

# CITY OF BETHEL

## City Council Meeting Agenda, February 6, 2024 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Mark Springer, Vice-Mayor Sophie Swope, Rose Henderson, Beth Hessler, Patrick Snow, Teresa Keller, Mikayla Miller

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



### 5:30 p.m. "Meet and Greet" City Manager Candidate Bert O'Rear!

The public will have an opportunity to meet and greet City Manager Candidate Bert O'Rear before the meeting begins.

#### 1. CALL TO ORDER

#### 2. PLEDGE OF ALLEGIANCE

#### 3. ROLL CALL

#### 4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

- 4.1. *Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to [www.cityofbethel.org](http://www.cityofbethel.org).*



#### 5. APPROVAL OF AGENDA

#### 6. NEW BUSINESS

- 6.1. City Manager Candidate Interview- Bert O'Rear

#### 7. EXECUTIVE SESSION

- 7.1. In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Springer)

#### 8. ADJOURNMENT

Posted January 30, 2024 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email [cityclerk@cityofbethel.net](mailto:cityclerk@cityofbethel.net) Phone 907-543-1384

Items noted with an asterisk (\*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

# Bert O'Rear

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## Contact Information

[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]

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## Education

- Bachelor of Science – Business Administration and Management/Finance  
North Greenville University, Tigerville, South Carolina

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## Work History

|                   |                                                                                                  |
|-------------------|--------------------------------------------------------------------------------------------------|
| 2016 to Present   | <u>Town of Olar, South Carolina (population 240)</u><br>Town Administrator                       |
| 10/2022 to 6/2023 | <u>County of Allendale, Allendale, South Carolina (population 8,000)</u><br>County Administrator |
| 6/2022 to 10/2022 | <u>Town of Allendale, South Carolina (population 2,700)</u><br>Town Administrator                |
| 2007 to 2012      | <u>United States Cellular Corporation, Knoxville, Tennessee</u><br>Cellular Technician           |
| 2003 to 2007      | <u>Morris Electronic Sales, Olar, South Carolina</u><br>Small Business Owner                     |
| 2001 to 2003      | <u>Carolina Security Group, Charleston, South Carolina</u><br>Federal Security Officer           |

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**Data Summary:**

|                                            |                              |
|--------------------------------------------|------------------------------|
| Candidate:                                 | Bert O'Rear                  |
| Organization:                              | Town of Olar, South Carolina |
| Position:                                  | Town Administrator           |
| Organization Budget:                       | \$391,465                    |
| Total Number of Employees in Organization: | 6                            |
| Expected Salary:                           | \$95,000 - \$100,000         |
| Reporting Relationship:                    | Town Council                 |
| Years of Experience:                       | 18                           |

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**Professional Affiliations:**

- Government Finance Officers Association
- International Institute of Municipal Clerks
- International City/County Management Association
- Municipal Finance Officers, Clerks and Treasurers Association
- Association of Public Treasurers of the US and Canada
- Business License Officials Association
- South Carolina Risk Management Association
- Society of Human Resource Management

# Bert E. O'Rear

Position Applied for: City Manager

Dear City Council:

I have submitted my resume and application for review for the position of City Manager for the City of Bethel, Alaska. I graduated from North Greenville University in December 2016 with a Bachelor of Science in Business Administration and Leadership.

I have researched the Bethel area and see that the size and population are very close to that of the County of Allendale, where I served as the County Administrator. I am very familiar with a full-service municipality and the departments that make up a full-service municipality. I also see that the Orutsarmiut Tribal Council is there. I, too, am Native American and belong to the Whitetop Nation of Native Americans. I feel that by being a Native American myself, I can cultivate a close and cordial relationship with the Orutsarmiut Tribe.

I currently serve as the Town Administrator for the Town of Olar, South Carolina, and have been employed with them since May 2016. Before accepting the Town Administrator position, I served on the Town Council as an elected official for five years. I learned considerable knowledge of how municipal governments operate in South Carolina and was the first council member to graduate from the South Carolina Municipal Association's Municipal Elected Officials Institute. During my tenure as a town council member, I was able to help secure several grants for the town to improve infrastructure, our water system, police and fire grants. I worked in concert with fellow council members to accomplish this task. I took my job as a town council member very seriously. I worked diligently to improve the quality of life services to our citizens and worked on the implementation of a capital improvement plan.

