

MPA STUDENT NEWSLETTER

February 28, 2006

Spring Semester Greetings! This newsletter is provided as a service to all current MPA students as well as our alumni and offers program updates, information about upcoming activities, highlights of program developments and other important news. If you have news or events to share, please email Dr. Robert Smith, Program Director (rws@clemson.edu) or Ms. Angela Guido, Program Coordinator (nangela@clemson.edu) to include it in future editions of this newsletter. Also, if you hear about employment or internships opportunities that would be appropriate for graduate MPA students or undergraduate political science students, let Dr. Smith or Angie know and they will advertise the announcement for you.

In this edition, you will find:

- MPA Program Notes
- PA Happenings
- Course Information
- Internship Information
- The Fall 2005 Comps Schedule
- Upcoming Events
- Notice to Upcoming Graduates
- Opportunities
- Important Dates to Remember

MPA Program Notes

This past December, the program graduated nine newly minted MPA's! A heartfelt congratulations and best wishes go to **Bernie Annor, Kyle Craigo, John Crolley, Wayne Gregory, Ashley Miller, Stuart Morris, Jacob Stoudenmire, Olivia Vassey, and Jennifer Wood**. Including these students, the Joint Clemson USC graduate program has now graduated **104** students to date since its inception in 1992!!!

Our program continues to grow with a steady stream of students. Our student body is primarily drawn from working professionals in the public, private and nonprofit sectors here in the Upstate – most working on their degree on a part-time basis. However, we continue to see increases in pre-service students coming into the program from not only the Upstate but nationwide. International interest in the degree has also been increasing. These trends are a positive sign for future growth and enhancement of the program.

Spread the news! Student enrollments in the MPA program's new *Graduate Certificate in Public Management* continue. The program received Commission on Higher Education approval in summer of 2004 and is designed primarily for students working in public, nonprofit or private sector organizations who hold a bachelors degree, but are not inclined, or are otherwise unable to, pursue a formal master's degree in public administration. The course requires a sequence of four, 3-credit graduate classes in the MPA program. One core course is required, and three electives are chosen in consultation with the Program Director to meet the student's educational or career expectations. All four credits can then be transferred and count toward the master's degree at a later point in time. The certificate program is proving to be a popular option. . The admissions process to the certificate program is the same as non-degree study, but requires an additional application which is available from the MPA office or online at <http://www.grad.clemson.edu/Admission.php>

New Program Enhancements include: 1) The joint MPA – Clemson MBA dual degree program which allows students to pursue both degrees in a carefully planned sequence of complimentary courses; and 2) A formal working agreement between the MPA program and the Ph.D. in Policy Studies Program for those students who wish to continue with their Ph.D.'s. Please contact Dr. Smith for more details or application information for these exciting options.

Continuing Initiatives include: 1) Training institutes and workshops for public and nonprofit organizations to increase our exposure and value to practitioners in the Upstate and across the State. 2) International partnerships with the European Union (through Clemson's new center in Brussels's, Belgium and Renmin University in the People's Republic of China). Stay tuned for more details this spring and summer.

Graduate Assistantships Now Available: The MPA program is proud to announce the availability of three dedicated program assistantships that are available for outstanding MPA students (new admits and current students). Currently, all three assistantships are filled. For Fall 2006, one new and one existing assistantship may be available. If interested in applying please contact Dr. Smith.

Special Congratulations go to recent graduates **Bernie Annor** who has taken a position as Assistant to the County Manager in Greenville, SC and to **Kyle Craigo**, who is now employed as an Auditor with the Legislative Audit Council in Columbia, SC. Please keep Angie posted if you have secured a job or have moved into a new position so we can share the good news.

A Special Welcome to New Faculty for the 2005-2006 academic year: **Joe Stewart**, Professor and Chair of the Department of Political Science; and **Jeff Fine**, Assistant Professor. Please extend them both a heartfelt Clemson MPA welcome!

A Spring Local Government Career Workshop and social are being planned for a Friday evening in the month of April (date, time and place to be announced). This session will feature Ms. Jennifer Graham, Human Resource Director for Pickens County, SC who will talk about resume building and job interview skills to land a job in local government. She will also comment on trends and opportunities in local government in South Carolina.

Call for members and officers for the Upstate Chapter of the American Society for Public Administration. The chapter is alive and well and reorganizing during 2005-2006. It's a great resume builder! Meeting times to be announced. Contact Dr. Smith for details.

PA Happenings

Jobs with the US Department of State was the focus of a talk to MPA students presented by Deborah Schwartz, Diplomat in Residence at Duke University on Tuesday, February 7, 2006 at the University Center. If you missed the presentation or would like to know more about jobs and internships with the Department of State contact Ms. Schwartz at Duke University by calling 919/668-1951 or via e-mail to deborah.schwartz@duke.edu

MPA Graduate Assistants James Tucker and Jason Taylor assisted in an undergraduate student-faculty roundtable discussion on civic engagement as part of the 4th Annual International Conference on Civic Education Research and Practice held in Altamonte Springs, FL from January 19 – 21, 2006.

