

BE A PART OF | Government and Public Administration





WORKING FOR EVERYONE: Careers in Government and Public Administration

As our nation faces increasingly complex challenges, America needs the best and brightest working on its behalf. From city hall to the Capitol of South Carolina, the Army colonel to the elected President of the United States, government and public administration jobs are filled by people who are dedicated to helping ensure that our modern democracy – with all its complexities – works for everyone. From medicine to the military, agriculture to aeronautics, office administration and information technology, nearly every area of employment can be found in government and public administration.

THE GOVERNMENT AND PUBLIC ADMINISTRATION CAREER CLUSTER

The Government and Public Administration Career Cluster is divided into seven majors.

They are as follows:

- Governance
- National Security
- Foreign Service
- Planning
- Revenue and Taxation
- Regulation
- Public Management and Administration

Each of these majors requires knowledge and skills that can be acquired in the military or at postsecondary institutions, which range from private for-profit colleges that teach specific office and administrative skills to two-year institutions, such as Midlands Technical College and to four-year colleges, such as the University of South Carolina.





GOVERNANCE: People who work in jobs within the Governance major include the officials elected or appointed to government positions responsible for making and executing public policy, spanning from local to state to national positions.

IF YOU CHOOSE GOVERNANCE AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Creating and passing laws that govern our local area, state and nation
- Working with constituents or special interest groups with specific concerns, such as the environment to local traffic to national security
- Creating and working within a coalition of elected officials, agency leaders and developers to aid with economic development
- Lobbying and being a liaison between agencies and legislative bodies

SAMPLE CAREERS

<p>Associate’s Degree or Less</p> <p>Annual Salary Range \$20,000-\$50,000</p> <ul style="list-style-type: none"> • Council Clerk • Legislative Assistant • Scheduling Manager • Administrative Services Manager 	<p>Bachelor’s Degree</p> <p>Annual Salary Range \$50,000-\$100,000</p> <ul style="list-style-type: none"> • Hearing Officer • Congressional Aide • Legislative Liaison • Emergency Management Specialist 	<p>Bachelor’s Degree + Graduate Degrees and/or Certifications</p> <p>Annual Salary Range \$100,000+</p> <ul style="list-style-type: none"> • Member of Congress • Governor • Chief of Staff • Senior Lobbyist
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NOTE: Salary may differ according to industry, county, region and state.

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Information Clerks	High School Diploma	\$29,990/year \$14.42/hour	7% (slower than average)	<ul style="list-style-type: none"> • Maintain records and information • Collect data and information • Respond to customers' questions or concerns • Ensure that co-workers and customers follow proper procedures 	<ul style="list-style-type: none"> • Communication skills • Computer skills • Discretion • Organizational skills • People skills
Surveying and Mapping Technicians	High School Diploma	\$37,900/year \$18.22/hour	16% (average)	<ul style="list-style-type: none"> • Operate surveying instruments, such as electronic distance-measuring equipment, to collect data on location • Set out stakes and marks to conduct a survey • Produce maps showing boundaries, water locations, elevation and other terrain features • Enter data from surveying instruments into computers 	<ul style="list-style-type: none"> • Decision-making skills • Listening skills • Stamina • Teamwork • Technical skills • Troubleshooting skills
Interpreters or Translators	Bachelor's Degree	\$43,300/year \$20.82/hour	42% (much faster than average)	<ul style="list-style-type: none"> • Translate concepts from one language to another language • Speak, read and write fluently in at least two languages, including English and one or more others • Relay style and tone of the languages • Render spoken ideas accurately, quickly and clearly 	<ul style="list-style-type: none"> • Business skills • Concentration • Cultural sensitivity • Coordination for sign language • Listening skills • Speaking skills • Writing skills • Time management skills
Mayor and Other Top Executive Positions	Bachelor's Degree	\$101,250/year \$48.68/hour	5% (slower than average)	<ul style="list-style-type: none"> • Establish and carry out departmental goals or organizational goals, policies and procedures • Direct and oversee an organization's financial and budgetary activities • Consult with other executives, staff and board members about general operations • Negotiate or approve contracts and agreements • Appoint department heads and managers • Analyze financial statements, sales reports and other performance indicators • Identify places to cut costs and improve performance, policies and programs 	<ul style="list-style-type: none"> • Communication skills • Decision-making skills • Leadership skills • Management skills • Problem-solving skills • Time management skills



NATIONAL SECURITY: Today, more than 2.3 million Americans serve their nation in the Army, Navy, Air Force, Marines, Coast Guard, National Guard and Reserves. Border patrols, airport security officers and other similar jobs also fall under this broad major.

