



## **The Richland County Council Invites Qualified Candidates to Apply for County Attorney Position**

### **Overview of Richland County and it's economy**

Evolving into an entrepreneurial hub, Richland County is home to South Carolina's capital city of Columbia, the University of South Carolina's main campus (drawing thousands of students each year) and Fort Jackson, which is the Army's largest and most active initial training base which brings 100,000 soldiers and their family members to the local area each year.

In the midst of a renaissance, the City's downtown area is enjoying the recent revitalization of Main Street along with the new BullStreet District, featuring state-of-the-art office space and Segra Park where the Columbia Fireflies play baseball. In fact, according to CBRE's 2020 Tech Talent Report, Columbia, SC, ranks 9th in the US for "The Next 25 Markets."

Richland County offers a thriving, talent-oriented, young community with the economic opportunity and quality of life to attract and retain talent for years to come.

Richland County employs nearly 20,000 in the finance and insurance industry through companies such as Blue Cross Blue Shield of South Carolina, Colonial Life & Accident Insurance and Aflac as well as Wells Fargo and Palmetto GBA. Also boosting the local economy, the University's and Fort Jackson's presence has led to an influx of new student housing, restaurants, shopping areas and entertainment centers.

Richland County's workforce has a diverse skillset, as the top occupations range from office and management jobs to healthcare careers as well as manufacturing jobs. With the recent growth of finance, insurance and telecommunication jobs in the area, the workforce has also seen a massive growth of information technology (IT) technicians and developers. A key metric that sets Richland County apart is the age and education of the workforce, as the county has the youngest workforce in South Carolina as well as one of the most educated in the country when accessing various metrics for educational attainment.

## About Richland County



Located in the heart of South Carolina, Richland County is made up of 757 square miles of urban and rural areas populated with a vibrant, engaged, and growing community. The County is home to several institutions of higher education, a growing business community, two military installations, and government institutions,

Richland County is a melting pot of cultures, backgrounds, and viewpoints. This makes the area a wonderfully dynamic place to live.

People move to Richland County from all over the country to join the growing economy, nestle into a friendly neighborhood, enjoy a low cost of living and have their children attend excellent schools. Whether rural or urban, Upper Richland or Lower Richland, Blythewood, Eastover, or Irmo, people from all walks of life love Richland County's close-knit communities. From a trip to the farmers' market to a night at the ballet, there are always fun, new places and smiling faces in every corner of Richland County.

Richland County's urban and rural communities, beautiful rivers and lakes, award-winning hospital systems, diverse museums, vibrant music and art scene, strong military presence and numerous higher learning institutions are among the reasons more than 424,116 people call it home. Richland County has proven, throughout history, to be a great place to live, work, and play.

Richland County today is a community whose vitality is based largely upon the diversity of its offerings. The County has made significant strides in building a more vibrant and healthy community and strengthening economic opportunity for all residents through groundbreaking collaborations between local governments, businesses, higher education, nonprofit, and civic organizations.



## Richland County Demographics

- ⇒ Population – 424,116
- ⇒ Median Age – 34.6
- ⇒ Median Household Income - \$53,100
- ⇒ Unemployment – 2.8%
- ⇒ Population with bachelor's degree or higher – 39%
- ⇒ Higher Education in Richland County
  - ⇒ University of South Carolina
  - ⇒ Midlands Technical College
  - ⇒ Benedict College
  - ⇒ Columbia College
  - ⇒ Columbia International University
  - ⇒ Allen University
- ⇒ Largest Employers
  - ⇒ Prisma Health-15,000
  - ⇒ Blue Cross/Blue Shield of SC – 10,050
  - ⇒ University of SC – 6400
  - ⇒ AT&T of SC – 2100
  - ⇒ Providence Health – 1630
  - ⇒ Verizon Wireless – 1230
  - ⇒ Westinghouse Electric Manufacturing - 1180



## Richland County Attractions

The County offers many recreational, cultural and special event opportunities for the whole family. Included are:

- ◆ Museums—SC Military, Columbia Fire, US Army Chaplain, Children's, Columbia Museum of Art, South Carolina State Museum, Museum of Reconstruction at Woodrow Wilson Family Home, etc.
- ◆ Sports— College Football, Basketball & Baseball; Class A Baseball-Columbia Fireflies (NY Mets)
- ◆ Parks—Congaree National Park, River Banks Zoo & Garden, Harbison State Forest, Frankie's Fun Park, Palmetto Falls Water Park, Cedar Creek Canoe Launch, Columbian Canal & Riverfront Park, Sesquicentennial State Park, Finlay Park, etc.
- ◆ Melton Memorial Observatory, Ballet, Planetarium, Historic Columbia, etc.