Rebecca DeVita and James Tucker attended the Statewide Meeting of the American Society for Public Administration (ASPA) held on Friday, February 10, 2006 in Columbia, SC. The students heard a presentation by incoming National ASPA Vice President Harvey White from the University of Pittsburgh.

Course Information

Courses are in full swing with a full line up of offerings for Spring 2006 (University Center)

- ***Public Policy Process***. (POLI 774-400)— Tompkins (Mondays 5:30 – 8:10 pm)
- ***Political Control of Bureaucracy*** (POSC 878-400)—Fine (Tuesdays 5:30 - 8:10pm)
- ***Administrative Law*** (POSC 834-400)—English (Wednesdays 5:30 – 8:10 pm)
- ***Public Financial Management*** (POSC 829-400)—Smith (Thursdays 5:30 - 8:10 pm)
- ***Internship in Public Administration*** (POSC 879-400) - Smith (Varies)

- *Independent Study in Public Administration* (POSC 878-401)- Smith (Varies)
- *Capstone in Public Administration* (POSC 880-400) – Smith (Varies)

Spring 2006 Courses (On the Main campus at Clemson University)

PoSc 616-001	Interest Groups and Social Movements	11:00-12:15am TTh	Olson
PoSc 621-001	Public Policy	9:30 – 10:45 am TTh	Warber
PoSc 624-001	Federalism/Intergovernmental Relations	4:00 – 6:45 pm	Ransom
PoSc 689-001	Dictating Democracy	7:00 – 9:45 pm Th	Crosston
PoSc 689-002	Economic Statecraft	4:00 – 5:15 pm MW	Major

Summer 2006 Courses

Session I (May 23-June 27)

- *Global Affairs and Governments* – POSC 685-1 (Morris) (Campus)
- *American National Government* – POSC 860-400 (Olson) (University Center) (6-10pm MW)
- *Comparative Public Administration* – POSC 878-400 (Morris) (University Center) (6-10pm TTh)

Session II (July 7- August 9)

- *Homeland Security for State and Local Government* – POSC 878-400 (TBA) (University Center) (6-10pm MW)
- *Management Information Systems in Public Administration / Nonprofits* – POSC 878-401 (TBA) (University Center) (6-10pm T Th)

Tentative Fall 2006 Courses (University Center)

- *Securing and Administering Grants for Pubic and Nonprofit Organizations* (POSC 878-400)— Poore (Mondays 5:30 – 8:10 pm)
- *Research Methods for Public Administration.* (POSC 702-400)— Fine (Tuesdays 5:30 – 8:10 pm)
- *Perspectives on Public Administration* (POLI 770-400)- Sowa (Wednesdays 5:30 – 8:10 pm)
- *Performance Measurement for Public Administration* (POSC 878-400)—Smith (Thursdays 5:30 - 8:10 pm)
- *Internship in Public Administration* (POSC 879-400) - Smith (Varies)

- *Independent Study in Public Administration* (POSC 878-401)- Smith (Varies)
- *Capstone in Public Administration* (POSC 880-400) – Smith (Varies)

Internship Information

We will continue to post announcements to make you aware of opportunities as they become available. However, we are not always notified of all the opportunities in the Upstate for MPA positions so we also encourage you to make some exploratory calls yourself if you have an idea of a type and location of a position in which you would like to intern. If you find one, please contact Dr. Smith (rws@clemson.edu) to make sure there are adequate slots available to register for the credit. The curriculum requirements for the internship are detail on the MPA homepage (<http://business.clemson.edu/mpa/intern.htm>). Recent internship opportunities have included: the City of Clemson, Pickens County, Greenville County, the Federal District Court in Greenville, and the St. Francis Hospital System.

Positions Available Now with the Pickens County Board of Elections (administrative responsibilities for upcoming primary elections) and Pickens County Sheriffs Office (workforce analysis needed). Contact Dr. Smith immediately for details and prompt consideration for these positions.

Spring 2006 Comps Schedule

The date for Spring Comps has been set. Comprehensive exams will be held on Friday, **March 31, 2006** here on campus in Brackett Hall. They will be word processed, so no materials will be necessary. Part I of the exam will be from 8:00am-11:00am. There will be a two hour break for lunch and then Part II will be from 1:00pm-4:00pm.

The comps questions were distributed on Thursday, **February 23, 2006** at a special meeting at the University Center. If you missed this meeting, please contact Dr. Smith as soon as possible so that you receive the question list and can ask any questions.