IF YOU CHOOSE NATIONAL SECURITY AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Operating navigational equipment on a Navy ship
- Managing procurement for an Army battalion
- Commanding and leading Marines in combat settings
- Patrolling borders and detaining illegal entrants
- Analyzing intelligence gathered by operants

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range \$20,000-\$50,000

- Army Sergeant
- Border Patrol Officer
- TSA Checkpoint Officer
- Navy Petty Officer
- General Service Marine

Bachelor's Degree

Annual Salary Range \$50,000-\$100,000

- Cryptographer
- Army Colonel
- Air Force JAG Attorney
- Cavalry Officer
- Tank Officer

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range \$100,000+

- Admiral
- General
- National Security Consultant
- Combat Diver Officer
- Executive Officer, Special Warfare Team

NOTE: Salary may differ according to industry, county, region and state.

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Infantry	High School Diploma plus Military Training	\$42,103/year \$20.24/hour	Excellent	<ul style="list-style-type: none"> • Capture or destroy enemy ground forces and repel enemy attacks • Operate weapons and equipment to engage and destroy enemy ground forces • Participate in basic reconnaissance operations 	<ul style="list-style-type: none"> • Critical thinking skills • Equipment operating skills • Leadership skills • Problem solving skills • Verbal skills
Armored Assault Vehicle Crew Members	High School Diploma plus Military Training	\$44,755/year \$21.52/hour	Excellent	<ul style="list-style-type: none"> • Operate tanks, amphibious assault vehicles and other types of armored assault vehicles to engage and destroy the enemy • Conduct scouting missions and support infantry units during combat • Work as a team to operate armored equipment • Fire weapons to destroy enemy positions 	<ul style="list-style-type: none"> • Critical thinking skills • Equipment operating skills • Leadership skills • Math skills • Problem solving skills • Science skills • Verbal skills
Aircraft Launch and Recovery Specialists	High School Diploma plus Military Training	\$48,757/year \$23.44/hour	Excellent	<ul style="list-style-type: none"> • Operate and maintain catapults, arresting gear and associated mechanical hydraulic and control systems involved primarily in aircraft carrier takeoff and landing operations • Assess readiness and safety of arresting gear • Launch equipment, barricades and visual landing aid systems • Participate in carrier takeoff and landing procedures • Understand technical data and instructions for operation of landing aids 	<ul style="list-style-type: none"> • Critical thinking skills • Equipment operating skills • Leadership skills • Math skills • Problem solving skills • Science skills
Special Forces Officers	High School Diploma plus Military Training	\$105,065/year \$50.51/hour	Excellent	<ul style="list-style-type: none"> • Lead elite teams that implement unconventional operations by air, land or sea during combat or peacetime • Recruit, train and equip friendly forces • Lead raids and invasions on enemy territories • Train personnel to implement individual missions and contingency plans • Perform strategic and tactical planning for politically sensitive missions • Operate sophisticated communications equipment 	<ul style="list-style-type: none"> • Critical thinking skills • Equipment operating skills • Leadership skills • Math skills • Problem solving skills • Science skills • Technology skills



FOREIGN SERVICE: Foreign service employees represent the United States at embassies, consulates and other diplomatic missions in Washington, D.C., and around the world. Most people in this major must meet rigorous medical fitness standards and are generally required to pass an extensive background investigation to receive security clearance.