**RICHLAND COUNTY, SOUTH CAROLINA**  
**COUNTY ATTORNEY**

**GENERAL DESCRIPTION OF POSITION**

The County Attorney is appointed by and reports to the County Council (11 District Members elected every four years on a rotating basis). The County Attorney serves as the legal representative and chief legal advisor responsible for directing and providing comprehensive legal services to 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.



- Acts as attorney for the County, County agencies, County (elected & appointed) 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.
- Duties can include counseling, litigating, judicial and appellate proceedings in state and federal courts, and drafting memoranda, motions, proclamations, deeds, right of ways, and other instruments. Studies, interprets, and applies statutes, ordinances, court decisions and legal opinions in the preparation of opinions, pleadings, and briefs. Drafts or reviews proposed legislation, ordinances, resolutions, contracts, leases, easements, and other legal instruments.
- Serves as Freedom of Information Official and responds to requests based on the Freedom of Information Act. County Attorney's office also serves as Parliamentarian.
- Makes decisions concerning the advisability to prosecute, compromise or dismiss civil litigation.
- 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.
- Coordinates regularly with department activities and functions with County Administrator, County Clerk, other County departments, municipalities, and outside agencies as appropriate.
- Decides when outside legal advice is needed for projects, 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.
- 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.

**QUALIFICATIONS FOR COUNTY ATTORNEY**

Requires Juris Doctorate from an accredited law school. 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. May be in the process of obtaining South Carolina license if within 2-3 months of approval.

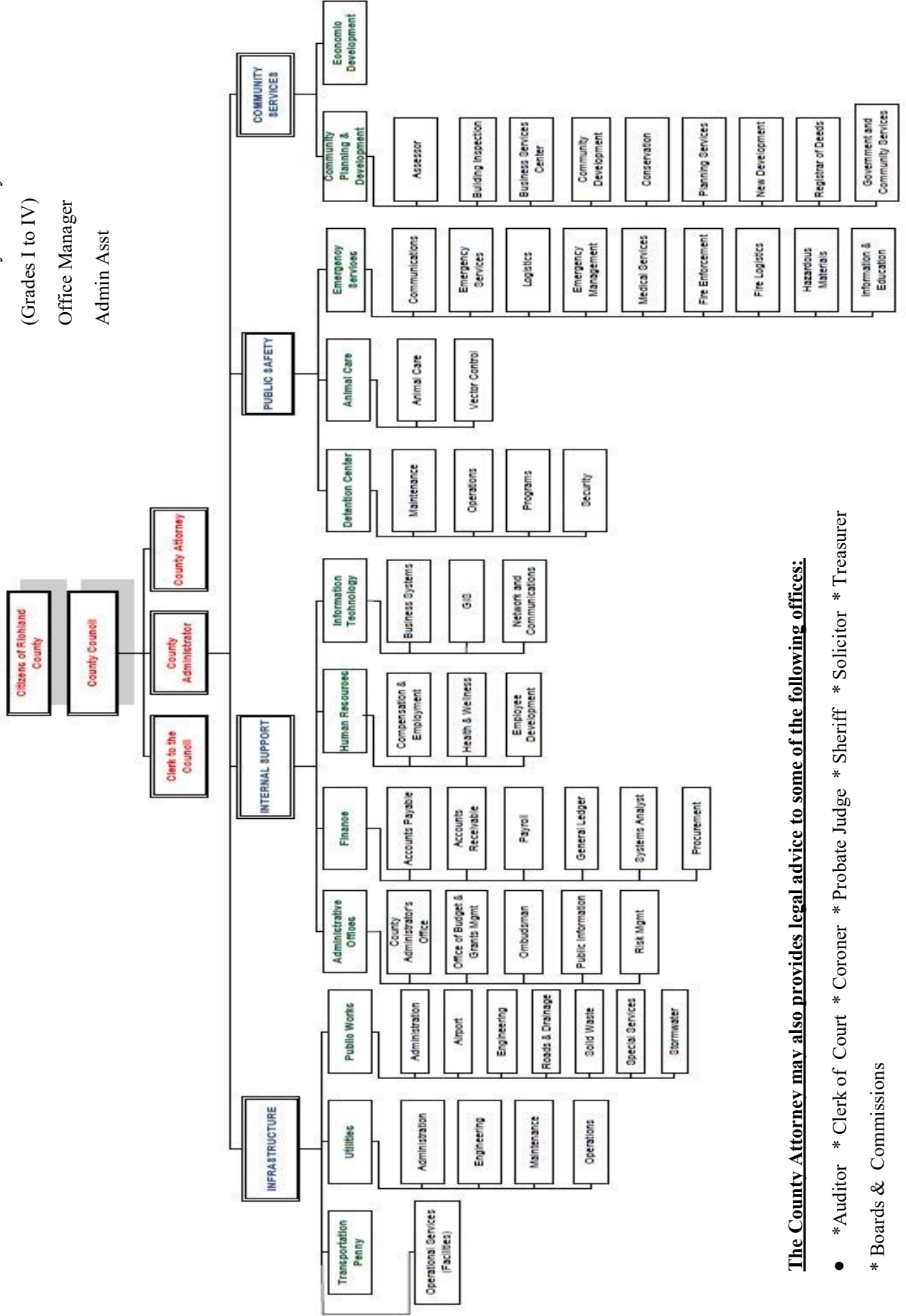
Requires a combination of ten (10) years of legal experience in litigation, government, regulatory law or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for this job. Preference will be given to candidates with 3-5 years of local government attorney experience and 2-4 years of management experience in an Attorney's office.

