

# Sumter County Office of Human Resources



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## **Sumter County is Presently Seeking a PART TIME AS NEEDED -OPERATIONS TECHNICIAN II SUMTER COUNTY CULTURAL CENTER/ CULTURAL COMMISSION**

**Examples of Work Performed:** Provides technical services and assistance for Cultural Center clients and events. Works events as scheduled. Reports to the Executive Director/Operations Manager. Coordinates preparations for sound and lighting systems for Center events. Operates systems during events as necessary; oversees contracted crew members, as applicable. Supervises events as scheduled, ensuring all safety regulations and Center policies and procedures are followed by staff and clients. Provides effective crowd control; responds to emergency situations appropriately to ensure the safety and welfare of staff and guests. Secures facility after events. Operates a variety of equipment such as spot lights, stage lights, sound system, telephone, copier, calculator, Genie lift, rigging system, etc. Interacts and communicates with various groups and individuals such as the Executive Director/ Operations Manager, coworkers, other County/City department employees, clients, performing artists, contracted technicians, sales representatives, service representative, and general public. Performs related duties as required.

**Minimum Requirements:** Requires three to five years of experience in stage sound and light operations, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

**Required Knowledge, Skills & Abilities:** Has thorough knowledge of the methods, procedures and policies of the County Cultural Center/ Commission as they pertain to the performance of duties of the Operations Technician II. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the organization of the department and of related departments and agencies. Has the ability to offer assistance to co-workers and employees of other departments as required. Has considerable knowledge of stage production technology, etc. Has the technical expertise to maintain and oversee the use of sound and light equipment used on stage. Has comprehensive knowledge of the technical terminology and various professional languages used within the department. Has the ability to use independent judgment as needed in performing routine and non-routine tasks. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to read and interpret a variety of financial, technical and other materials pertaining to the responsibility of the job. Is able to communicate with supervisors and clients to determine and fulfill individual event requirements. Knows how to perform duties in a courteous manner and with the utmost integrity in the best interest of the public. Knows how to maintain effective relationships with personnel of other departments, professional and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to learn and utilize new skills and information to improve job performance and efficiently. Has knowledge of the

standards tools, materials and practices of the trade. Has skill in the card and use of required tools and equipment. Is able to make reports to equipment as needed. Has knowledge of the occupational hazards and safety precautions of the trade.

**Benefits:** One of the most important benefits offered to a Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

**Qualified Candidates interested in applying should:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

Fax cover letter, résumé and application to Tiffany W. Jefferson to (803) 774-2827

**Or**

E-mail cover letter, résumé and application to Tiffany W. Jefferson at [tjefferson@sumtercountysc.org](mailto:tjefferson@sumtercountysc.org)

**Opening Date: February 20, 2018**

**Closing Date: Open Until Filled**

**EEO/AA-DRUGS DON'T WORK**