Some of you may want to spend the night in town the night prior to the exam, especially if you live in the Spartanburg area. If this is the case, you can call or email Angie and she will be happy to give you a list of hotels and phone numbers for the area (864-656-3233 or nangela@clemson.edu).

IMPORTANT: If you have completed your core courses or are enrolled in your last core course this fall semester, you are eligible to take the comprehensive examination! Candidates for the capstone option must contact Dr. Smith one semester prior to adding the related capstone course to seek permission to enroll.

Upcoming Events

The 16th Biennial Citadel Symposium on Southern Politics

The Citadel Department of Political Science

Dates: March 2-3, 2006

Location: Charleston, South Carolina

The Citadel Symposium on Southern Politics is the largest and most comprehensive conference for the presentation and discussion of scholarly research on the contemporary politics of a specific region in the country. It has been held biennially, in even-numbered years, on the campus of The Citadel-- The Military College of South Carolina since 1978.

Co-directors of the Symposium are DuBose Kapeluck (kapeluckb1@citadel.edu), Robert P. Steed and Laurence W. Moreland, all members of the political science faculty at The Citadel.

67th Annual Conference of American Society for Public Administration: Innovation and Idealism in the Public Service

Dates: March 31 - April 4, 2006

Location: Denver, CO

http://www.aspanet.org/scriptcontent/index_aspaconference.cfm

The most comprehensive public administration conference of the year featuring hundreds of public service experts to offer creative solutions to the problems you face. Don't miss this opportunity to learn new skills, make new connections and advance your career.

Over 100 opportunities are available for training, networking, exchanging ideas, and building partnerships. Practitioners and academics alike will benefit from ASPA's new Professional Development Workshops. These are practical, "how to" training sessions on issues like Ethics, Human Resources, Leadership, and Performance Measurement. In addition, over 100 Concurrent Sessions are scheduled to address important topics like Homeland Security, Transportation, Privatization, and Internationalism and Global Governance.

Engaging Mobile Workshops in and around Denver will be offered throughout the conference. Denver is home to countless museums, driving and walking tours, the Colorado Rocky Mountains, and holds one of two full-service Mints serving as the largest producer of coins in the world.

Registration Deadline: March 8, 2006

92nd Annual Conference of the International City/County Management Association

Dates: September 10-13, 2006

Location: San Antonio, TX

It's hot...and cool. It's diverse...and cultural. It's "Old World" charm...and "New World" sparkle. San Antonio is a masterpiece of delightful contradictions...and home to ICMA's 2006 Annual Conference.

This year's conference program will address the new and recurring challenges facing local government managers worldwide. Public and private sector experts will share their knowledge and interact with participants in educational sessions organized around the following theme tracks:

- Sustainability—Lean and Green
- Civic Engagement in a Time of Incivility
- Emergency and Disaster Management
- Planning for the Next Generation
- Demographics and Culture
- Personal and Partner/Family Issues.

Also, three special "career tracks" of targeted educational sessions will focus on issues of interest to:

- Small Community Managers
- Senior Executives and ICMA Credentialed Managers
- Emerging Leaders.

Registration Deadline: July 7, 2006

Annual Conference of the Southeastern Conference for Public Administration (SECoPA): Bridging Theory, Policy, and Practice

Dates: September 27 - 30, 2006

Call for Papers Deadline: May 12, 2006

Location: Athens, GA

The 2006 Southeastern Conference for Public Administration (SECoPA) will be held in Athens, Georgia, from September 27–30, 2006. Featuring a diverse mix of academics, practitioners, and pracademics from across the Southeast and beyond, SECoPA offers a comfortable, friendly forum for critical dialog on important governance and policy issues.

In support of this shared dialogue, this year's conference theme is “Bridging Theory, Policy, and Practice.”

Your participation is important! Proposals may be either a formal paper or an informal panel/presentation. We plan to combine academics and practitioners within panels to encourage dialogue. For more information go to: <http://www.secopa2006.org/>

This is a wonderful opportunity to present a professional or academic paper. Dr. Smith will be organizing a Clemson MPA contingent for travel to Athens – stay tuned!

ICMA/Clemson University Town and Gown Symposium

Dates: October 22-24, 2006

Call for Papers Deadline: May 5, 2006

Location: Clemson, SC

College communities are inherently interesting places. Much of the social, cultural and physical environment has evolved in response to intersections of needs between the colleges and the cities they reside in. These “intersections” within the town and gown relationship are often contentious undertakings that must be addressed in order to move ahead. Teamwork is essential in minimizing conflicts and forming productive relationships and collaborations among the diverse assets and outlooks that make up the college town.

The college community is a unique collection of highly educated citizens, a large group of young adults, culture, sports, entertainment and tradition. Combine this with a city’s established neighborhoods, central business district and wide variety of goals, and you have the potential to create a vibrant community.

