



**Homer City Hall**  
491 E. Pioneer Avenue  
Homer, Alaska 99603  
[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## **City of Homer Agenda**

**City Council Special Meeting  
Monday, February 03, 2020 at 4:00 PM  
City Hall Cowles Council Chambers**

### **CALL TO ORDER, 4:00 P.M.**

**AGENDA APPROVAL** (Only those matters on the noticed agenda may be considered, pursuant to City Council's Operating Manual, pg. 6)

**PUBLIC COMMENT ON MATTERS ALREADY ON THE AGENDA** (3 minute time limit)

### **PENDING BUSINESS**

### **NEW BUSINESS**

- a. [Review](#) of City Manager Applications and Selection of Applicants to Schedule for Telephonic Interviews

### **COMMENTS OF THE AUDIENCE**

### **ADJOURNMENT**

Next Regular Meeting is Monday, February 10, 2020 at 6:00 p.m., Committee of the Whole at 5:00 p.m. All meetings scheduled to be held in the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Human Resources

491 East Pioneer Avenue  
Homer, Alaska 99603

[personnel@cityofhomer-ak.gov](mailto:personnel@cityofhomer-ak.gov)

(p) 907-235-8121 x2225

(f) 907-235-3148

## Memorandum

TO: City Council  
THROUGH: Katie Koester  
FROM: Andrea Browning, HR  
DATE: January 31, 2020  
SUBJECT: City Manager Applications

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Each binder contains:

1. Memorandum from the Mayor
2. City Manager Job Description; please pay attention to the Knowledge, Skills, and Abilities required for the position. The KSA's are highlighted for you.
3. Applications (broken into three groups)
  - a. Applicants who met both the educational requirement and have some municipal government experience
  - b. Applicants who met the educational requirement, but do not have direct municipal government employment or service
  - c. Applicants who appear to not meet the minimum qualifications for the position
4. Scoring Sheets (in the back of binder)

You may notice that in some cases applicants did not list their education within the application, or checked "no" on the application, suggesting they did not graduate. However, if they indicated that they obtained a relevant degree on their resume, they were treated as such. Applicants can be asked about any discrepancies during telephonic interviews, and any candidates that become finalists will be subject to a background investigation.

A few of the resumes or cover letters submitted contained a photo of the applicant. Those were removed/ covered. If you see a yellow box on a document, that is why. This is a common practice. The City of Homer does not discriminate in its hiring practices, and removing any indications of gender, race, color, age, etc. helps ensure there is no perceived discrimination. If an applicant listed dates of graduation or employment, those are not removed since we do not alter the text content of any application.

Please keep in mind that when considering applicants, only their qualifications for the position should be considered. An applicant's: sex, race, color, religion, national origin, age, disability, or any other protected status under applicable federal, state, or local law should not be a factor.

In addition, any notes (handwritten or typed documentation) should be submitted to HR and the conclusion of the hiring process. This includes anything written during telephonic and in-person interviews. HR retains all notes on City applicants for one year.



# City of Homer

[www.cityofhomer-ak.gov](http://www.cityofhomer-ak.gov)

## Office of the Mayor

491 East Pioneer Avenue  
Homer, Alaska 99603

[mayor@ci.homer.ak.us](mailto:mayor@ci.homer.ak.us)

(p) 907-235-3130

(f) 907-235-3143

## Memorandum

January 30, 2020

To: The Homer City Council

From: Mayor Ken Castner

Subject: City Manager Application Review

Andrea has prepared the application packets and divided the applicants into three groups. They are the entirety of applications received before the established deadline. We have, so far, received 30.

The applications are, in each group, sorted alphabetically.

There is no necessity to score every application. The scoring sheets will likely not become a factor until some major culling has occurred. I would propose the first cut be by consensus: a stack to consider and a stack not requiring further review.

Following that, I propose you pull out ones that the majority favors.

Following that, I propose you decide how many you would like to interview by phone and, perhaps using the scoring sheets, compile the list.



