - Beaufort County is rich with history, culture and outdoor beauty. Beaufort County is composed of hundreds of barrier and sea islands and its warm climate, pristine beaches, vibrant Gullah traditions and true southern hospitality welcome visitors from all over the world throughout the year. Beaufort County is home to the famous Parris Island Marine Corps Recruit Depot, the Marine Corps Air Station and the internationally known luxury resort of Hilton Head Island. Gorgeous private islands, abundant waterways and nature preserves embellish the landscape. Vast expanses of marshlands and lush maritime forests create spectacular scenic vistas and rich habitat for egrets, herons, pelicans, dolphins and other wildlife species.

With a total area of approximately 923 square miles, of which approximately 576 square miles or 62% is land and approximately 347 square miles or 38% is water, it is bordered to the south and east by the Atlantic Ocean, to the west by Jasper County, and to the north by Hampton and Colleton Counties. Beaufort County stretches nearly 30 miles along the Atlantic Ocean and includes 64 major islands and hundreds of small islands. It has thriving cities, rich agricultural land and many small communities that contribute to its character and exceptional quality of life.

The County is one of the fastest growing areas in South Carolina with an increase in population of 93,164 from 1990 to its current size of approximately 192,122. The County is a center for tourism, retirement and the associated services, as well as the military serving in South Carolina. The County has a balanced and very stable economy, created by diverse public and private employers, with the unemployment rate well below the statewide average and that of the neighboring counties. The local tax base has grown an average of approximately 2% per year over the last five years (discounting the reassessment years).

In addition to the established resort community of Hilton Head Island, there are several major developments established in southern Beaufort County. These developments include Sun City Hilton Head, with more than 15,000 residents expected at build-out: Spring Island, Callawassie Island, Colleton River Plantation, Belfair, Berkeley Hall, Palmetto Bluff and Westbury Park. As expected, these developments have sparked an increase in commercial and multi-family construction along the Highway 278 and the 170 corridors where major retail, grocery, multi-family and office developments are occurring. Within the Town of Bluffton, Buckwalter Place is the planned location for a Kroger Marketplace store that will be the anchor for a 34-acre mixed use development. Southern Beaufort County is also impacted by a similar fast paced growth pattern in the adjacent jurisdictions of Jasper County and the City of Hardeeville. Likewise, in northern Beaufort County, communities, retail, office and various mixed-use developments are continuing to develop at Dataw Island, Lady’s Island, Cat Island, Brays Island, Habersham and throughout the City of Beaufort, as well as the Town of Port Royal.

Beaufort County is also the location for three major military installations, the U.S. Marine Corps Recruit Depot located at Parris Island, the Marine Corps Air Station-Beaufort, and the Beaufort Naval Hospital. These locations have benefited by the Department of Defense closing certain other military bases in the nation.

A significant portion of the County is protected through land conservation. Since 1997, the County has successfully protected more than 23,900 acres allowing the County to remain in a natural, undeveloped state for residents and visitors to enjoy. Trees draped in Spanish moss line quaint Old South inspired streets creating an inviting environment and strong quality of life. The varied, cozy and quintessential downtowns of the various municipalities exude hospitality, comfort, and at times a certain refined ease in its shops and restaurants. The varied city, County, and state parks offer world-class natural attractions, waterways, shady pine forests, flora and fauna, and amazing natural South Carolina sunsets.
Beaufort County is a wonderful place to live and work and the area has earned various distinctions over the years including:

- The City of Beaufort has been featured in the New York Times and named “Best Small Southern Town” by SouthernLiving, a “Top 25 Small City Arts Destination” by American Style, and a “Top 50 Adventure Town” by National Geographic Adventure.

- Hilton Head Island is on this year’s Conde Nast Traveler Readers’ Choice award-winning island. Among other accolades, Hilton Head Island was also voted #1 Island in the Continental U.S. and #2 Island in the World in 2017 by readers of Travel & Leisure Magazine.

