

## CITY OF CLEMSON, SC

Invites applications for the position of:

### ClemsonNext Project Manager

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**DEPARTMENT:** Reports to the ClemsonNext Steering Committee

**OPENING DATE:** March 4, 2021

**DESCRIPTION:**

The City of Clemson is seeking applications for the position of ClemsonNext Project Manager. This position directs, supervises and coordinates the administrative activities of the ClemsonNext Steering Committee. In conjunction with and assistance from the Planning Commission, the Implementation Committee, City Council, and City staff, this position will determine the priorities, first steps, and initiate individual programs, policies, or projects. This position will coordinate the work of multiple sub-committees and report on the progress made toward accomplishing the initiatives of the plan.

**EXAMPLES OF ESSENTIAL DUTIES:**

1. Manage and coordinate all aspects of the ClemsonNext Implementation Process.
2. Create and implement a Master Schedule and plan of work to include overall major milestones, outcomes and success measures, responsible party(ies), timelines, budgets, etc. Establish and implement appropriate method (e.g. – community report card) to track all outcomes and success measures and communicate those on a regular basis as directed by the implementation committee.
3. Identify and monitor opportunities for collaboration among the city, university, additional partners and/or community stakeholders.
4. Provide periodic and routine reporting to the ClemsonNext Implementation Committee, Planning Commission, City Council, and Stakeholders
5. Plan and develop required formal reports as directed.
6. Create and implement a communication and outreach plan that encompasses all areas of the IP and insures that all impacted stakeholders are involved.
7. Create, maintain and refresh the ClemsonNext website and communication outlets as needed or directed.
8. Participate and play an active role at local community events related to the IP.

9. Coordinate, organize, advertise, and document meetings. Assure compliance with the Freedom of Information ACT public meeting requirements.

10. Ensure proper and timely documentation of decisions and recommendations made by the Steering Committee, work groups and/or community stakeholders.

11. Attend all implementation committee and work group meetings and keep each group apprised of the activities of the other groups.

12. Assist with identification of external funding sources.

13. Other duties as assigned.

### **QUALIFICATIONS:**

This person must have familiarity and knowledge of the community and have a demonstrated ability to build trust among diverse groups and stakeholders. Applicants should possess excellent organizational skills and the ability to lead work groups with experience in project management. This position requires excellent oral and written communication skills and experience with public information. Experience working for a board in a nonprofit, local government or higher education setting is highly preferred. Knowledge, understanding, professional education and/or certification in strategic/master planning, city and regional planning, urban design, or architecture is desirable, but not exclusionary.

### **SUPPLEMENTAL INFORMATION:**

1. This position may be accomplished as sole contractor or by a team approach.
2. Expectation of a minimum of 20 hours per week. However, hours required may vary and expectation is that individual or team will be available to work up to 40 hours per week.
3. Upon selection, contract will be based on a negotiated hourly rate.

### **How to Respond.**

Please submit a written proposal to Andy Blondeau at 1250 Tiger Blvd. Suite 1. Clemson, SC 29631 by 5pm March 19, 2021. Responses shall provide the committee with your qualifications and approach to accomplishing the work. Responses may also be emailed to Andy Blondeau at [ablondeau@cityofclemson.org](mailto:ablondeau@cityofclemson.org).