This symposium focuses on the points of contact that must be established in order to build and maintain a lively and strong community. Participants will have the opportunity to:

- explore the relationships, conflicts and opportunities within America’s college towns;
- discuss issues and conflicts facing campuses and their cities;
- learn new ideas, hear success stories and share the experiences of peers from college towns across the country;
- make contacts with a wealth of knowledge and advice to help build a stronger, healthier community;
- participate in the first national effort to explore, celebrate and improve campus and community relations;
- compare public administration practices with academic theory in areas such as public-private partnerships, entrepreneurial governing/teaching and other partnering measures to reinvent how town and gown may cooperate toward common goals.

PLEASE NOTE CLEMSON MPA STUDENTS WILL HAVE A UNIQUE OPPORTUNITY TO PLAN AND PARTICIPATE IN THIS ON CAMPUS CONFERENCE. IF YOU WOULD LIKE TO BE INVOLVED CONTACT DR. SMITH AND CONSULT THE WEB LINK BELOW:

<http://www.clemson.edu/town-gown/overview.html>

Annual Conference of the Georgia Political Science Association (GPSA)

Dates: November 16-18, 2006

Call for Papers Deadline: July 1, 2006

Location: Savannah, GA

Panels and roundtables are assembled from the accepted proposals and individual papers. Seven sessions of four concurrent panels each are spread over two days. Three to five presentations are assigned to each panel.

The last annual meeting attracted 200 participants from Georgia, other U.S. states, and overseas. Although political scientists are in the majority, the conference is definitely interdisciplinary. Since 1968, participants have included political scientists, historians, economists, humanists, sociologists, criminologists, anthropologists, public administrators, philosophers, students, interested non-academics and many others. This is a great opportunity to present a professional or academic paper.

Notice to Upcoming Graduates

If you are graduating in May of 2006, you should have already completed and returned the GS2 and GS4 forms. If you have any questions please call or e-mail Angie (864-656-3233 or nangela@clemson.edu). For August graduates, Angie would like for all GS2 forms to be in by May. Please contact her with any additional questions.

Opportunities

Graduate Student Information:

If you haven't discovered the Michelin Career Center portal for Graduate Students please check it out at: <http://career.clemson.edu/gradstudent/index.htm>

There are workshops, seminars and personalized training opportunities to assist you in your job search, a career change or to make improvements in your professional life.

We are also in the process of adding a jobs and careers page to our website. Details are forthcoming, so stay tuned!

South Carolina Positions: Local

Information Technology Director

The City of Columbia is currently accepting applications for the position of Information Technology Director.

The IT Director will direct & manage the functions of the IT department. BA, MS preferred, in Computer Science, MIS, or closely related field, with 8+ years progressively responsible management experience in a centralized PC & mainframe environment. Salary \$75,179-DOQ. Excellent City Benefits. For more information & how to apply go to: www.columbiasc.net - City Jobs. EOE (*Posted 2/28/2006*)

Town Manager

The Town of Bluffton is currently seeking candidates for the position of Town Manager.

Bluffton is a rapidly growing community that has annexed undeveloped areas over the last seven years almost fifty times its original one square mile size. The growth ensuing from these annexations requires excellent planning and vision of forward thinking citizens, council members, planning officials, and town employees.

The successful candidate should have the ability to work hands-on in a fast-paced environment and be able to forecast revenues and staffing in multi-year increments. A degree in public/business administration or equivalent management experience is required. A Masters degree is preferred with at least five years experience in city or county planning/management or related business management. Must demonstrate successful financial management responsibility and have worked in a high growth environment.

Additional information about the Town of Bluffton can be found at www.townofbluffton.com. For complete job description, please contact Dawn Goodwin at dawn@townofbluffton.com. Statement of interest and resume to Sandra Lunceford, Town Clerk, Attn: Selection Committee, PO Box 386, Bluffton, SC 29910.

Applications deadline is **Wednesday, March 15, 2006**. Salary depending on experience. EOE. (*Posted 2/27/2006*)

Assistant Administrator for Public Service

The City of Conway is currently accepting applications for the position of Assistant Administrator for Public Service.

Masters Degree in Business or Public Administration preferred, five (5) years experience at department head/supervisory level, or any equivalent combination of education and experience that provides requisite knowledge, skills and abilities for this position. Knowledge of current policies and practices of public administration, working knowledge of planning, building, public works, public utilities, and recreation department. Skill in preparing and administering budgets within assigned areas of responsibility. Supervision is exercised over city staff as assigned.

Resume and salary requirement should be forwarded to Bill Graham, City Administrator, City of Conway, PO Drawer 1075, Conway SC 29528. Application deadline is **5:00 p.m. Friday, March 17, 2006**. EOE (*Posted 2/24/2006*)

Assistant Finance Director

Dorchester County is currently accepting applications for the position of Assistant Finance Director.

