

**Special Assistant to the President
for
Governmental and Community Affairs**

LTC Ben W. Legare, Jr.

Approved 7/1/99

RECEIVED

JUL 8 1999

STATE OF SOUTH CAROLINA
POSITION DESCRIPTION

Agency

HR Consulting Services

HUMAN RESOURCE MANAGEMENT USE

The Citadel
AGENCY NAME

Governmental & Community Affairs
DEPARTMENT

BEN W LEGARE

000087009

OLD: H09-UE53-0001

NEW: H09-UA17-0001 -UA 07

Ben W. Legare, Jr.
INCUMBENT'S NAME

Charleston, Charleston 10
CITY/ COUNTY CODE

Executive Asst I, AI10-0001
CURRENT CLASS/ CLASS CODE/ SLOT

President
SUPERVISOR CLASS/ CLASS CODE/ SLOT

Asst. to the Pres.
APPROVED CLASS TITLE

E
FLSA

087009
POSITION NUMBER

POSITION STATUS F MERIT SYSTEM STATUS N

D. Thomas
APPROVAL

7/12/99
DATE

SOURCE OF FUNDING		
.80 STATE		.20 OTHER
	FEDERAL	

TEMPORARY POSITION N
F 04000 2080
F/P HOURS/WEEK BASE/HOURS

Reclassification

REQUESTED ACTION

AGENCY FIELDS

H09
(317)

Executive Asst to President - Unclassified Position

REQUESTED CLASSIFICATION

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What knowledge, education, skills, and abilities are needed by an employee upon entry to this job? Where/how would an individual normally acquire these knowledge, skills and abilities?

See attached sheet

2. Describe the guidelines and supervision an employee receives in order to do this job, including the employee's independence and discretion. An employee in this position makes recommendations to the college president on Governmental policies and then implements approved policies in an independent manner, using the utmost discretion in dealings with members of the General Assembly, the Board of Visitors and the President.

3. Supervisor's Comments:

4. _____
SUPERVISOR'S SIGNATURE

DATE

Patty M. M...
OTHER REQUIRED SIGNATURE

7/1/99
DATE

1. A Master's Degree in Political Affairs/State Politics is required. Upon entry to this position, the employee should possess the following: have a complete knowledge of all policies, programs and strategic plans for the college and the ability to articulate those in public; understand the complete state legislative process; function in an independent manner; be loyal, discrete, well groomed, self-confident; have the total trust of the college President; be an excellent writer and speaker; know the first names of at least one-half the General Assembly members; have the respect of all those in state government and have unquestioned integrity. A person might acquire all the above after five years in the position.
2. An employee in this position makes recommendations to the college president on Governmental policies and then implements approved policies in an independent manner, using the utmost discretion in dealings with members of the General Assembly, the Board of Visitors and the President.