The council felt that the Mayor needed someone with knowledge of municipal government and administration experience to fill the newly created position of Town Administrator. As my term was about to expire, I felt that I would be a perfect candidate for the position. I decided to submit my application for the newly created position, and the council offered me the position. I resigned as a council member and accepted the position of administrator.

Once I began my duties as an administrator, I immediately started taking courses offered by MASC that would enhance my current knowledge of municipal government. I am close to completing my certification as a Certified Municipal Clerk, Business License Official, and accreditation for Planning and Zoning. I am also a member of the following organizations and am working toward my certifications offered by these organizations.

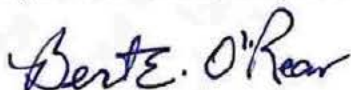
GFOA: Certified Public Finance Officer (CPFO)  
GFOASC: Certified Government Finance Officer (CGFO)  
ICMA: ICMA-CM  
SHRM: SHRM-CP  
IIMC: IIMC-CMC/MMC  
APT US&C: CPFA

I also serve on the board of directors for the Municipal Finance Officers, Clerks, and Treasurer's Association, an affiliate of the IIMC and APT US&C, hosted by the Municipal Association of South Carolina.

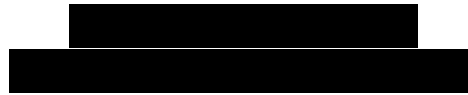
I would like to meet with you to discuss why I am the perfect candidate for your city manager position. You may reach me at 803.383.9300 anytime. You can also contact me by email at [bertorear@gmail.com](mailto:bertorear@gmail.com). I will leave to go out of state on December 11, 2023, and will not return to the area until January 16, 2024. I will be available for a Zoom meeting if needed, however, I can begin to work with a 30-day notice to my current employer if chosen.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,  
Bert E. O'Rear



# BERT O'REAR



## PROFESSIONAL SUMMARY

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Chief Administrative Officer with proven experience. Excels in public speaking, fostering interpersonal relations, and achieving business practice improvements. Working knowledge of budgets, financial statements, and various governmental financial software programs. Fosters compliance efforts to achieve maximum productivity. Pragmatic professional with solid experience in leadership roles. Adept at implementing strategic business plans, driving growth, and improving operations. Skilled in financial management and stakeholder relations. Collaborative and dedicated to building and leading talented and motivated individuals. Encouraging manager and analytical problem-solver with talents for team building, leading, and motivating, as well as excellent customer relations aptitude and relationship-building skills. Proficient in using independent decision-making skills and sound judgment to positively impact company success. Dedicated to applying training, monitoring, and morale-building abilities to enhance employee engagement and boost performance. Collaborative leader with dedication to partnering with Council Members, Mayor, and coworkers to promote engaged, empowering work culture. Documented strengths in building and maintaining relationships with diverse range of stakeholders in dynamic, fast-paced settings.

## SKILLS

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- |                                             |                                            |
|---------------------------------------------|--------------------------------------------|
| • Raising Capital                           | • Leadership and People Development        |
| • Administrative Duties                     | • Accounts Payable and Accounts Receivable |
| • Financing Oversight                       | • Approachable and Outgoing                |
| • Professional Integrity                    | • Change and Growth Management             |
| • Departmental Collaboration                | • Adaptable and Flexible                   |
| • Active Listening                          | • Balanced Work Ethic                      |
| • Regulatory Compliance                     | • Improve Policies                         |
| • Executive Leadership                      | • Risk and Mitigation Analysis             |
| • Strategic Planning                        | • Human Resource Information System (HRIS) |
| • Customer Service                          | • Infrastructure Planning                  |
| • Project Management                        | • Risk Management                          |
| • Forecasting and Planning                  | • Public Accounting                        |
| • Effective Communicator and Public Speaker |                                            |

## WORK HISTORY

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05/2016 to Current

### Town Administrator

**Town Of Olar** – Olar, South Carolina

- Assisted newly hired clerks in learning about application reviews and verification procedures, performance strategies, and customer service techniques.