Assists the Finance Director in planning and coordinating daily operations of the Finance Department. Assists with the preparation and administration of the annual department and County budgets; reviews operating budgets periodically to analyze trends affecting budget needs; monitors revenues and expenditures and performs appropriate cost control activities. Must be able to perform a variety of complex accounting and finance functions involved in maintaining the fiscal records and systems of the County.

Requires a Bachelor's degree or education and training equivalent to four years of college education in accounting, finance or closely related field and over one year and up to and including two years experience. Certification as a Certified Public Accountant is preferred. Salary range: \$42,312-\$46,543

Resumes should be sent to Dorchester County Personnel, C/O Anne S. Ayer, 201 Johnston St., St. George, SC 29477 or via e-mail: aayer@dorchestercounty.net or you may apply through your local Job Service. Application deadline is **Tuesday, March 7, 2006**. Dorchester County is an Equal Opportunity Employer. (*Posted 2/22/2006*)

Economic Development Specialist

The City of Spartanburg is currently accepting applications for the position of Economic Development Specialist.

Under direction of the Director, performs a wide variety of duties including: Researching and reporting economic statistics regarding employment, housing, industries, and finance and their impacts on local economic development activities; Using GIS to analyze data, create maps, and reports; Maintaining information on available properties; Providing

assistance to property owners, developers, businesses, and residents to facilitate private investment; Implementing master plans and incentive programs; Developing and managing economic development programs.

Requires: Strong GIS analytical and mapping skills with proficiency in ArcGIS 9 and general understanding of land development issues. Master Degree in Urban Planning, Real Estate Development or related field; Bachelor Degree acceptable w/related experience. Initiative and ability to work with minimal direction; Excellent writing, verbal, and research skills. Any combination of education and experience to perform the essential functions of the job will be considered. Salary based on education and experience.

Interested individuals encouraged to submit resume and cover letter with salary requirements to hr2@cityofspartanburg.org or to City of Spartanburg, Attn: Human Resources, PO Box 1749, Spartanburg, SC 29304. Application deadline is **Friday, March 17, 2006**. An EEO employer. *(Posted 2/22/2006)*

Deputy Town Administrator

The Town of Mount Pleasant is currently accepting applications for the position of Deputy Town Administrator.

The Deputy Town Administrator will assist the Town Administrator with the general management of Town government, special projects and programs. Will oversee the advancement of major projects, the resolution of complicated citizen issues, the execution of Committee and Council actions, and the coordination of emergency response. Will also assist TA with budget preparation and administration, strategic planning and research and other duties as directed.

Bachelors degree required, Masters Degree preferred in Public Administration, Business Administration, or Financial Management, and five (5) to seven (7) years progressively responsible experience as a City/County Administrator, Assistant City/County Administrator, or manager of a major local government department, or an equivalent combination of education and experience. The ideal candidate will have knowledge of public policy, public finance, public works, public safety, recreation and government budgeting. Must have the ability to interact and establish working relationships with all levels of government, to meet and deal effectively with the public, to anticipate problems, to complete projects in accordance with established plans and deadlines, to assemble data and information in a short amount of time and deliver decisions on matters of public importance, to communicate well orally and in writing, to speak effectively before large audiences, and to lead work and study groups. Salary is based on qualifications.

Interested candidates should respond to Personnel Services, Town of Mount Pleasant, PO Box 745, Mount Pleasant SC 29465, or e-mail jeanchandler@townofmountpleasant.com or call Jean Chandler at (843) 884-8517. *(Posted 2/22/2006)*

Registration & Election Director

Florence County is currently accepting applications for the position of Registration & Election Director.

Function: Under little or no supervision, must be mentally and physically capable of organizing, managing and implementing the activities of the Office of the Florence County Voter Registration and Elections Commissions in order to ensure a secure, fair and impartial voter registration and election of public officials. Coordinates all Voter Registration and Election activities conducted by the Florence County Registration and Election Commission; tabulates and publishes election results. Prepares and administers department budget. Supervises all personnel and clerical staffs; reviews work of subordinates for completeness and accuracy including poll workers. Responsible to implement, administers and execute the policies and directives of the Florence County Registration and Elections Commission. Reports to the Registration and Election Commission.

Minimum Training and Experience: Requires Bachelor's degree supplemented by two to five years of general administrative experience, or equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Requires completion of the State Election Commission certification program within 18 months of start of employment. Must possess a valid state driver's license. Salary Range: \$31,631-\$46,974.

Applications will be accepted in the Florence County Human Resources Office, Room 103, City-County Complex, Florence, SC 29501 until position is filled. Applications are taken from 8:30 AM- 4:30 PM. Phone: 1-800-523-3577; Jobline: 843-676-8710. Website: www.florenceco.org (Posted 2/13/2006)

Senior Planner

The Town of Bluffton, South Carolina is seeking candidates for the position of Senior Planner.