IF YOU CHOOSE FOREIGN SERVICE AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Securely transporting confidential documents
- Managing office space and day-to-day requirements
- Helping U.S. citizens with legal problems abroad
- Analyzing current political developments
- Negotiating on treaties and economic disputes

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range
\$20,000-\$50,000

- Diplomatic Courier
- Consular Security Officer
- Consular Clerk

Bachelor's Degree

Annual Salary Range
\$50,000-\$100,000

- Foreign Service Officer
- Diplomatic Officer
- Consular Translator

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range
\$100,000+

- Secretary of State
- Ambassador
- Foreign Relations Consultant

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Consular Officers	High School Diploma plus Professional Experience	\$65,187/year \$31.34/hour	10% (a little below average)	<ul style="list-style-type: none"> • Handle diverse challenges, such as child custody disputes, arrests, travel advisories and emergencies • Work with local officials to facilitate legitimate business, educational, and tourist travel, strengthen border security and protect Americans • Visit arrested Americans and ensure access to legal counsel • Help US citizens with family reunification, medical emergencies and evacuations • Lead a multi-cultural and highly qualified staff in developing innovative practices to protect US citizens and borders • Report to Washington, DC, on a full range of consular issues 	<ul style="list-style-type: none"> • Composure • Cultural adaptability • Integrity • Judgment skills • Leadership skills • Motivational skills • Objectivity • Organizational skills • Planning skills • Speaking skills • Teamwork • Writing skills
Economic Officers	High School Diploma plus Professional Experience	\$65,187/year \$31.34/hour	10% (a little below average)	<ul style="list-style-type: none"> • Focus on developing relationships with important economic figures • Coordinate with international economic organizations and other countries to resolve market challenges, promote fair practices and advocate US policy • Work with other countries to address science, environmental and health issues • Identify global opportunities for US businesses to ensure that American entities can fairly compete for foreign investment and trade • Negotiate agreements and promote policies that enhance the safety, security and efficiency of travel and transportation 	<ul style="list-style-type: none"> • Composure • Cultural adaptability • Integrity • Judgment skills • Leadership skills • Motivational skills • Objectivity • Organizational skills • Planning skills • Speaking skills • Teamwork
Political Officers	High School Diploma plus Professional Experience	\$65,187/year \$31.34/hour	10% (a little below average)	<ul style="list-style-type: none"> • Develop foreign contacts in and out of politics and government to advance US political interests • Assess the impact of political developments of the US and make recommendations on action by the US government • Support high level visits and advise policymakers on how to communicate with foreign governments 	<ul style="list-style-type: none"> • Composure • Cultural adaptability • Integrity • Judgment skills • Leadership skills • Motivational skills • Objectivity • Organizational skills
Public Diplomacy Officers	High School Diploma plus Professional Experience	\$65,187/year \$31.34/hour	10% (a little below average)	<ul style="list-style-type: none"> • Engage and network with a full range of host national societies and governments to shape the public message and perceptions about the US • Explain to foreign audiences how American history, values and traditions shape US foreign policy • Create and manage cultural and informational programs to help connect with foreign audiences and to engage in different cultures • Communicate with and through a variety of media to promote US interests abroad 	<ul style="list-style-type: none"> • Composure • Cultural adaptability • Integrity • Judgment skills • Leadership skills • Motivational skills • Objectivity • Organizational skills • Planning skills



PLANNING: Urban and regional planners create communities, accommodate growth or revitalize facilities in towns, cities, counties and metropolitan areas. In South Carolina and across the nation, planners are important as new communities require development and infrastructure, including housing, roads, sewer systems, schools and recreation areas.

IF YOU CHOOSE PLANNING AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Meeting with elected officials, developers and the public regarding development plans and land use
- Analyzing economic and environmental studies, censuses and market research data
- Reviewing site plans submitted by developers
- Assessing feasibility of proposals and identifying needed changes
- Presenting projects to planning officials and planning commissions

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range \$20,000-\$50,000

- Census Clerk
- Zoning Inspector
- Surveyor
- City and Regional Planning Aide
- Federal Aid Coordinator

Bachelor's Degree

Annual Salary Range \$50,000-\$100,000

- Economic Development Director
- City Planner
- Chief of Vital Statistics

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range \$100,000+

- Agency Director
- Planning Consultant
- City Manager

NOTE: Salary may differ according to industry, county, region and state.