- Stayed up-to-date on South Carolina and federal laws and licensing requirements to complete accurate and efficient reviews.
- Performed routine data entry or document management.
- Conducted exams and tests, graded responses, and accurately determined licensing approvals and data verification.
- Issued public notification of official activities or meetings.
- Responded to in-person and telephone requests for information from the general public, attorneys, and other involved parties.
- Responded to requests for information from the public, other municipalities, or state and federal legislative offices.
- Updated documents such as municipal codes and city charters.
- Skilled at working independently and collaboratively in a team environment.
- Used critical thinking to break down problems, evaluate solutions, and make decisions.
- Acted as a team leader in group projects, delegating tasks and providing feedback.
- Researched information in municipal archives upon request of public officials or private citizens.
- Processed payments for fines and fees, maintained accurate drawers, issued receipts, and updated account balances.
- Updated operational records or licensing information using computer terminals.
- Recorded and edited minutes of meetings and distributed them to appropriate officials or staff members.
- Created and implemented forward-thinking initiatives to improve employee engagement.
- Addressed employee conflicts with appropriate urgency, following all corporate procedures.
- Followed programs closely to assess effectiveness and make proactive changes to meet changing demands.
- Answered employee inquiries regarding health benefits and 401k options.
- Monitored and handled employee claims involving performance-based and harassment incidents.
- Maintained company compliance with local, state, and federal laws, in addition to established organizational standards.
- Structured compensation and benefits according to market conditions and budget demands.
- Oversaw workers' compensation program for employees injured on the job.
- Handled the onboarding process for newly hired employees and distributed all paperwork.
- Monitored administration of benefits program to maintain compliance with the employee insurance program.
- Maintained human resources regulatory compliance with local, state, and federal laws.
- Created a user-friendly employee handbook that was much easier to update and maintain than the prior manual.
- Directed hiring and onboarding programs for new employees.

- Liaised between multiple business divisions to improve communications.
- Developed succession plans and promotion paths for staff.
- Interviewed potential hires, negotiated salaries and benefits, and performed reference checks.
- Directed budget development, creation of budgetary controls and recordkeeping systems, and investment management.
- Oversaw budgets, payroll, and accounts payable and receivable.
- Completed in-depth analyses of risks to control company profile, enhance systems, and track legal concerns.
- Conducted detailed analysis of company financial information and oversaw the preparation of related reports.
- Prepared accurate financial statements at the end of the quarter to summarize financial health and business performance.
- Oversaw accounts payable and receivable to track income and expenditures, drive statutory compliance, and provide quantitative financial information.
- Developed and oversaw yearly budgets and capital structure of the town to determine the best mix of debt, equity, and internal financing.
- Spearheaded contract negotiation and financing to complete high-priority projects and realize target outcomes.
- Advised other executive leaders on strategies and intelligence to form relationships, understand current performance, and set an agenda for execution.
- Managed and led direct reports to handle controllership, treasury, and corporate finance functions.
- Tracked cash flow and financial planning to analyze the town's financial strengths and weaknesses and propose strategic directions.
- Worked closely with the audit team to hedge against or mitigate operational risks.
- Improved cash flow, retired debt, and built cash reserves to control costs and enhance benefits.
- Developed future financial plans to inform critical decision-making related to spending cuts, rightsizing the labor force, and timing planned business investments.
- Directed budget development, budgetary controls, and recordkeeping to make informed financial decisions.
- Conducted detailed analysis of company financial information to drive internal and external financial reporting, stewardship of company assets, and ownership of cash management.
- Conducted basic and in-depth research to meet grant investigation needs.
- Completed pre and post-award research activities while delivering excellent customer service.
- Counseled department managers on financial trends and expected impacts.
- Reviewed and advised on quarterly expenditure analysis for different program budgets.
- Analyzed revenues, expenditures, and cash management.
- Reviewed operating budgets periodically to analyze trends affecting budget needs.
- Performed month-end account analysis, headcount and salary reports, and related

journal entries.