- Robert Wood Johnson Foundation and the University of Wisconsin Population Health Institute named Beaufort County as the healthiest County in South Carolina for 2017.

- Niche named Hardeeville, Burton and Beaufort as #1, #2 and #4 respectively as the most diverse places to live in South Carolina. They also ranked Beaufort County as the #1 County for outdoor activity and #1 as the best places to retire in South Carolina.

**Arts, Cultural and Entertainment**
Beaufort County also boasts some of the best art museums and theatres in South Carolina. You can find the spirit of the area not only in its people, but in every one of its cultural landmarks. Whether you’re attending a show or play at the USBC Center for the Arts or attending one of the many art gallery functions, there are things to do for everyone.

The arts, coupled with various festivals throughout the year in all the communities of Beaufort County, make the area a mecca of cultural and entertainment events for all ages to enjoy. Many facilities and venues offer a wide variety of music and entertainment including the various theatres in the area, many offering free to low cost events open to the public. Those looking for dinner choices before or after the show won’t be disappointed with great variety of choices in all communities of Beaufort County. With its location on the Atlantic Ocean, seafood lovers will find a great variety of dining choices with specials varied throughout the year based upon what is in season.

**Outdoor/Indoor Activities**
Beaufort County is an outdoor enthusiast's dream destination. With world-class fishing, snorkeling, canoeing, paddle boarding and kayaking, there’s always plenty to do on the water. On land, enjoy birding, hiking, running, biking, fishing and pretty much everything else under the sun. It's all made possible by Mother Nature herself.

Experience the history of America at the Beaufort History Museum as you wonder through displays of more than 500 years of Beaufort’s past, bringing to life the events that shaped the development of America. Many of the communities offer walking and carriage tours to showcase the diverse history of Beaufort County. The area is blessed with historical places and parks like Parris Island, Penn Center, Fort Fremont and Church of the Crosses, three of many such places that not only offer incredible history of the area, but also generously provide people activities that simply don’t exist anywhere else. If the thrill of finding a great buy sounds exciting, the County offers both indoor and outdoor shopping venues. Stroll through the streets of various downtown’s in the area and you will find local shops, galleries, studios and even Farmer’s Markets at which you will likely find treasures made from local sweet grass.
Beaufort County, SC—Human Resources Director

School System/Educational Opportunities
The University of South Carolina Beaufort is a public university serving nearly 2,000 students with two campuses located in the Lowcountry region of South Carolina. The larger “Hilton Head Gateway” campus is located between Bluffton and Hardeeville near Hilton Head Island. The original historic Beaufort Campus is located in downtown Beaufort. USCB is one of the 3 senior campuses in the University of South Carolina system and is a Southern Association of Colleges and Schools accredited four-year university.

USCB offers the region’s only human services degree as well as more traditional degrees like English, psychology, business and education. The school opened a nursing facility in the Spring of 2009 creating greater learning opportunities for its nursing students. Another popular program capitalizing on nearby Hilton Head island is the hospitality management program which draws international students and provides internship experiences. The biology program allows students to explore and study first-hand the continental-shelf and estuarine with a new concentration in coastal ecology and conservation.

USCB is also home to the Lowcountry and Resort Islands Tourism Institute (LRITI). The South Carolina Lowcountry region provides tourists a rich, distinct, and diverse vacation experience. In order to provide and enhance those experiences, conducting tourism research, understanding issues, and discovering trends are vital. Therefore, the primary goal of the LRITI is to investigate, examine, and interpret tourism information that will support the tourism directives for Beaufort, Jasper, Colleton, and Hampton Counties. The LRITI is affiliated with the Department of Hospitality Management at University of South Carolina Beaufort. Beaufort County is home to the Technical College of the Lowcountry, (often abbreviated as TCL) a comprehensive, two-year community college serving the Lowcountry region of South Carolina.