Homer Departments Government



Documents Jobs Openings Helpful Links

### Employment Application | Submitted: 03-Jan-2020

AAA

**Michael Bork**

☎ (907) 750-7010  
✉ mike@laughtership.net  
🏠 PO BOX 83461  
FAIRBANKS, AK 99708  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - LinkedIn

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Fairbanks North Star Borough - Current Employer

**Job Title:** Parks and Recreation Director

**Dates Employed From:** Nov/2011  
**Dates Employed To:** Currently Employed  
**Employment Length:** 8 years, 2 months

**Duties:** Direct the operations of a complex park and recreation department, serving 100,000 people. This included an \$8.4 million budget and over 100 full-time employees.

**Reason For Leaving:** Currently Employed

**Supervisor Name:** Jim Williams, Chief of Staff

**Address:** Fairbanks, AK, UNITED STATES

**Phone:** (907) 459-1069

**Ending Rate of Pay:** \$122,500/year

**May We Contact?** No



### City of Moberly

#### Job Title: Parks and Recreation Director

Dates Employed From: Sep/2009

Dates Employed To: Oct/2011

Employment Length: 2 years, 1 month

Duties: Direct operation of a medium-sized municipal park and recreation system, serving a population of 25,000

Reason For Leaving: Return to Alaska

Supervisor Name: Andrew Morris

Address: Moberly, MO, UNITED STATES

Phone: 660-269-8705

Ending Rate of Pay: 89,000/yr

May We Contact? Yes

### City of Monte Vista

#### Job Title: Parks and Recreation Director

Dates Employed From: Nov/2006

Dates Employed To: Sep/2009

Employment Length: 2 years, 10 months

Duties: Manage and direct operation of a small rural park and recreation department, serving a population of around 8,000 people.

Reason For Leaving: Move to Missouri

Supervisor Name: Don Van Wormer

Address: Monte Vista, CO, UNITED STATES

Phone: 719-852-2692

Ending Rate of Pay: 75,000/yr

May We Contact? Yes

### City of Valdez

#### Job Title: Director of Parks, Recreation, and Cultural Services

Dates Employed From: Feb/2003

Dates Employed To: Nov/2006

Employment Length: 3 years, 9 months

Duties: Manage and direct operations of the municipal parks and recreation department, civic center, and Carnegie Library.

Reason For Leaving: Move to lower 48

Supervisor Name: John Hozey

Address: Valdez, AK, UNITED STATES

Phone: 907-835-4313

Ending Rate of Pay: 72,000/yr

May We Contact? Yes

### Village of Lincolnshire

#### Job Title: Recreation Supervisor

Dates Employed From: Jan/2001

Dates Employed To: Nov/2003

Employment Length: 2 years, 10 months

Duties: Manage programs and parks for a small suburban community.

Reason For Leaving: Promotion, move to Alaska

Supervisor Name: Lydia Scott

Address: Lincolnshire, IL, UNITED STATES

Phone: 847-883-8600

Ending Rate of Pay: 42,000/year

May We Contact? Yes

### United States Marine Corps

**Job Title:** Air Support Operations Operator (MOS 7242)

**Supervisor Name:** Captain Lawrence

**Dates Employed From:** Aug/1993  
**Dates Employed To:** Nov/1995  
**Employment Length:** 2 years, 3 months

**Address:** Camp Pendleton, CA, UNITED STATES  
**Phone:** (760) 725-3253

**Duties:** Combat Air Traffic Control

**Ending Rate of Pay:** E-3

**Reason For Leaving:** Honorable Discharge

**May We Contact?** Yes

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

#### Western Illinois University | College or University

**Degree:** Bachelor of Science  
**Major:** Recreation, Park, & Tourism Administration

**Graduated?** Yes

#### St. John's Military Academy | High School or Equivalent

**Degree:**  
**Major:**

**Graduated?** Yes

#### Walden University | Graduate School

**Degree:** Master of Science  
**Major:** Industrial & Organizational Psychology

**Graduated?** Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

#### File Name

#### Link

Bork Resume 11-19.docx

[Q Preview](#) [Download](#)