- Executed financial controls, procedures, systems, and forecasting techniques to evaluate budget status.
- Identified new and more cost-effective suppliers through participation in industry networking events, purchasing advantageous packages, and cutting costs.
- Implemented policies and procedures for optimal purchasing methods and cost control.
- Negotiate contracts with vendors, securing the best prices and terms for materials, equipment, and services.
- Established relationships with vendors and suppliers to streamline procurement operations.
- Negotiated contracts and agreements with suppliers to achieve the best pricing and terms.
- Oversaw inventory control, accounting, and supply reports.

10/2022 to 06/2023 **County Administrator**

**County Of Allendale – Allendale, SC**

- Observed each employee's individual strengths and initiated a mentoring program to improve areas of weakness.
- Recruited, hired, and trained executive-level, and departmental managers, working to establish key internal functions and outline the scope of positions.
- Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.
- Cultivated and strengthened lasting client relationships using strong issue resolution and dynamic communication skills
- Leveraged data, implemented new technology, and revised procedures to support change.
- Implemented and monitored organizational plans and developed goals and strategies to address prioritized issues.
- Evaluated organizational performance by gathering, analyzing, and interpreting data and metrics.
- Developed corrective action plans for potential areas of compliance vulnerability.
- Developed and tracked the progress of the annual operations budget of \$9,000,000.00.
- Maintained internal accuracy and transparency controls in accounting and bookkeeping.
- Prepared quarterly financial statements in QS/1; Springbrook & Quickbooks for meeting presentation.
- Promoted collaborative and coordinated planning to achieve goals and objectives.
- Conducted scheduled reviews and evaluations of systems and processes to maintain efficiency and proficiency across the enterprise.
- Partnered with business leaders to achieve financial performance, expand clients and services, and foster an inclusive culture for all employees.
- Managed financial, operational, and human resources to optimize business performance.

- Shaped solutions and approaches by leveraging trends in customer marketplaces and industries.
- Formulated and executed strategic initiatives to improve product offerings.
- Oversaw business-wide changes to modernize procedures and organization.
- Created succession plans to provide continuity of operations during leadership transitions.
- Led recruitment and development of strategic alliances to maximize utilization of existing talent and capabilities.
- Represented the county at industry conferences and events.
- Monitored key business risks and established risk management procedures.
- Directed technological improvements, reducing waste and business bottlenecks.
- Devised and presented business plans and forecasts to members of the County Council.
- Cultivated a company-wide culture of innovation and collaboration.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Utilized market intelligence to identify opportunities for savings and cost reduction.
- Negotiated complex corporate procurement contracts by working closely with internal and external contacts.
- Negotiated contracts with suppliers to obtain favorable terms and pricing.
- Analyzed supplier contracts to confirm compliance with company policies and procedures.
- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price, and delivery.

06/2022 to 10/2022 **Town Administrator**

**Town Of Allendale – Allendale, SC**

- Appointed and managed department heads to maintain smooth operations between different functional areas.
- Kept municipal operations in compliance with city ordinances, state requirements, and federal laws.
- Maintained department productivity and standards through proactive management of teams and policies.
- Consulted with managers to formulate racial equity plans for minority hiring by city departments.
- Pursued learning opportunities and maintained a current understanding of trends and technological advances in municipal management.
- Represented the city and interests with community organizations, government agencies, and the general public.
- Prepared plans for land use, area development, and urban revitalization.
- Researched issues, wrote reports, and presented findings to the city council.
- Adhered to applicable local, state, and federal regulations governing land use and

growth.

- Recruited, hired, and trained initial personnel, working to establish key internal functions and outline the scope of positions for the organization.
- Reduced budgetary expenditures by effectively negotiating contracts for more advantageous terms.
- Observed each employee's individual strengths and initiated a mentoring program to improve areas of weakness.
- Reduced financial inconsistencies while assessing and verifying billing invoices and expense reports.
- Oversaw over 60 personnel working in multiple areas.
- Kept up-to-date on inspection regulations, codes, ordinances, and techniques.
- Responded to public inquiries and complaints.
- Developed and maintained city planning, zoning, and regulatory documentation, utilizing modern approaches to address the Town's area's current and future needs.
- Advised planning officials on project feasibility, cost-effectiveness, and possible alternatives.
- Identified opportunities and developed plans for sustainability projects and programs to improve energy efficiency, minimize pollution or waste, or restore natural systems.
- Prepared new hire letters, employee contracts, and corporate policies.
- Oversaw hiring, staffing, and labor law compliance.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Negotiate contracts with vendors, securing the best prices and terms for materials, equipment, and services.
- Implemented policies and procedures for optimal purchasing methods and cost control.