This is a Community Development Department (CDD) position which requires a responsible, highly skilled professional with a background in administration, coordinating, and technical review. Responsibilities: Development plan review, subdivision review, planned unit development review, creation of planning and project analysis, and presentations of findings and recommendations to the appropriate Town Commissions and the Public.

Minimum Qualifications: Master's Degree (M.A.) in Planning, Public Administration, Political Science or closely related field; two(2) years Community Development experience or four (4) to six(6) years equivalent experience and education Special Requirements: Valid South Carolina Driver's License or ability to obtain one. Salary Range: \$38,709 - \$58,302 DOQ.

Please send resumes to Marc Orlando, PO Box 386; Bluffton, SC 29910; Phone: 843-706-4510; [email](#). (*Posted 1/12/2006*)

Planning Director

The City of Goose Creek, SC is seeking qualified, enthusiastic applicants for the position of Planning Director.

The Planning Director is responsible for guiding the development of this growing city of over 30,000 in the Charleston metro area through the enforcement of zoning ordinances, subdivision regulations, the review of site and development plans, permits and licenses and the administration and enforcement of other codes and ordinances. The successful candidate will have a Bachelor's Degree in Planning, Public Administration, Political Science or related field and three to five years of experience in planning and zoning administration. Any equivalent combination of education and experience is acceptable. A Master's degree is preferred. The successful candidate should also possess excellent communication skills and demonstrate a commitment to helping the City of Goose Creek attain its long-term goals.

The City of Goose Creek offers a comprehensive benefit package and a salary commensurate with experience. To apply for this position, please submit a resume to: City of Goose Creek, Joellyn Robbins, HR Director, PO Drawer 1768, 519 N. Goose Creek Blvd., Goose Creek, SC 29445; Email: jrobbins@cityofgoosecreek.com. An Equal Opportunity Employer. (*Posted 1/24/2006*)

Planning & Zoning Director

Marlboro County is accepting resumes for the position of Planning/Zoning Director.

Qualifications include a bachelor's degree in planning or a related field supplemented with at least three years progressively responsible experience in planning and development, or an equivalent combination of education, training, and experience that provides the knowledge, skills, and abilities to perform the duties of the position. Interested persons should submit their resume to Mr. Grover McQueen, Human Resource Director, PO Box 419, Bennettsville, SC 29512. Open until filled. EOE (*Posted 1/19/2006*)

County Administrator

Marlboro County is seeking qualified applicants for the position of County Administrator.

The Administrator reports to an eight member County Council elected from single member districts for four year staggered terms. The county employs approximately 155 full-time employees and part time personnel and has a total operating budget of approximately \$9 M.

Qualifications: The applicant must be a graduate from an accredited college or university with a Bachelor's degree in public administration, business administration, or related field (MPA/MBA preferred) with progressively responsible local government experience at the executive level of administrator, manager, or assistant administrator for a county or municipality. Applicants must possess significant expertise in local government law, planning, budgeting, finance, and personnel. The successful applicant will be responsible for the implementation and management of countywide policies and must demonstrate excellent communication, leadership, decision-making, and technology skills.

Salary/Benefits: Salary will be commensurate with level of education and experience. Marlboro County offers an excellent benefit package that includes health and dental insurance and state retirement.

Application deadline: Open until filled. Mail letter of interest, a completed employment application, resume, salary history, 3 personal references and 3 professional references to: Ms. Susan Rivers, Clerk to Council, Marlboro County, PO Box 419, Bennettsville, SC 29512. Application available from the county website: www.marlbocounty.sc.gov.
(Posted 1/19/2006)

South Carolina Positions: State Government

Always Check on Open Positions for SC State Government at:

<http://ohrweb.ohr.state.sc.us/OHR/applicant/OHR-jobs.phtm>

Nationwide: Selected Positions

Town Administrator

The Town of Caswell Beach, NC is currently seeking candidates for the position of Town Administrator.

Caswell Beach, a small, progressive residentially-oriented beach community wishes to continue its strategic planning initiative by hiring a savvy public administrator with proven capabilities in communication, public safety, public works, budgeting, personnel administration, planning, project management, grantsmanship and environmental issues. Successful candidate will lead the Town in this effort while directing a small, but growing administrative and public works staff, and carrying out the policies of the elected governing body (mayor & 5 commissioners). The Town is also implementing a Town-wide wastewater system and addressing stormwater management issues.

Bachelors degree in public administration, business administration, information technology, or other appropriate field acceptable to the Governing Body is required, with Masters degree preferred. Minimum of four years employed in NC municipal or county government, or equivalent. Salary: \$45,000+ (commensurate with experience and

demonstrated skills). Competitive benefit package. Position is available on February 1, 2006.