#### Text Only Resume

No Text Only Resume on File

#### Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

### Jason Avery

**Relationship:** Former Colleague/Subordinate  
**Years Known:** 17

**Phone:** 907-590-9351

### Matt Steffy

**Relationship:** Colleague/Former Employee  
**Years Known:** 17

**Phone:** 907-750-6304

### Donn Hayes

**Relationship:** Current Employee  
**Years Known:** 7

**Phone:** 907-799-5004

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I believe that knowing how to consolidate information, and synthesizing that data into usable and relevant decision-making tools is one of the most important elements to a City Manager. A City Manager needs to be an authentic, collaborative, encouraging, and visionary leader who relies on the expertise and trust of all they work with and for the specific purpose of the improvement of those they serve.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I have spent the past eight years as the Parks and Recreation Director for the Fairbanks North Star Borough, and in the time I have been at the helm, I am proud to say that employee morale is high, turnover is low, the public is wholeheartedly in support of what the department offers, and we consistently provide high-quality recreation programming. The FLiP (Fairbanks Loves its Parks) program is something I am particularly proud of in starting. It is an online branding and</p>	

advocacy campaign that just surpassed 1,000 members in just 2 years. The campaign is centered around area-specific "Did You Know?" facts that become a central part of all of the messaging we do. These free-to-join members not only get regular email newsletters and program information, but access to VIP events and other members-only benefits. Additionally, this easy-to-implement system has created a powerful advocacy group that is informed and passionate about their issues. The FLiP program has gotten the community engaging in meaningful and fact-based dialogue; not just about WHAT we do, but WHY we do it, and what the community and personal BENEFITS are of the programs. As we train our staff when developing our "Did You Know?" facts, we want to answer the "What?" and the "So What?" I believe that, while not perfectly suited for everything, this model is an effective public engagement, education, and advocacy process that could be applied to the residents of the City of Homer, with equally amazing, engaging results.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

If a new policy is passed by the City Council, I will assume that it has gone through the public meeting process, allowing for competing viewpoints, arguments, and support. So long as it is a lawful and properly vetted policy, my job as the Chief Administrator of the municipality is to put the policy into effect, to the best of the City's abilities. There will be many times that my opinion is different than the City Council's, the same as it will be with the employees who work for the City, or even my spouse of 20 years. Disagreements are healthy, so long as they are handled in a constructive, positive manner; and so long as due diligence in decision-making has been done to ensure the best data is used to make the decision. I am not averse to plainly making my opinion known, and advocating for that position passionately; but I will also strive to do so in a respectful, "active listening" framework. I will always try to clearly communicate the factors I considered in my opinion, but at the end of the day, the

power to promulgate policy is the City Council's authority, and my job is to carry it out; with no feet dragging, grumbling, or undermining. My overall goal, though, would be to create a respectful, positive, and authentic relationship with the Mayor, City Council, and others, which would go a long way to preventing a lot of future conflicts.

Basketball Coach John Wooden said: "Whatever you do in life, surround yourself with smart people who'll argue with you." So I have always tried to do just that. I am an authentic leader that uses elements of applied positive psychology. In fact, I teach professionals around the world about how to use Authentic Leadership in the workplace. Authentic leaders, as defined by Harvard Business School's Bill George, share five key traits: -Authentic Leaders do not ascribe to a particular leadership style; instead, they have the ability to change styles as needed. -Authentic Leaders compassionately lead with both their head and their hearts. -Authentic Leaders create connected relationships & networks. -Authentic Leaders ensure that their values align with their actions. -Authentic Leaders are aware of and admit to, their faults. I believe in authentic leadership because it works; especially when combined with an Applied Positive and Organizational Psychology framework. I am a consistent and dependable leader who knows how to hire, retain, motivate, and inspire staff. I am also a visionary leader, always looking to the horizon and the potential of individuals and organizations. Finally, I am an approachable leader, who can create strong relationships with nearly anyone. My overall leadership goal is to help those that I work with be the best version of who they can be; which makes the organization the absolute best it can be.

