Office of the Federal Co-Chair
Chief of Staff
1 Position: GS-301-15
FLSA: Exempt
Open Date: 4/22/2022
Close Date: 5/22/2022

USICH Title of Position:
Chief of Staff

Grade
1 position: GS-0301-15

Physical Location(s) of Opportunity:
Position located at Southeast Crescent Regional Commission (SCRC) Headquarters in Columbia, SC.

Who will the Position report to?
Incumbent reports directly to the Federal Co-Chair.

Education and Qualifications:
GS-14, minimum one year of experience or GS-13, minimum 3 years of experience or non-federal equivalent.

What minimal technology will be used in this position?
Microsoft Office Suite (Sharepoint, Outlook, Excel, Word, PowerPoint), and other databases.

How Much Travel Will Be Required?
Ability to travel overnight travel within the US.
**Major Duties and Responsibilities:**

**Communications and Office Management**

Serve as strategic advisor and counsel to Federal Co-Chair.

When delegated, represent the agency to other federal bodies, state agencies, U.S. congress members, the White House, and/or the general public.

Work closely and effectively with the Federal Co-Chair to keep her/him informed of upcoming commitments and responsibilities and following up appropriately. Prioritize conflicting needs; handle matters expeditiously, proactively, and follow through on projects to successful completion, often with deadline pressures. Research, prioritize, and follow up on incoming issues and concerns addressed to the Federal Co-Chair, including those of a sensitive or confidential nature. Determine and ensure appropriate course of action, referral or response is completed.

Create and maintain cross-departmental and intra-agency relationships (i.e. States’ Alternates, Program Managers) to enable leadership success; act as primary Federal Office communications arm with the States’ Alternates and others in the organization, or major stakeholders.

Effectively bring together multiple, appropriate stakeholders and help drive decisions.

Act as the facilitator for the Federal Co-Chair and communicate wants, needs, concerns, ideas from other staff in an effective and efficient way.

Monitor information flow and ensure Federal Co-Chair’s involvement in a project or decision-making process is at the right moment.

Strategically manage a leader’s time: working with assistant, look at long term travel calendar, evaluate opportunities and determine fit with priorities; assist Federal Co-Chair in prioritizing time and appointments.

Assist with budget proposals and communicate with other federal agencies to ensure reports and budget justifications are accurate and punctual.

Serves as the liaison to the Office of Government Ethics and coordinate SCRC’s ethics program.

Act as responsible purchase and travel card holder, ensuring purchases are made in accord with policy.

**Project Leadership and Management**

Perform a variety of duties related to special projects involving program issues that contain multiple elements. Manage crosscutting initiatives for the office and to accomplish programmatic and operational goals.

Provide strategic leadership on high-profile projects and oversee large, often cross-functional projects or initiatives.
Prepare for and review upcoming meetings to ensure the leader has all of the information needed to be as productive as possible; send out agendas or documents to meeting attendees as necessary.

Take notes during the meetings that the Federal Co-Chair attends and follow through to ensure that the action items from the meeting are executed.

Assume day-to-day responsibility for projects and tasks.

Research, benchmark, analyze data, and make recommendations.

As requested, attend meetings and calls on the behalf of the Federal Co-Chair.

**Staff Management**

Directly manage and supervise others in the Office of the Federal Co-Chair. This may include executive assistants, special projects managers, speech writers, or others. Plan and schedule work; assign work to employees; accept, amend or reject completed work; assure that production and accuracy requirements are met; interview and select employees for vacant positions, appraise performance and recommend performance standards and ratings; approve and deny leave; and effect minor disciplinary measures.

Evaluate programs and staff components to determine if maximum efficiency and effectiveness are being attained. Identify improvements and advise the Co-Chair of needed changes to advance programs or efficiencies.

Assess the need for special studies of program operations. Coordinate staff in researching the problems, documenting the facts, and recording current operating policies.