Full job description and additional information is available online at www.caswellbeach.org. Send resume & cover letter stating salary requirement, salary history & estimated date of availability to: Town of Caswell Beach, Attn: Mayor Harry Simmons, 1100 Caswell Beach Road, Caswell Beach, NC 28465. EOE. (Posted 1/31/2006)

County Administrator, Broward County, FL

Post Date Feb 24, 2006 **Salary** Hiring salary: \$225-\$275K **Normal Population** 1,800,000 **Seasonal Population** **Location** Broward County, Florida United States **Job Reference Number** **Recognition** ICMA (GM) recognized in 1975; 2 managers since 1980. **Job Description** 9-member commission serves staggered 4-year terms & elected from single-member districts. \$3B+ projected budget; 6,800 employees. Crown jewel of Fla. counties. Rapidly becoming leader in global marketplace & with many cultural & recreational activities, premier place to live, work, & play. For more county information, visit www.broward.org Ideal candidate has at least 4 years progressively responsible management experience in local government/military/private sector. Require high energy, achievement oriented, flexibility, adaptability, & accountability; track record demonstrating ability to lead organization & instill desired organizational values from top to bottom; customer-service orientation, creativity, & ability to build teams; exceptional communication skills. More position information at www.cb-asso.com under "Active Recruitments" & sample brochures. Questions to Colin Baenziger at 561/793-2624. E-mail resume to RecruitTen@cb-asso.com by 3/20/06. Mailed & faxed resumes not accepted. Drug-free workplace/EOE/V

City Manager, Newport, KY

Post Date Feb 22, 2006 **Salary** Salary DOE + full benefits **Normal Population** 17,048 **Seasonal Population** **Location** Newport, Kentucky United States **Job Reference Number** **Recognition** ICMA (CM) recognized in 1932; 2 managers since 1980. **Job Description** Require bachelor's degree in public administration/related field, prefer master's degree; minimum 10 years progressive municipal administrative experience; budgeting experience, managerial & organizational skills; reside in city within 120 days of official hiring. Resume & minimum 5 professional references to City of Newport, c/o Jan Knepshield, PO Box 202, 41072-0202, by 3/17/06. EOE

City Manager, Yuba City, CA

Post Date Feb 10, 2006 **Salary** Salary: \$152,555-\$185,436 + attractive benefits **Normal Population** 58,368 **Seasonal Population** **Location** Yuba City, California United States

Job Reference Number Recognition ICMA (CM) recognized in 1951; 1 managers since 1980. **Job Description** Unique combination of outstanding location, safe community, affordable housing, excellent schools, friendly people, great climate, & strong community values. Require bachelor's degree in public administration/business/related field, prefer master's degree in 1 of thee fields; excellent time management & project management skills who can ensure that these projects will be completed successfully & on time; well-rounded background of municipal experience; experience working in community similar in size; strong leader with excellent communication skills; toolset to increase communication & maintain high morale with city management team & among staff & demonstrated success in this area; demonstrate background in successfully working with development community; visionary able to ensure good quality growth occurs for community. Ideal candidate is open & interested in building excellent relationship with residents. Immediately establish trust with city council, department directors, city staff, & community. With new growth occurring, there are many new developments that manager will be responsible for overseeing, many from design stage through to completion. Some exciting projects include downtown revitalization project, including proposed 15-screen movie theater, major streetscape renovation, community center, \$13.5M aquatic park, \$120M project to improve & expand water & wastewater treatment plant, improvements to address flood control concerns, drainage projects, state highway improvements, rail to trails project, construction of new fire station, expansion of existing police department, & new 15-bed surgical hospital scheduled to begin construction in spring 2006 which will anchor south end of downtown with new medical offices anchoring north end; future development of city's riverfront expected to begin. Opportunity to hire newly created assistant city manager of development services to assist with these developments. Detailed brochure available. Resume to Regan Williams, Bob Murray & Associates, 1677 Eureka Rd., Suite 202, Roseville, CA 95661; 916/784-9080; fax, 916/784-1985; e-mail, apply@bobmurrayassoc.com by 3/27/06.

Assistant City Manager, Plant City

Post Date Feb 24, 2006 **Salary** Salary: \$67K-\$100,500 **Normal Population** 33,500 **Seasonal Population** **Location** Plant City, Florida United States **Job Reference Number** **Job Description** 5-member commission serves staggered 4-year terms. \$57M budget; 466 employees. Incorporated in 1885. One of Fla.'s true cities & expected to grow by 60% in next 5 years. Elected officials are progressive, supportive of staff, & forward-thinking. Staff is solid & led by outstanding city manager. Require bachelor's degree; senior manager with significant experience directly managing at least 1 of following, planning, building, or city engineering. Serve as principal advisor to city manager; oversee engineering, building, planning, & zoning; team building & developing staff are key elements. Challenges external (managing anticipated growth) & internal (upgrade city's processes & support systems). For additional information, visit www.cb-asso.com & click on "Active Recruitments." Resume to RecruitFive@cb-asso.com by 3/31/06.