02/2007 to 07/2012    **Cellular Technician**

**Unites States Cellular Corporation – Knoxville, TN**

- Leveraged sweep testing tools and diagnostic software to test the operation of tower transmission components.
- Maintained wireless communication networks and information technology systems, wireless and electronic communication systems with proactive repair and upkeep strategies.
- Optimized operations by performing system upgrades, troubleshooting component failures, and installing approved system modifications.
- Drafted detailed technical documentation, reference guides, and equipment integration work instructions for wireless operations.
- Examined malfunctioning radio equipment to locate defects such as loose connections, broken wires, or burned-out components.
- Kept work areas clean, safe, and stocked with appropriate equipment and supplies to meet expected shop and customer demands.
- Coordinated maintenance and responded to repair calls for assigned sites.
- Delivered exceptional customer service to every customer by leveraging extensive knowledge of products and services and creating welcoming, positive experiences.

- Answered product and service questions, suggesting other offerings to attract potential customers.
- Responded to customer requests for products, services, and company information.
- Received multiple positive reviews acknowledging dedication to excellent customer service.
- Assisted customers by answering questions and responding to inquiries.
- Achieved high satisfaction rating through proactive one-call resolutions of customer issues.
- Adhered to company policies and scripts to consistently achieve call-time and quality standards.
- Educated customers on company systems, form completion, and access to services.
- Learned and maintained an in-depth understanding of product and service information to offer knowledgeable and educated responses to diverse customer questions.
- Compiled status and performance reports for team leaders to address company strengths and weaknesses.
- Approved and terminated customer contracts upon request.
- Collaborated with the shipping team to track shipments, verify orders, and handle product returns.
- Performed various clerical duties by filing and faxing documents and creating customer databases.
- Sought out extra training opportunities to enhance customer relationship management abilities.
- Placed outbound customer service or customer satisfaction calls to follow up on issues.
- Responded to customer calls and emails to answer questions about products and services.
- Boosted customer service satisfaction ratings through consistent quality control.
- Processed debit and credit card and electronic check payments.
- Attended telephone skills and program information training sessions to boost aptitude.

02/2003 to 02/2007 **Small Business Owner**

**Morris Electronic Sales – Olar, SC**

- Promoted business via social media to generate leads and maximize brand identity.
- Fulfilled customer shipping needs by completing all purchase orders and customer invoices.
- Provided elite customer service by resolving escalated problems and calmly responding to shifting priorities.
- Devised processes to boost long-term business success and increase profit levels.
- Participated in business events, conferences, and trade shows to promote products and network with business owners and prospective clients.
- Advertised products and services online, on social media, and through traditional campaigns to target ideal consumers.
- Interviewed and hired ideal candidates to assist with logistics and tasks of

business.