Identify needed adjustments in operations to improve resource utilization. Implement changes according to priorities recommended to and accepted by the Co-Chair. Monitor and evaluate the progress of the organization toward meeting goals and adjust in objectives, work plans, schedules, and commitment of resources.

Identify hiring needs and critical competencies needed to accomplish critical mission objectives. Lead hiring processes to include drafting job descriptions, coordinating posting with Human Resources office, outlining an interview process, and screening candidates for roles reporting to the Federal Co-Chair. Recommend candidate(s) to Federal Co-Chair for approval to hire.

Knowledge of SCRC programs and policies.

Knowledge of and ability to execute on the Federal Co-Chair’s mission and priorities.

Skill in interpreting the SCRC Governing statute and Bylaws.

Analytical ability
Strategic thinking including the ability to formulate objectives and priorities, and implement plans consistent with the long-term interest of the organization in a global environment. Capitalize on opportunities and manage risks.

Performs other duties as assigned.

Specialized Qualifications:
Knowledge Required by the Position

Communications & Relationship Management:
Conflict Management – Encourages creative tension and differences of opinions. Anticipates and takes steps to prevent counter-productive confrontations. Manages and resolves conflicts and disagreements in a constructive manner.

Influencing/Negotiating – Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals.

Partnering – Develops networks and builds alliances; collaborates across boundaries to build strategic relationships and achieve common goals.

Skill in developing and maintaining positive relationships with intra-agency staff and partners, as well as external partners and stakeholders

Written communication skills sufficient to draft proposals, policy briefings, reports, speeches, press releases, instructions, and responses to a wide variety of parties

Verbal communication skills sufficient to explain SCRC priorities and programs to a wide variety of audiences including those not familiar with the agency mission

Project Leadership & Management:
Effective project management skills sufficient to plan, organize, and manage resources to bring about the successful completion of projects.

Technical Credibility – Understands and appropriately applies principles, procedures, requirements, regulations, and policies related to specialized expertise.

Ability to analyze project issues/problems and recommend solutions.

Staff Management:
Human Capital Management – Builds and manages workforce based on organizational goals, budget considerations, and staffing needs. Supports the processes which ensure employees are appropriately recruited, selected, appraised, and rewarded; acts to address performance problems. Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Supervisory Controls
The Federal Co-Chair provides overall direction with assignments in terms of broadly defined goals or intentions related to missions or functions. The employee has responsibility for independently planning, designing, and carrying out programs, projects, studies, etc. The employee is delegated authority to lead projects, initiatives, and operations within the office and involve Commission staff as well as State members. The employee is aware of the supervisor’s priorities and communicates those to internal and external staff to effect project completion and outcomes.

Results of the work are considered technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as
fulfillment of program objectives, effect of advice and influence on the overall program, or the
contribution to the advancement of technology. Recommendations for new projects and alteration
of objectives usually are evaluated for such considerations as program goals, agency priorities,
etc. Employee’s recommendations are typically accepted without change and the employee is
considered to speak for the Federal Co-Chair in most situations.

**Guidelines**

Guidelines for some of the work are few, as that work involves relationship building and liaison
with Federal and State members and staff. As guidelines may or may not exist, the employee uses
judgment to determine how to approach situations and relies on personal skill and expertise in
adapting to the requirements of the situation. For operational matters and interpretations of the
role and requirements of the Federal Co-Chair, the incumbent uses analysis of policy, regulations,
state and local laws, and SCRC directives and Code to determine directions and range of
decisions available. The employee is considered an expert to determine intent and evaluate
compliance. Employee’s interpretation is typically accepted without question or further
consultation.

**Complexity**

Work is complicated by the confidential nature of duties, sensitivity and visibility of programs,
and input provided by the White House and other Federal agencies. The incumbent is the
principal liaison with critical reviewers and overseers of the programs and must handle all
contacts with discretion and a cooperative nature. Much of the contact is expected to be handled
as top priority and may require the employee to adjust work priorities with little to no
notice. Periodic discussions of policy and personnel matters likewise may be confidential,
depending on the circumstances. Additionally, the incumbent oversees all activity that impacts on
the Federal Co-Chair’s availability and readiness to make decisions and meet external and other
public demands.