**What is your leadership philosophy?  
\*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your**

I bring a well-rounded set of municipal skills and experience, gained over the last 20 years, all over the country. I have enjoyed working in communities of very similar size to Homer; but as a department head, working for a City Manager. My current position as the Parks and Recreation Director for the

resume or cover letter) \*

Fairbanks North Star Borough is similar in size to Homer. I oversee over 100 full-time benefited employees and manage an \$8.4 million Operating Budget. Specifically, I bring knowledge and at least some experience in all of the typical duties listed. My particular strengths include employee management, municipal budget planning, professional communications, human resources, strategic planning, capital planning, and organizational behavior. Because I believe in surrounding myself with people smarter than me, I am not intimidated or ashamed to admit when I do not know something, and I am a lifelong learner. There is not one particular skill or bit of knowledge that makes me your best candidate. It is my dedication to public service, my passion to positively lead and change organizations, and the justified confidence I have gained through over twenty years of managing municipal systems that make me an excellent fit to be your City Manager.

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	Negotiable, After April 1, 2020	
Can you travel if the job requires it? *	Yes	



Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) \*

No

If yes, Please explain

This question was not answered.

Are you 18 years of age or older? \*

Yes

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	International public speaker Adjunct faculty for School of Management at UAF Leadership and Organizational Consulting and Coaching	
Describe any job-related training received in the United States military. *	Leadership, communication	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	President, Alaska Recreation and Park Association Commandant, Marine Corps League	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Expert in organizational behavior and industrial psychology, skilled communicator, arbitrator, collaborator, and educator.	
What type of computers and software have you used? *	All PC desktop systems. Office 365, Windows 10, OneSolution, NovaTime, MyRec, NeoGov	
Other qualifications specific to this position? *	I am dedicated to Alaska and creating happy people!	
List any certifications you have received: *	Certified Parks and Recreation Professional Certified Laughter Yoga Teacher Certified MentorCoach	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of	n/a	

the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

State any additional information you feel may be helpful to us in considering your application \* n/a

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \* Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other

protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Michael A. Bork

**Date:** 2020-01-03 02:40:11pm

**IP Address:** 216.115.120.4

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Signature

---

Date

# **Michael A. Bork, MS, CPRP**

[mike@laughtership.net](mailto:mike@laughtership.net)

PO Box 83461

Fairbanks, AK 99708

(907) 750-7010

## **Professional Experience**

### **Parks & Recreation Director, Fairbanks North Star Borough, Alaska 2011-Present**

- Direct the operations of a \$10 million dollar operating budget, \$25 million dollars in annual capital projects, 75 full-time equivalencies, and five divisions.
- Manage over \$250 million dollars in park and facility assets, including three indoor swimming pools, two ice arenas, 25 parks & playgrounds, over 5,000 acres of developed property, a 44-acre historic-themed park, a 6,000-seat event center, cross-country ski facility, multi-use recreation areas, and over 800 miles of trails.
- Provide strategic planning and leadership for the department and borough, serving a community of 100,000, in multiple communities in the Alaskan interior.

### **CEO, Laughtership LLC 2016-Present**

- Organizational Leadership Development Consulting
- International Keynote Speaker, Authentic Leadership Educator, and Coach

### **Parks and Recreation Director, City of Moberly, Missouri 2009-2011**

- Managed a workforce of over 50 employees, 30 park properties and facilities, and an operational budget of more than \$7 million dollars. This position served a community of 35,000 residents.

### **Parks and Recreation Director, Monte Vista, Colorado 2006-2009**

- Directed the operations of 5 full-time employees, 17 park properties and three recreation facilities, which served a population of 14,000 people.