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Census Clerks	High School Diploma	\$21,400/year \$10.70/hour	Temporary Position (in most cases)	<ul style="list-style-type: none"> • Ask questions in accordance with instructions to obtain various specified information, such as a person's name, address, age, religious preference or state of residency • Identify and report problems in obtaining valid data • Compile, record and code results of data from an interview or survey using a computer or specified form • Contact individuals to be interviewed at home, place of business, field location, by telephone, mail or in person 	<ul style="list-style-type: none"> • Active listening skills • Reading comprehension • Service orientation • Social perceptiveness • Speaking skills
Economic Development Coordinators	Bachelor's Degree	\$33,850/year \$16.27/hour	16% (average)	<ul style="list-style-type: none"> • Manage and promote development projects to make the city, county or state look more appealing • Provide workforce development information to prospective and existing businesses • Develop agreements and contracts • Create and work with retention incentive programs • Work as a liaison to the general public, city and local employees, civic groups and local businesses 	<ul style="list-style-type: none"> • Active listening skills • Collaboration skills • Communication skills • Decision-making skills • Judgment skills • Problem-solving skills • Reading comprehension • Speaking skills • Writing skills
Urban and Regional Planners	Master's Degree	\$63,040/year \$30.31/hour	16% (average)	<ul style="list-style-type: none"> • Meet with public officials, developers and the public regarding development plans and land use • Analyze economic and environmental studies, censuses and market research data • Assess the feasibility of proposals and identify needed changes • Stay current on zoning or building codes, environmental regulations and other related legal issues 	<ul style="list-style-type: none"> • Analytical skills • Collaboration skills • Decision-making skills • Management skills • Speaking skills • Writing skills
Statisticians	Master's Degree	\$72,830/year \$35.02/hour	14% (average)	<ul style="list-style-type: none"> • Decide what data are needed to answer questions or problems • Determine methods for finding or collecting data • Design surveys, experiments or opinion polls to collect data • Collect, analyze and interpret data individually or via teams • Report conclusions from data analyses 	<ul style="list-style-type: none"> • Critical-thinking skills • Problem-solving skills • Speaking skills • Writing skills



REVENUE AND TAXATION: Tax examiners, collectors and revenue agents ensure that governments – city, county, state and federal – receive tax money from individual citizens and businesses. They review tax returns, identify taxes owed and collect overdue tax payments.

IF YOU CHOOSE REVENUE AND TAXATION AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Conducting telephone, written or onsite tax collection activities
- Performing onsite inspections for property tax assessments
- Analyzing tax returns for possible non-compliance
- Conducting audits of individual and corporate tax returns
- Working with taxpayers to resolve issues and settle disputes

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range \$20,000-\$50,000

- County Assessment Inspector
- Tax Collection Clerk
- Tax Preparer

Bachelor's Degree

Annual Salary Range \$50,000-\$100,000

- County Assessor
- Tax Analyst
- Internal Revenue Investigator

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range \$100,000+

- Senior IRS Agent
- State Agency Director

NOTE: Salary may differ according to industry, county, region and state.

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Bookkeeping, Accounting and Auditing Clerks	High School Diploma	\$34,030/year \$16.36/hour	14% (average)	<ul style="list-style-type: none"> • Enter (post) financial transactions into bookkeeping software, online spreadsheets and databases • Put costs (debits) and income (credits) into the software, assigning each to an appropriate account • Receive and record cash, checks and vouchers • Produce reports, such as balance sheets, income statements and totals by account • Check figures, postings and reports for accuracy 	<ul style="list-style-type: none"> • Detail oriented • Math skills • Computer skills
Appraisers and Assessors of Real Estate	High School Diploma	\$48,500/year \$23.32/hour	7% (slower than average)	<ul style="list-style-type: none"> • Verify legal descriptions of real estate properties in public records • Inspect new and existing properties, noting unique characteristics • Photograph the interior and exterior of properties • Use “comparables,” or similar nearby properties, to help determine value • Prepare written reports on the property value • Prepare and maintain current data on each real estate property 	<ul style="list-style-type: none"> • Analytical skills • Customer-service skills • Organizational skills • Problem-solving skills • Time-management skills • Writing skills
Tax Examiners, Collectors and Revenue Agents	Bachelor's Degree	\$49,360/year \$23.73/hour	7% (slower than average)	<ul style="list-style-type: none"> • Review filed tax returns to determine whether tax credits and deductions claimed are allowed by law • Contact taxpayers by mail or telephone to address problems and to request supporting documentation • Conduct field audits or investigations of income tax returns • Notify taxpayers of any overpayment or underpayment of taxes 	<ul style="list-style-type: none"> • Analytical skills • Detail oriented • Interpersonal skills • Organizational skills
Accountants and Auditors	Bachelor's Degree	\$61,690/year \$29.66/hour	16% (average)	<ul style="list-style-type: none"> • Examine financial statements to ensure they are accurate and comply with laws and regulations • Compute taxes owed, prepare tax returns and ensure that taxes are paid properly and on time • Inspect account books and accounting systems • Organize and maintain financial records • Suggest ways to reduce costs, enhance revenues and improve profits 	<ul style="list-style-type: none"> • Analytical skills • Communication skills • Detail oriented • Math skills • Organizational skills