Additionally, the Osher LifeLong Learning Institute (OLLI) at the University of South Carolina Beaufort is a membership-led organization that stimulates minds among people 50 years of age and older in the Lowcountry of South Carolina. OLLI offers stimulating courses, lectures, and educational travel and opportunities to meet others with similar interests.

All of Beaufort County is served by the Beaufort County School District. The District is comprised of 31 total schools including 18 elementary schools, 8 middle schools and 5 high schools with a total school enrollment of over 22,000 students. These numbers also include several charter schools and early education centers.
Beaufort County, SC—Human Resources Director

Beaufort County Government
Beaufort County is a home rule County, governed by a County Council of eleven elected Council members from each of the eleven single-member districts for four-year terms, and operates under the established Council/Administrator form of government. Additionally, the citizens of Beaufort County elect the Auditor, the Clerk of Court, the Coroner, the Sheriff, the Solicitor and the Treasurer. The County Administrator is appointed by the Beaufort County Council and serves at its pleasure.

Beaufort County has 44 different departments lead by four Assistant County Administrators reporting through a Deputy County Administrator to the County Administrator. Services include general administrative services, tax assessment and collection, courts and criminal justice administration; detention center, emergency medical services, emergency management, building codes enforcement, animal services; facilities and grounds maintenance, roads and drainage, engineering, solid waste, mosquito control; alcohol and drug abuse programs, disabilities and special needs programs, veterans’ services, social services, library, parks and leisure services; traffic engineering and two airports.

Beaufort County is a value-driven organization dedicated to responsive, respectful and courteous customer service. Beaufort County is viewed as an innovative and progressive leader in the provision of effective and efficient County services, recognizing the needs of a diverse community. The County’s mission is “serve the people of Beaufort County in a cost-effective manner, so all our citizens may enjoy and appreciate a protected quality of life, natural and developed resources in a coastal environment, a diverse heritage, and economic well-being.”

The County Administrator is charged with oversight of a budget of approximately $137 Million. Beaufort County has approximately 1300 full time equivalent employees. The Human Resource Director is responsible for a staff of 5 employees and a budget of approximately $1 million dollars.

Challenges and Opportunities for Human Resources Director
The County has approved a classification and compensation study which is currently underway and should be complete in the next couple of months. Therefore, the new Director will be charged with analysis of the plan as well as the execution of the directives within the plan.

The Director will be a part of a leadership team that embrace the strategic plan for the County and immediately begin working with all departments to implement the goals as outlined within the plan. The County has consistently met the majority of goals established by the County Council and this will need to continue for the financial well-being and stability of the County. This will require innovative ideas and a proactive approach to problem solving and service delivery.

There are various programs and policies which have been identified by County leadership but have not been fully implemented or developed. The Director will have the opportunity to build programs and implement initiatives which will benefit the employees of the County.

The County is currently a self-insured entity and desires someone that has experience establishing programs within a self-insured environment that provides incentives for employees to be healthy and to operate safely in their jobs.

HUMAN RESOURCES DIRECTOR
Beaufort County, SC—Human Resources Director

Candidate Qualification and Expected Experience

- Candidates must have a bachelor’s degree in human resource management, business or public administration or closely related field from an accredited university or college. At least five years of leadership experience in human resources or closely related field is required. Possession of a master’s degree and/or a designated SPHR, SHRM-SCP, IPMA-HR CP or IPMA-HR SCP credential is a plus.

- Have a collaborative and open, friendly personality and management style and be one who can establish trust quickly with others. Know how to deal with conflict in a constructive manner. Have the ability to keep information confidential.

- Maintain a calm demeanor during times of stress, providing thoughtful advice to the public, department heads and county administrator. Be flexible and open to change with a willingness to learn and ask questions. Be assertive when necessary, yet empathetic.

- The successful candidate will be a highly collaborative, experienced human resources executive with a proven track record in progressive, modern management techniques, with the ability to work closely with elected and appointed officials, department heads and county employees. The County offers a competitive benefits' package including health, dental and life insurance.