Valid Driver's License required.

# ORGANIZATIONAL CHART OF RICHLAND COUNTY

**County Attorney Staff**  
 Chief Deputy (Grade V)  
 4 County Attorneys  
 (Grades I to IV)  
 Office Manager  
 Admin Asst

## RICHLAND COUNTY ORGANIZATIONAL CHART



**The County Attorney may also provides legal advice to some of the following offices:**

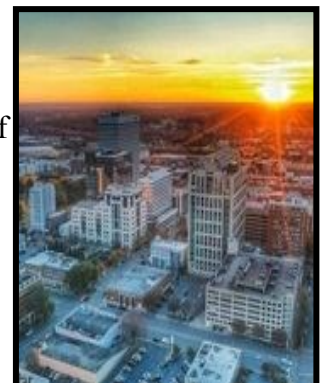
- \* Auditor \* Clerk of Court \* Coroner \* Probate Judge \* Sheriff \* Solicitor \* Treasurer
- \* Boards & Commissions

## **CHARACTERISTICS OF THE IDEAL CANDIDATE**

- ⇒ County Council is looking for an Attorney who will provide straight forward legal advice with options and recommendations (pros & cons) with clear guidance in making qualified policy.
- ⇒ County Council and County Administrator are looking for a County Attorney that works cooperatively to move the County forward by looking at operations as well as legal issues to improve services.
- ⇒ Ability to work with a diverse County Council including long time members with historical knowledge and many new members all willing to make changes and improving the image and public trust of the County. Ability to deal with the challenges of working with various departments, as well as pointing out the risks and liabilities of issues.
- ⇒ Ability to delegate to staff and allow administrative staff and council to know who is assigned to project.
- ⇒ Excellent management and administration skills—holds staff and contract attorneys accountable.
- ⇒ Keep the County Council informed of status of projects, lawsuits, upcoming issues that may arise.
- ⇒ Highly supportive of continued professional development for both attorney staff and self.
- ⇒ Ability to develop ordinances, resolutions, and regulations to set practices into official policy.
- ⇒ Great communication skills—both written and presentation skill—good listener to others ideas.
- ⇒ Thorough and broad knowledge of local government and the needs for legal advice on multiple issues.
- ⇒ Accepts nothing less than excellent customer service (timely responses, thorough review of issues, prepare options to address issues, determine costs for lawsuits, settlement, effect of going to court, etc.)
- ⇒ Multi-tasker—organized—flexible—proactive—team player—assertiveness—provide a fresh look.
- ⇒ Professional manager—agreeable personality— calm demeanor—treats people with respect.
- ⇒ Provide integrity, confidentiality and high level of ethics and professionalism in the Attorney's office.
- ⇒ Consensus builder—highly collaborative—putting the public interest and service first.
- ⇒ Reliable—dependable— competent—honest—enthusiastic—provides thorough research of issues.
- ⇒ Engages County personnel to assist with legal issues that can move the County forward.
- ⇒ Technology savvy—best practices for Attorney office.
- ⇒ Knowledge and some direct experience with litigation and trials.
- ⇒ Understands local government statues and South Carolina Home Rule.
- ⇒ Provides consistency of process in addressing issues with all stakeholders.