Deputy County Manager - - Community Services Group, Polk County, FL

Post Date Feb 22, 2006 **Salary** Starting salary up to \$115K DOQ **Normal Population** 500,000 **Seasonal Population** **Location** Polk County, Florida United States **Job Reference Number** **Job Description** Geographic center of Fla. Require bachelor's degree in public administration/business administration/related field; at least 10 years management experience, with at least 5 years executive-level local government management experience; experience in management of public safety functions. Prefer county government experience. Reporting to county manager are 2 deputy county managers, 1 for community services group & 1 for infrastructure/growth management group. Community services group is composed of 3 areas: public safety: emergency management, emergency medical services, & fire services; human services: community health & social services, cooperative extension services, county probation, elderly services, healthy families, & transit services; & neighborhood services: code enforcement, housing & neighborhood development, leisure services, & neighborhood partnerships. Go to www.mercergroupinc.com for complete position profile. Cover letter, resume, & salary history to Tom Freijo, Ph.D., Senior Vice President, The Mercer Group, Inc., PO Box 9328, Winter Haven, FL 33883; 863/299-3571; fax, 863/299-6737; e-mail, Freijo@Mercerfl.com by 3/20/06. Applications in Fla. are matter of public record upon receipt. EOE

Research & Budget Director, Sanford, FL

Post Date	Feb 24, 2006	Salary	Salary: \$58,025-\$87,767
Normal Population		Seasonal Population	
Location	Sanford, Florida United States	Job Reference Number	
Job Description			

New position. Require bachelor's degree in finance/accounting/public administration/political science/related field, prefer master's; 5 years budgeting/performance measurement experience with preference in government setting. Highly professional & technical position in city manager's office responsible for assisting city manager in preparing & developing city's annual operating & capital budget; performs varied technical, consultative, support, & research functions for city manager; responsible for carrying out special & continuing assignments; problem solving routinely part of assignment. Completed city employment application to City of Sanford, Civil Service Office, City Hall Building, 32771; job information, 407/330-5676. Persons with disabilities needing assistance to participate in any part of proceedings should contact personnel office ADA coordinator at 407/330-5626. Open until filled. Drug-free workplace/EOE/V

Director-Civic Center, City of Albany, GA

Post Date Feb 20, 2006 **Salary** STARTING SALARY \$49,863.05 TO \$77,426.77 ANNUALLY, DOQ **Location** Albany, Georgia United States **Job Reference Number**
Job Description The City of Albany, Georgia is seeking candidates to apply for DIRECTOR-CIVIC CENTER to manage and direct the operations and events of the Civic Center complex, Municipal Auditorium, and Veterans Park Amphitheater. Minimum Bachelor's degree in Business Administration, Marketing or Public Administration or related field; Master's degree strongly preferred; six (6) to nine (9) years previous experience and/or training that includes events management (entertainment industry) and public facilities management. Must possess a valid Georgia Driver's License. STARTING SALARY \$49,863.05 TO \$77,426.77 ANNUALLY, DOQ. Interested applicants should reply to the City of Albany, Human Resources Department, 222 Pine Avenue, Suite 360, Albany, Georgia, 31702. Visit our website at www.albany.ga.us to view the complete job description and complete an application. Call for information at (229) 431-2806. All information submitted might be subject to public review under the Georgia Open Records Act. EOE. OPEN UNTIL FILLED.

Nationwide: Federal Jobs

Remember a Good "One Stop Shopping" Site for Job Opportunities in the Federal Government can be found at:

http://www.opm.gov/Career_Opportunities/

Nationwide: ASPA Career Center

Join today for a ready available career network at:

<http://www.aspanet.org/scriptcontent/Custom/CareerCenter/jobseeker/ViewAllJobs.cfm>

Other Opportunities

GRADUATE MANAGEMENT INTERN, City of Pasadena, CA

[http://www.cityofpasadena.net/humanresources/Job_listing/GradMgmtIntern\(FinMgmtSvcs\).asp](http://www.cityofpasadena.net/humanresources/Job_listing/GradMgmtIntern(FinMgmtSvcs).asp)

Important Dates to Remember

<i>January 9</i>	Fall classes underway
<i>February 23</i>	Comps meeting at the University Center – 5pm
<i>March 20-24</i>	Spring Break
<i>March 31</i>	Comprehensive Exam 8:00am at Clemson University
<i>April 3</i>	Fall Registration
<i>May 12</i>	Graduation