- Experienced assistant human resource directors in a larger or similar size organization or candidates with a strong combination of years of experience and education are encouraged to apply.

Leadership and Management Skills

- Have a balance of technical and leadership/management skills with people skills a high priority. Have skills in diplomacy and interpersonal skills and the ability to remain objective despite personal feelings towards a situation or person.

- Understand the mission of the various departments of the County and have a strategic orientation, recognizing the need to set objectives and then supporting the accomplishment of the objectives.

- Have a County-wide perspective and utilize a “we” mentality rather than an “I” mentality in dealing with all county matters. Have a strong commitment to improve customer service and implementing changes to ensure customer service is always a priority for every employee of the County.

- Have strong communication skills, both orally and in writing, with the ability to interrelate with the public, other department heads and County Administration. Have the skills to present to audiences ranging from staff members to the community at large.

- Have demonstrated experience in employee development and empowerment; provide effective guidance and leadership to department staff and support training efforts. Provide employee empowerment through various uses of technology.

- Be able to represent the department to the rest of the organization in a responsive and helpful manner. Have good listening skills and a willingness to work out challenges in a collegial, respectful manner.

- Maintain a calm demeanor during times of stress, providing thoughtful advice to employees, department heads and elected officials. Have the ability and courage to say “no” when necessary. Be flexible and open to change with a willingness to learn and ask questions. Be assertive when necessary yet empathetic.

- Be computer literate and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information to citizens. Possess proficiency in MS Word, Excel and PowerPoint as well as the ability to assess various IT programs for HR functions.

- Be a positive and flexible team builder who is committed to the well-being of the staff, one who works with staff to identify departmental needs and find solutions which meet those challenges. Be a manager who both defends their staff when appropriate and holds the team accountable.

- Have the ability to set high standards of performance, productivity and initiative by Departmental personnel; be comfortable in recommending and administering disciplinary actions if necessary.

- Have a sense of humor when appropriate to the circumstances.
Beaufort County, SC—Human Resources Director

COMPENSATION AND HOW TO APPLY
The advertised salary range for the position is $100,000 - $120,000 +/- DOQ. Candidates should apply electronically no later than May 8, 2020 with resume, cover letter and contact information for 5 work related references to www.GovHRjobs.com to the attention of:

Sarah McKee, Senior Vice-President
GovHR USA
630 Dundee Road, #130
Northbrook, IL 60062

Tel: (224) 282-8310
Email: SMcKee@GovHRUSA.com

Beaufort County is an Equal Opportunity Employer.

CITIZENS OF BEAUFORT COUNTY, SOUTH CAROLINA

COUNTY COUNCIL

COUNTY ADMINISTRATOR

DEPUTY COUNTY ADMINISTRATOR

AIRPORTS

LEGAL

PUBLIC INFORMATION (COMMUNICATION, BROADCASTING)

HUMAN RESOURCES

ASSISTANT COUNTY ADMINISTRATOR Finance

Finance

Bus. License

Purchasing

Assessor

R.O.D.

Risk Mgmt.

ASSISTANT COUNTY ADMINISTRATOR Public Safety

Det. Center

EMS

Mosq. Contr.

Animal Servs.

PARS

Planning & Zoning

Bldg. Insps.

Code Enf.

ASSISTANT COUNTY ADMINISTRATOR Civic Engagement and Community Outreach

BCADAD

DSN

Human Serv.

Mapping & Apps.

I.T.

Records Management

Comm. Liaison

ASSISTANT COUNTY ADMINISTRATOR Public Works & Sustainability

Public Works

Fleet

Stormwater

Operations: grounds, gen support, roads

Special projects

Emerg. Mgt.

Library

VII

LCOG

Water Elect.

Protected Quality of Life

Diverse Heritage

Natural & Developed Resources

Economic Well-Being