## **Why Richland County**

- ◇ A great place to live and work and raise a family with friendly engaging people.
- ◇ Housing options include city, suburban or rural neighborhoods with choices of good school systems.
- ◇ Low cost of living with a high quality of life and activities as already described.
- ◇ Easy access to Atlanta, Charlottesville, Greenville, Charlotte and the coast.
- ◇ Richland County is the Capital County with all that it provides.
- ◇ Richland is on the move forward.



## **OPPORTUNITIES**

- ⇒ To review County Attorney office operations and the use of outside consulting attorneys and propose restructuring of office if needed to create a robust Attorney's office. .
- ⇒ Opportunity to: establish boiler plate contracts and purchasing documents to improve response time to review of contracts and bids; address over 200 lawsuits by being proactive to assist departments to prevent lawsuits; work on economic development projects for County including real estate transactions, and property transfers; work on issues of housing regulations and assist with review of new zoning regulations; assist with strategic planning process for county planned by the Council and Administrator; provide lobbying efforts or managing a lobbyist for the County; assist with levies and property tax issues; opportunity to work with attorney in Sheriff's office related to public safety lawsuits; draft easement documents for new developments or public works/engineering projects; work with bond counsel; fill office vacancies for a new team; work with Council Chair, Council Clerk and County Administrator on setting the agenda and review backup materials for agenda items.
- ⇒ To assist the County Council in getting things accomplished to improve the County to be a better place to live, play and work.
- ⇒ To help the County Council resolve issues with the Department of Revenue related to the Penny Tax approved by the citizens for new infrastructure improvements and repairs.
- ⇒ To assist the County Council with the implementation of the revised strategic economic development plan.
- ⇒ To assist the County do great things by meeting the various challenges and improving services.

## **Compensation and Application Process**

Open and competitive starting salary Depending on Qualifications (DOQ)

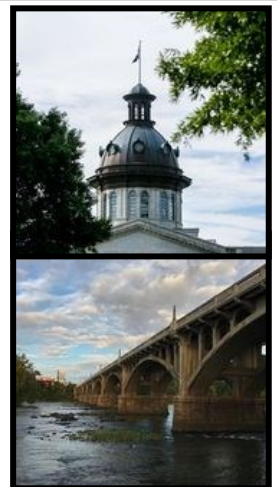
Excellent employee benefits—sample of benefits listed below:

- ◇ Health benefits for employee and family (plus dental & vision)
- ◇ South Carolina Retirement System (pension plan),
- ◇ Copy of Employee Benefits Manual Available –options for H.S.A., FSA, STD, LTD, Wellness, etc.
- ◇ Relocation expenses and other benefits as may be negotiated.

*County of Richland is an AA/EOE employer & encourages diversity*

More information is available on website: <http://www.richlandcountysc.gov/>

If you are interested in this position and you want to be considered for this great opportunity, please email your resume and cover letter to Ms. Frank and Mr. Slavin. Top candidates will be asked to complete a questionnaire so early applicants will have more time to prepare responses. Position open until filled with first screening June 13, 2021. For more information about the position and/or the recruitment process you are invited to contact either Randi Frank at Randi Frank Consulting, LLC [randi@randifrank.com](mailto:randi@randifrank.com) (203) 213-3722. or Bob Slavin at [slavin@bellsouth.net](mailto:slavin@bellsouth.net) (770) 449-4656;



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