REGULATION: Regulatory jobs include animal control officers, housing inspectors and water quality specialists as well as attorneys, engineers and other highly trained experts who are involved in inspections, investigations, reports, citations and hearings.

IF YOU CHOOSE REGULATION AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Reviewing bank balance sheets for levels of risk and for compliance with regulations
- Managing weigh stations to ensure trucks are within legal limits
- Inspecting and monitoring air quality reports from electricity plants
- Reviewing injury reports and safety compliance at manufacturing facilities
- Presenting agency data reports to lawmakers and other public officials

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range \$20,000-\$50,000

- Office Manager
- Code Inspector
- OSHA Clerk
- Meter Reader
- Child Support Officer

Bachelor's Degree

Annual Salary Range \$50,000-\$100,000

- State Bank Examiner
- Cargo Inspector
- Job Safety Investigator
- Budget Analyst

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range \$100,000+

- Agency Director
- Agency Counsel
- Federal Bank Examiner

NOTE: Salary may differ according to industry, county, region and state.

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Quality Control Inspectors	High School Diploma	\$33,030/year \$15.88/hour	8% (slower than average)	<ul style="list-style-type: none"> • Read and understand blueprints and specifications • Monitor or observe operations to ensure that they meet production standards • Inspect, test or measure materials or products being produced • Report inspection and test data • Remove all products and materials that fail to meet specifications 	<ul style="list-style-type: none"> • Dexterity • Math skills • Mechanical skills • Physical strength • Stamina • Technical skills
Fire Inspectors and Investigators	High School Diploma	\$52,230/year \$25.11/hour	9% (slower than average)	<ul style="list-style-type: none"> • Search for fire hazards • Ensure that buildings comply with fire codes • Test fire alarms, sprinklers and other fire protection and extinguishing equipment • Determine the origin and cause of a fire • Reconstruct the scene of a fire or arson • Send evidence to laboratories to be tested for fingerprints or an accelerant 	<ul style="list-style-type: none"> • Communication skills • Critical-thinking skills • Detail oriented • Integrity
Construction and Building Inspectors	High School Diploma	\$52,360/year \$25.18/hour	18% (average)	<ul style="list-style-type: none"> • Review and approve plans that meet building codes, local ordinances and zoning regulations • Inspect and monitor construction sites to ensure overall compliance • Use survey instruments, metering devices and test equipment to perform inspections • Issue violation notices and stop-work orders until building is compliant • Keep daily logs and photographs taken during inspection 	<ul style="list-style-type: none"> • Communication skills • Craft experience • Detail oriented • Mechanical knowledge
Financial Examiners	Bachelor's Degree	\$74,940/year \$36.03/hour	27% (faster than average)	<ul style="list-style-type: none"> • Monitor the financial condition of banks and other financial institutions • Review balance sheets, operating income, expense accounts and loan documentation to confirm institution assets and liabilities • Prepare reports that detail an institution's safety and soundness • Recommend solutions to questionable financial conditions • Train other examiners • Review and analyze new regulations and policies 	<ul style="list-style-type: none"> • Analytical skills • Detail oriented • Math skills • Writing skills



PUBLIC MANAGEMENT AND ADMINISTRATION: The Public Management and Administration major covers a broad range of activities which includes budgeting, personnel management, government activities and general administration that are conducted every day at local, state and federal agencies as well as public corporations and associations.