In addition to maintaining awareness of operational activity, the incumbent gathers information,
identifies and analyzes issues, and develops recommendations to resolve substantive program
issues or to improve effectiveness of operational programs. The employee may provide advice to
management on the distribution of work among positions and organizations, and the efficient
utilization of positions and employees in programs and program support areas. The employee
executes on program directives and ensures the successful outcome of priority projects and
initiatives.

**Scope and Effect**

Work involves and has implications for others and is generally done collaboratively, with internal
components and outside parties, to advance their interests within broader SCRC
discussions. Work involves responding to administration inquiries, envisioning and crafting
major events for the Federal Co-Chair, convening a staff or senior-level discussion (often at the
request of individual staff members), suggesting and implementing strategies for working with
other Federal agencies, organizing information for decision-making, while ensuring varying staff
perspectives are represented in that process.

Work involves analyzing and developing ways to improve the responsiveness, adequacy,
timeliness, and impact of programs and for methods of disseminating information about the
agency's programs, products, and partnerships to governors, members of Congress, foundations,
and the general public. Completed work contributes to the effectiveness, efficiency, and productivity of budgets and operating programs within SCRC.

Consults on a program segment that performs technical, administrative, protective, investigative, and/or professional work. The program segment and work directed typically have coverage which encompasses a region of several States; or, when most of an area's taxpayers or businesses are covered, coverage comparable to a small city.

Activities, functions, or services accomplished directly and significantly impact a wide range of agency activities, the work of other agencies, or the operations of outside interests, and/or the general public. At the field activity level (very large serviced populations) the work directly involves or substantially impacts the provision of essential support operations to numerous, varied, and complex technical, professional, and administrative functions.

**Personal Contacts**
Contacts include top managers and all staff at SCRC, White House staff, States’ staff, Congressional staff, state executive or legislative leaders, other organizations, and the general public.

**Purpose of Contacts**
Contacts are made to influence decision-makers or other officials to discussion, accept and implement findings and recommendations on SCRC programs and funding. Incumbent may encounter resistance due to such issues as competing objectives or resource limitations. Incumbent must use persuasion and data-supported arguments to influence or motivate others to act in a manner consistent with SCRC goals. Some contacts are sensitive and must be handled with tact to ensure a positive and cooperative view of SCRC.

**Physical Demands**
The work is sedentary. Typically, the employee sits comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items, such as papers, books, or small parts; or driving an automobile. No special physical demands are required to perform the work. This position requires travel, up to 75%.

**Work Environment**
The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, cooled, heated, and ventilated.

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**Application Instructions/Other Information:**
Craft a cover letter (3 pages max.) which addresses specialized qualification criteria. Submit the cover letter, your resume (4 pages max.), and [OPTIONAL] any additional information pertinent to this position (3 pages max.) to info@scrc.gov.

This announcement is open to eligible applicants only. A committee review of submissions will occur as they are received. The highest-scoring applicants will be scheduled for an interview 14 days after the closing date.

This is a Federal government position.

Position is located in Columbia, South Carolina.

SCRC is an Equal Employment Opportunity employer.

You must be a U.S. citizen to be considered for this position.

All Federal employees are required by PL 104-134 to have Federal payments made by Direct Deposit.

Male applicants born after December 31, 1959, will be required to certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Relocation expenses are not authorized.

Full-time position with Federal government benefits.

The Federal government offers a number of exceptional benefits to its employees including health benefits, life insurance, annual and sick leave, flexible spending accounts, long term care insurance, retirement and thrift savings plan, and family friendly flexibilities. To find out more click here http://www.usajobs.gov/EI/benefits.asp.

This position is exempt from the Fair Labor Standards Act.

This position is not in a bargaining unit.