

**A. Scott Harris**  
**317 Red Barn Court**  
**Lexington, South Carolina 29072**  
**Cell (803) 216-1712**

**CAREER SUMMARY**

A confident and creative professional with a proven record of achievement in general and technical management within the public sector. An effective thinker and achiever, offering proven strategic planning, financial, management and communication skills. Able to work effectively at all levels in government with the ability to manage change and achieve goals and objectives.

**RELEVANT EXPERIENCE AND SKILLS**

- Eight years of training and education experience.
- Four years teaching in public education system.
- Writing local ordinances/resolutions, reports and other professional and technical documents.
- Identifying and assisting in training and development needs.
- Developing budgets and appropriate financial strategies in support of municipal objectives.
- Extensive knowledge and successful experience in grant-writing.
- Strong understanding of Federal, State and Local laws.

**PROFESSIONAL HISTORY**

August 2006 to Lexington School District 1, Lexington, SC

June 2010 **Middle School Teacher (History/Social Studies)**

- Headed up Chess Club, Mentored, and served on Guidance Committee.
- Taught world, US, and SC history, social studies, government.
- Familiar with ADEPT process.
- Implemented various interpersonal expertise and contracted with numbers of students, educational staff and peer professionals.
- Developed the planning for academic as well as vocational training of students.

July 2004 to Self Employed (Town of Calhoun Falls, Calhoun Falls, SC)

Present **Town Administrator**

- Secured \$27 million land development project for the town.
- Brought town out of \$213,000 deficit to \$87,000 surplus.
- Revised Personnel Handbook and Police SOP to obtain state certification.
- Successfully wrote and secured \$2.1 million in grants.
- Serve as Human Resource and Training Manager for 57 employees.

April 2003 to Town of Ware Shoals, Ware Shoals, SC

December 2003 **Town Administrator**

- Oversaw Brownfields Grant Program.
- Prepared and managed \$1.3 million budget.
- Secured \$400,000 EDA grant to upgrade wastewater lines.
- Wrote, submitted and received grants such as a LOCATER grant, LLEBG, RELT, RTP, TEA21.
- Revised Policy Manuals:
  - Personnel Policy Manual
  - Police Standard Operating Procedures Manual
- Secured CTC funds for road improvements.
- Work closely with Committees and Council.

- January 2001 to April 2003 Upper Savannah Council of Governments, Greenwood, SC  
**Government Specialist / Roving Administrator**
- Prepared budgets for various municipalities .
  - Wrote and submitted grants such as PARD, CDBG, TEA21, RTP and RDA.
  - Prepared goals and objectives for municipalities.
  - Staffed and advised councils.
  - Enforcement of ordinances.
  - Created Regional Transportation Intermodal Plan.
  - Developed administrative manuals, standard operating procedures, resolutions and ordinances:
    - Personnel Policy Manual
    - Land Comprehensive Plan
    - Code of Zoning Ordinances
    - Health and Safety Procedures
- October 1999 to May 2000 City of Cayce, Cayce, SC  
**Zoning Technician / Administrator**
- Staffed and advised Planning Commission and Zoning Board of Appeals.
  - Made recommendations on all land use law matters including rezoning requests, variance/appeal requests and other city ordinances.
  - Developed pamphlets and handouts for citizens.
  - Worked closely with Building Department, Engineers, Public Works, Department of Transportation, FEMA, etc.
  - Assisted citizens and businesses with zoning related issues.
- July 1998 to July 2004 South Carolina National Guard, Greenwood, SC  
**NBC NCO / Assistant Training NCO**
- Trained 210 unit personnel in various military tasks.
  - Insured Nuclear, Biological and Chemical readiness.
  - Worked closely with commander.
- April 1998 to October 1999 Town of Springdale, Springdale, SC  
**Special Projects Coordinator**
- Assisted Town Administrator with in various operations of the town.
  - Oversaw festival and Governor's Banquet.
  - Supervised Street and Sanitation Department and Recreation Department.
- August 1997 to December 1997 U. S. Congressman John Spratt, Washington, D.C.  
**Fellow**
- Handled constituent requests and casework.
  - Attended Legislative Hearings.
  - Assisted Congressman with legislation.

## EDUCATION

- May 1999 **University of South Carolina** Columbia, SC  
**Master of Public Administration**  
 Budgeting, Human Resources, Local Government Development
- December 1997 **Lander University** Greenwood, SC  
**Bachelor in Political Science**  
 GPA 3.865  
 Scholarships, Pi Sigma Alpha, Alpha Chi, Student Government

August 1996 **Piedmont Technical College** Greenwood, SC  
*Associate in Arts*  
GPA 4.0  
Highest Honors, Ranked top in graduating class, Scholarships, Phi Theta Kappa

December 1993 **U.S. Army**  
*U.S. Army Instructors Training School*  
*Leadership and Occupational Schools*  
*Certificates and Diplomas*

#### **PROFESSIONAL ASSOCIATIONS**

June 2000 to Present South Carolina City and County Managers Association

May 2005 to Present International City Managers Association

August 1991 to Present VFW

June 1994 to Present American Legion

#### **REFERENCES**

Patricia Hartung – Executive Director, Upper Savannah Council of Governments  
P.O. Box 1366  
Greenwood, South Carolina 29648  
(864) 941-8050

Rick Green - Government Services Director, Upper Savannah Council of Governments  
P.O. Box 1366  
Greenwood, South Carolina 29648  
(864) 941-8072

Tyrone Bligen - Friend  
203 Kessler Avenue  
Garden City, GA 31408  
(912) 508-9826

David Hays – Friend/Co-worker  
1323 Hays Drive  
Greenwood, SC 29646  
(864) 223-5812

Pastor Dale Levan - Pastor  
1001 West Highway 378  
Lexington, SC 29072  
(803) 359-1556