IF YOU CHOOSE PUBLIC MANAGEMENT AND ADMINISTRATION AS YOUR CAREER MAJOR, YOU MAY BE A PART OF:

- Preparing the docket of cases for Common Pleas Court
- Issuing hunting, fishing or driver licenses and permits
- Collecting and depositing fees and taxes
- Making executive decisions about city policies and department managers
- Ensuring a non-profit agency complies with federal and state regulations

SAMPLE CAREERS

Associate's Degree or Less

Annual Salary Range \$20,000-\$50,000

- Purchasing Clerk
- Court Administrator
- Information Clerk
- Courier
- Messenger

Bachelor's Degree

Annual Salary Range \$50,000-\$100,000

- Clerk of Court
- Grants Administrator
- Town Administrator

Bachelor's Degree + Graduate Degrees and/or Certifications

Annual Salary Range \$100,000+

- City Manager
- Purchasing Manager
- Agency Director
- Postmaster General

NOTE: Salary may differ according to industry, county, region and state.

Career	Entry-Level Education	Annual Median Salary & Hourly Pay (2010)	Job Outlook (2010-20)	Responsibilities	Skills
Court Reporters	Postsecondary Non-Degree Award	\$47,700/year \$22.93/hour	14% (average)	<ul style="list-style-type: none"> Attend legal or public speaking events that require written transcripts Record spoken dialogue with specialized equipment, such as covered microphones Report gestures and actions Prepare transcripts for the record Edit transcripts for typographical errors 	<ul style="list-style-type: none"> Concentration skills Detail oriented Listening skills Writing skills
Postal Service Workers	High School Diploma or Equivalent	\$53,090/year \$25.52/hour	-26% (declining rapidly)	<ul style="list-style-type: none"> Collect letters and parcels Sort incoming letters and parcels Sell stamps and other postal products to customers Get customer signatures for registered, certified and insured mail Operate various types of postal equipment Distribute incoming mail from postal trucks 	<ul style="list-style-type: none"> Customer-service skills Stamina Physical strength
Social and Community Service Managers	Bachelor's Degree	\$57,950/year \$27.86/hour	27% (faster than average)	<ul style="list-style-type: none"> Coordinate and supervise social service programs and community organizations Direct and lead staff who provide social services to the public Discuss with the community what types of programs and services are needed Design and oversee programs to meet the needs of the target audience or community Analyze data to determine the effectiveness of programs and services Develop and manage budgets for programs and organizations Get funding for programs through the agency's budget process or fundraising 	<ul style="list-style-type: none"> Analytical skills Communication skills Leadership skills Managerial skills People skills
Purchasing Managers, Buyers, and Purchasing Agents	Bachelor's Degree and On-The-Job Training	\$58,360/year \$28.06/hour	7% (slower than average)	<ul style="list-style-type: none"> Evaluate suppliers based on price, quality and delivery speed Interview vendors and visit supplier's plants and distribution centers Analyze price proposals, financial reports and other information to determine reasonable prices Negotiate contracts Maintain and review records of items bought, costs, deliveries, product performance and inventories 	<ul style="list-style-type: none"> Analytical skills Decision-making skills Math skills Negotiation skills



Online Resources

EDUCATION

Allen University
www.allenuniversity.edu

Benedict College
www.benedict.edu

Clemson University
www.clemson.edu

Columbia College
www.columbiasc.edu

March2Success
www.march2success.com

Midlands Education & Business Alliance
www.mebasc.com

Midlands Regional Education Center
recs.sc.gov

Midlands Technical College
www.midlandstech.edu

SC Dept of Education
Office of Career and Technology
ed.sc.gov/agency/programs-services/143/