- Evaluated sales reports and financial statements to manage cash flow and develop techniques to improve business.
- Researched trends and current innovations to determine competition and develop competitive pricing points.
- Demonstrated product presentations to prospective customers to showcase features, benefits, and value.
- Reduced operational risks while organizing data to forecast performance trends.
- Recruited, hired, and trained initial personnel, working to establish key internal functions and outline the scope of positions for the organization.
- Tracked employee attendance and punctuality, addressing repeat problems quickly to prevent long-term habits.
- Updated and resolved incidents and managed accessorial charges objectively while maximizing profit.
- Assisted in recruiting, hiring, and training of team members.
- Identified and qualified customer needs and negotiated and closed profitable projects with a high success rate.
- Monitored daily cash discrepancies, inventory shrinkage, and drive-off.
- Trained new employees on proper protocols and customer service standards.
- Trained and guided team members to maintain high productivity and performance metrics.
- Supervised the creation of exciting merchandise displays to catch the attention of store customers.
- Reduced budgetary expenditures by effectively negotiating contracts for more advantageous terms.
- Scheduled employees for shifts, taking into account customer traffic and employee strengths.
- Implemented business strategies, increasing revenue and effectively targeting new markets.
- Observed each employee's individual strengths and initiated a mentoring program to improve areas of weakness.
- Interacted well with customers to build connections and nurture relationships.
- Handled problematic customers and clients to assist lower-level employees and maintain excellent customer service.
- Input, analyzed, and reported on data covering all aspects of procurement operations.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration, and intelligent questioning skills.
- Oversaw inventory control, accounting, and supply reports.
- Monitored pricing trends and negotiated pricing to optimize profitability.
- Maintained an up-to-date database of suppliers, vendors, and contracts to support accurate recordkeeping.
- Tracked purchase orders and followed up with vendors and carriers to support

timely deliveries.

- Negotiated contracts and agreements with suppliers to achieve the best pricing and terms.

09/2001 to 02/2003 **Federal Security Officer**

**Carolina Security Group** – Charleston, SC

- Patrolled internal building spaces and facility grounds to identify and deter threats to assets.
- Updated shift logs and produced daily reports to document security activities and specific incidents.
- Inspected and adjusted security systems, equipment, and machinery to maximize coverage of parking lots and building interior and exterior.
- Issued access cards to authorized personnel to monitor access points.
- Worked independently and collaboratively to resolve urgent issues to protect lives and property.
- Leveraged physical or verbal techniques to investigate suspicious activities and resolve concerns.
- Operated handheld metal detectors and other surveillance devices to screen individuals entering the facility.
- Monitored CCTV cameras and alarm systems for security breaches.
- Examined doors, windows, and gates to verify security.
- Communicated with the security team and building supervisors using two-way radios, mobile phones, and other technological devices.
- Secured premises and personnel by patrolling the property and monitoring surveillance equipment.
- Enforced security policies and removed violators and unauthorized individuals from the premises to maintain a safe environment.
- Investigated suspicious activities and persons to maintain the security of premises.
- Recorded observations and occurrences and interviewed witnesses to complete and submit incident reports.
- Gathered information, identified, and implemented resolution, planned follow-up, and logged and filed incident reports to successfully manage complaints.
- Greeted guests professionally and courteously to cultivate a welcoming atmosphere while making safety the top priority.
- Acted as a deterrent to prevent criminal actions, vandalism, and misconduct to allow the agency to conduct operations in a safe environment.
- Responded quickly to emergencies to assess and deflect issues.
- Conducted training sessions for new security personnel to facilitate compliance with security protocols.
- Wrote detailed reports of all security breaches and investigations.

## **EDUCATION**

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06/2023

**County Leadership Institute Graduate Certificate: County Leadership Institute  
National Association of Counties** - Washington, DC

01/2020

**No Degree: Municipal Elected Official Institute Graduate**

**Municipal Assoc. of SC MEO Institute** - Columbia

This is a pre-requisite for all elected public officials must attend to be certified to service in a position as a duly elected public official or public officer in the State of South Carolina.

12/2016

**Bachelor of Science: Business Administration And Management/Finance**

**North Greenville University** - Tigerville, SC

- Elected to President for Phi Beta Lambda in 1996
- Elected to President for Student Government Association of the Senior Class in 1997
- Extracurricular Activities: NGU Concert Choir Member (Tenor)
- Extracurricular Activities: Worked for Campus Police as part of my work study program. Patrolled the campus as a Campus Security Officer.

