

## Executive Deputy Director of Unemployment Insurance

**Salary Range :** \$78,307-\$121,457 **Type of Position** FTE

**Location** Columbia, SC

Applicants must submit a completed South Carolina State application, a copy of unofficial transcripts indicating degree earned and resume by going online at <http://www.jobs.sc.gov>.

**JOB RESPONSIBILITIES:** This position serves as the Deputy Executive Director (DED) of the Unemployment Insurance Division. The DED is responsible for high level assignments to include the accountability for the effective and efficient management of the South Carolina Unemployment Insurance Program. Through subordinate managers, the DED will be responsible for extensive business operations, planning, organizing, and directing of several major federal programs such as UI Benefits, UI Tax, assessment of the Trust Fund, and Quality Control functions.

**MINIMUM and ADDITIONAL REQUIREMENTS:** Bachelor's degree in business administration, economics, finance, public administration or a related degree with at least ten (10) years of experience managing a large corporation to include public or private sector.

**PREFERRED QUALIFICATIONS:** Preferred requirements include a Master's degree and knowledge of Unemployment Insurance law, benefits, policies, and procedures

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of federal and state laws and regulations governing the Unemployment Insurance Program; departmental and administration policies; managerial practices and supervisory techniques. Knowledge of Agency programs and linkages to related workforce development programs. Ability to set goals and monitor results. Ability to communicate effectively both orally and in writing. Ability to analyze and develop effective management plans; directs the activities of professional staff engaged in monitoring or delivering program services; establish and maintain effective working relationships with staff, state, and federal officials, and members of the public.