South Carolina Department of Education
www.ed.sc.gov

South Carolina Independent Colleges & Universities
www.scicu.org

South Carolina State University
www.scsu.edu

South Carolina Technical College System
www.sctechsystem.com

University of South Carolina
www.sc.edu

GOVERNMENT & PUBLIC ADMINISTRATION

Careers in Government
www.careersingovernment.com

Fairfield County Government
www.fairfieldsc.com

Lexington County Government
www.lex-co.sc.gov

Partnership for Public Service
www.ourpublicservice.org

Richland County Government
www.richlandonline.com

South Carolina Chamber of Commerce
www.schamber.net

South Carolina Occupational Information System
www.scois.net

US Department of Homeland Security
www.dhs.gov

United States Government
www.usa.gov

MILITARY

Army Ed Space
www.armyedspace.com

Peace Corps
www.peacecorps.gov

SC National Guard
www.facebook.com/SCGuard

Today's Military
www.todaymilitary.com

US Air Force
www.airforce.com

US Air Force Reserve
www.afreserve.com

US Army
www.GoArmy.com

US Army National Guard
www.NationalGuard.com

US Army Reserve
www.goarmy.com/reserve

US Coast Guard
www.uscg.mil

US Coast Guard Reserve
www.uscg.mil/Reserve

US Marines Corps Reserve
www.marines.com/eligibility/service-options/reserve

US Marines Corps
www.Marines.com

US Navy
www.navy.com

US Navy Reserve
www.navyreserve.com



Government and Public Administration Business Resources in the Midlands

Mr. Ryan Coleman

City of Columbia
Office of Economic Development
1201 Main Street, Suite 250
Columbia SC 29201
803-734-2732
rtcoleman
@columbiasc.net

Mr. Stanley Cox

Career Training Concepts
214 St. James Avenue #110
Goose Creek, SC 29445
843-607-6698
scox@careertrain.com

Ms. Tiffany Harrison

Fairfield County
Economic Development
PO Drawer 60
Winnsboro SC 29180
803-712-1923
tharrison@
fairfieldsc.com

Ms. Mikal Keeley

SC National Guard Armory
902 Perimeter Road
Greenville SC 29605
864-270-8227
mkeeley
@careertrain.com

Ms. Mary Lynn Kinley

Fairfield Memorial Hospital
PO Box 620
Winnsboro SC 29180
803-635-0274
MaryLynn.Kinley@
FairfieldMemorial.com

Mr. Michael Robbins

HR Recruiter
Lexington County
803-735-8158
MRobbins@lex-co.com

Mr. Ronald Scott

Community Development
Lexington County
212 South Lake Drive
Lexington SC 29072
803-785-8121
rscott@lex-co.com

Mr. Curtis Thomas

Federal Motor Carrier
Safety Administration
1835 Assembly Street, #1253
Columbia SC 29201
803-765-5116
curtis.thomas@dot.gov

Sergeant First Class

Shaun C. Mills

Lexington County Area
109-T Old Chapin Road
Lexington SC 29072
803-667-0671
Shaun.c.mills.mil@mail.mil

Sergeant First Class

Horace Miller

Richland and Fairfield
County Areas
136-2 Forum Drive
Columbia SC 29229
803-667-2146
horace.d.miller.mil
@mail.mil

Mr. Kenneth Taylor

ASVAB Coordinator
Ft Jackson MEPS
2435 Marion Avenue
Columbia SC 29207
803-751-6522 Ext 234
kenneth.b.taylor4.civ
@mail.mil

Ms. Khadeejah Timazee

Education Services Specialist
Ft Jackson MEPS
2435 Marion Avenue
Columbia SC 29207
803-751-5422 Ext 235
khadeejah.timazee2.civ
@mail.mil

US Army

Columbia Recruiting Battalion
2340 Magruder Avenue
Fort Jackson SC 29207
803-751-0980

“Joining the South Carolina National Guard provides opportunities like no other to serve your state and nation. No matter what your role as a Guard Soldier or Airman, you will feel a sense of accomplishment in doing something to make a difference in your community. We are neighbors helping neighbors.”

*— Major General Robert E. Livingston, Jr.
The Adjutant General for South Carolina*



“People employed in government and public administration work on meeting the needs of all citizens in a variety of environments. Public servants endeavor to provide critical services including disease prevention, public safety and security, education, transportation, veterans’ care, national defense, clean water, waste management, environmental protection, airline safety, disaster preparedness and many more. These activities require planning, execution, oversight and dedication. Therefore, there will always be numerous, exciting careers for people interested in providing these important services.”

*— Ronald T. Scott, MPA
Director of Community Development
County of Lexington*



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