



SOUTH CAROLINA LAW ENFORCEMENT ACCREDITATION, Inc. (SCLEA)

Job Title:	Project Manager	Job Category:	Administrative
Department/Group:	Credentialing	Job Code/ Req#:	NA
Location:	Columbia, SC	Travel Required:	Travel May Be Required
Level/Salary Range:	\$18.00 per hour	Position Type:	Part-time Contract
HR Contact:	NA	Date Posted:	01/11/2021
Will Train Applicant(s):	Will train applicant	Posting Expires:	When filled
Internal Posting URL:	www.sc-lea.org		
Applications Accepted By:			
FAX OR EMAIL: jtucker@sc-lea.org Subject Line: Project Manager		MAIL: SOUTH CAROLINA LAW ENFORCEMENT ACCREDITATION, Inc. (SCLEA) P.O. Box 212266 Columbia, SC 29221	
Scope of Work			
<p>ROLE AND RESPONSIBILITIES</p> <p>Over the course of the project, the project manager will need to communicate with staff and clients, make decisions and monitor the progress of the project to keep it on schedule. The project manager is responsible for managing the successful review of policies for South Carolina Law Enforcement agencies as part of the U.S. Department of Justice's (DOJ) Accreditation Program Enhancements:</p> <ul style="list-style-type: none"> • Monitors incoming email messages & acknowledges agency submissions • Records and tracks agency statistical data • Communicates with applicants to resolve data issues • Forwards policies to SCLEA assessors and Council for review • Records and tracks policy reviews • Updates DOJ EXCEL spreadsheet • Provides certification letters to credentialed agencies • Provides monthly status report to DOJ • Provides monthly expense statement to DOJ • Provides monthly invoice statement to DOJ (based on hours of activity) <p>Delegates tasks to employees best positioned to complete them.</p> <p>Provides customer service support to agencies involved in the credentialing process.</p> <p>Assists in the definition of project scope and goals.</p> <p>Serves as a point of contact for clients and Council members.</p> <p>Communicates with Council members to keep the project aligned with their goals.</p>			

Adjusts schedules and project targets, as needed.

Motivates people involved in the project to complete tasks on time.

Assists SCLEA chairman with Council meetings and correspondence related to the project.

QUALIFICATIONS

Highschool graduate

College graduate or 5+ years comparable work experience

Experienced Project Manager

Proven Leadership abilities

Cost and Risk Management experience

Excellent Interpersonal & Communication skills

Problem-solving abilities

Time Management skills

Friendly and approachable

PREFERRED SKILLS

Knowledge of the functions and relationships of law enforcement and other government agencies.

Knowledge of laws and regulations pertaining to specific duties and responsibilities of the position.

Knowledge of general office operations, functions, and procedures.

Knowledge of reports, records, files, and letters which must be prepared, processed, and maintained to meet the requirements of the project.

Knowledge of the terminology used with the project.

Knowledge of computer applications and utilization, including Microsoft Office products (MS WORD and EXCEL).

Knowledge of how to estimate time, materials and supplies required to complete various required activities.

Good organizational and human relations skills.

Ability to use independent judgement in routine and non-routine situations, which may occur.

Ability to communicate effectively with others both in-person and over the telephone and computer in a clear and concise manner.

Ability to read, understand and complete project requests and work assignments in a timely fashion.

Ability to compile, organize, prepare, and maintain required records, reports, and related information.

Ability to learn and apply new skills needed to efficiently complete project requirements.

ADDITIONAL NOTES

Requires little to no supervision

Must work well with members of Law Enforcement

Reviewed By:	John Tucker	Date:	December 29, 2020
Approved By:	John Tucker	Date:	December 29, 2020
Last Updated By:	Sheila B. Cole	Date/Time:	December 28, 2020