05/1984

**Basic Law Enforcement (Basic 184): Class I LEO Certification**

**South Carolina Criminal Justice Academy** - Columbia, SC

- Awarded Firearms Expert Certification
- Radar Certified
- Breath Alcohol Detection Device Certified
- PR-24 Baton Certified

06/1979

**High School Diploma**

**Jefferson Davis Academy** - Blackville, SC

- Palmetto Boys State Attendee 1978
- Library Club Member
- Yearbook Club Member
- Extracurricular Activities: Tennis Player

**ACCOMPLISHMENTS**

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- Documented and resolved unrealized revenue's by identifying missed revenues, bad debt, available grant funds that had not been applied for, non-paying water customers and other missed revenues from programs that are available to municipalities and counties to increase other streams of revenue rather than increasing property taxes which led to a 400% increase of water revenue, which drastically increase our cash on hand to address issues that had been ignored for years with the water system; and by applying for and receiving grant funds, this allowed the town to perform infrastructure improvements that were much needed for years, rather than using cash on hand prior to the receipt of grant funds to space out these upgrades and repairs.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Documented and resolved the fact that the agency was using a personnel handbook which was over 15 years old which led to me creating a current Employee Handbook which is current to today's laws and human resource issues. This was done with the blessing and under the authority of the council which ultimately resulted in the council implementing the new Employee Handbook..

## **AFFILIATIONS**

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Member of the Southern Palmetto Chamber of Commerce (local)  
Member of the Government Finance Officers Association (National & SC)  
Member of the International Institute of Municipal Clerks Association (IIMCA)  
Member of International City/County Management Association (ICMA)  
Member of the Municipal Finance Officers, Clerks & Treasurers Association (MFOCTA) - Current Board Member  
Member of the Association of Public Treasurers of the US & Canada (APT US&C)  
Member of the Business License Officials Association (BLOA)  
Member of the South Carolina Risk Management Association through the South Carolina Municipal Association (masc.sc)  
Member of the Society of Human Resource Managers Association (SHRM)  
South Carolina Planning & Zoning State Certification Achieved  
Member of Carolina Masonic Lodge (Master Mason)  
Licensed Baptist Minister since 1998

## **CERTIFICATIONS**

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Human Resource Management Certification via MindEdge  
Currently working toward my SHRM-CP certification  
Currently working toward my CMC Certification  
Currently working toward my Business License Official Certification  
Currently working toward my CGFO certification (Certified Government Finance Officer) via the GFOASC organization being taught at USC-Columbia, SC

# Release of Information

**IMPORTANT PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.**

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call

Email \*

[REDACTED]

**NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you.** \*

- ☒ Yes, I agree with these terms and conditions
- ☐ No, please withdraw my application from this position

First Name \*

Bert

Last Name \*

O'Rear

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)\*

Cell Phone: \*

Preferred Pronoun (ex. He/She/They etc.) Optional

he/him/his

Male or Female (Optional)

☒ Male☐ Female☐ Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* \*

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☒ **Linkedin Jobs**
- ☐ Linkedin News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☐ ICMA Job Board
- ☐ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter
- ☐ Other: \_\_\_\_\_

CURRENT EMPLOYMENT INFORMATION: ★

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):\*

6

2 Total # of full time employees in your current or most recent department (if applicable) ★

6

3. Total budget in your current or most recent overall organization (if applicable): ★

391,465 00

4. Total budget of your department or areas of responsibility (if applicable): ★

391465.00

5. Who do you (or did you) report to? (position title only/no proper names): ★

Town Council

6 Related professional affiliations

GFOA, IIMC, ICMA, APT US&C, MFOCTA, BLOA

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. \*

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). \*

☐ Yes (please explain on Other line below)

☒ No

☐ Other \_\_\_\_\_

9 At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. \*

☐ Yes (please explain on Other line below)

☒ No

☐ Other: \_\_\_\_\_

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). \*

☐ Yes (please explain on Other line below)

☒ No

☐ Other: \_\_\_\_\_

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). \*

☐ Yes (please explain on Other line below)

☒ No

☐ Other: \_\_\_\_\_

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). \*

☐ Yes (please explain on Other line below)

☒ No

☐ Other: \_\_\_\_\_



13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☒ Yes (please explain on Other line below)

☐ No

☒ Other:

I was employed as the County Administrator under contract. The county terminated the contract on June 30, 2022.

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain). \*

☐ Yes (please explain on Other line below)

☒ No

☐ Other: \_\_\_\_\_

15. Are you Authorized to work in the United States? \*

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? \*

☐ Yes

☒ No