### **Director of Parks, Recreation & Cultural Services, Valdez, Alaska 2003-2006**

- Served a community of 5,000 people, directing the operation of the recreation and park department, which included the Valdez Carnegie Library and cultural arts functions of a small coastal Alaskan cities.

### **Recreation Supervisor, Lincolnshire, Illinois 2001-2002**

- Entry-level special event and program supervisor

### **United States Marine Corps, Air Support Operations 1993-1995**

- Combat Air Traffic Control

## **Education**

**Walden University, Minneapolis, MN 2016**  
Master of Science, Industrial & Organizational Psychology

**Western Illinois University, Macomb, IL 2000**  
Bachelor of Science, Recreation, Park and Tourism Administration

**St. John's Northwestern Military Academy, Delafield, WI 1993**  
College Preparatory

*Continued...*

# **Michael A. Bork, MS, CPRP**

[mike@laughtership.net](mailto:mike@laughtership.net)

PO Box 83461

Fairbanks, AK 99708

(907) 750-7010

## **Memberships/Leadership/Awards**

- **National Recreation and Park Association**
  - Annual presenter (Speaker score 6.9/7.0) for last five years
  - Graduate of NRPA Director's School
  - Member of the Public Policy Committee
- **Alaska Recreation and Park Association**
  - Current At-Large Board member, Past President
  - Conference Committee Chair 2014, 2018, 2019
  - Bob Robertson Service Award, 2017
  - Professional Award, 2015
  - New Professional Award, 2006
- **Laughter Yoga International University**
  - Awarded title of global "Laughter Ambassador"
- **National Speakers Association (NSA)**
  - Professional Member

## **Certifications**

- Certified Parks and Recreation Professional (CPRP)
- Level 1 Coach Certification - MentorCoach
- Certified Laughter Yoga Teacher (CLYT) 2017 – Laughter Yoga University
- Certified Laughter Yoga Leader (CLYL) 2015 – Laughter Yoga University
- Competent Communicator (CC) 2016 – Toastmasters International
- Advanced Leader Silver (ALS) – 2016 – Toastmaster's International

## **Recent Presentations**

- *"Set Sail" Aboard the SS Laughtership!*
  - CHATCOLAB - Northwest Leadership Laboratory - Rathdrum, ID
- *Lead With Laughter!*
  - Play Craft Professional Development Training - Medford, OR
- *Laughing for the HELP of it!*
  - National Recreation & Park Association Annual Conference - Baltimore, MD
- *Applied Laughter & Purposeful HAppiness (ALPHA) Training*
  - Full Lives Disability Access Conference - Anchorage, AK
- *Health, Happiness, & World Peace through Laughter*
  - TEDx Talk – Fairbanks, AK
- *If You're Happy & THEY Know It, Happy Staff!*
  - National Recreation & Park Association Conference – Indianapolis, IN



Homer

Departments

Government



Documents Jobs Openings Helpful Links

### Employment Application | Submitted: 24-Jan-2020

AAA

**Josh Dougan**

**City Manager**

☎ (575) 689-5771  
✉ joshuadougan@hotmail.com  
📍 1315 Chico  
Carlsbad, NM 88220  
United States

**Job Location - Homer, AK**  
**Department - Administration**  
**Source - Indeed**

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### City of Carlsbad NM - Current Employer

**Job Title: Supervisor**

**Dates Employed From: Nov/2012**  
**Dates Employed To: Currently Employed**  
**Employment Length: 7 years, 2 months**

**Duties:** · I have been placed in charge of the daily operations of the Water Maintenance department. I have roughly 20 men and women who I schedule daily activities for, oversee quality of work, and speak with different vendors or contractors as the case may be. I train people from this department and others in safe practices of work while maintaining

**Supervisor Name: Ron Myers**

**Address: Carlsbad, NM, UNITED STATES**

**Phone: (575) 885-6313**

**Ending Rate of Pay: 105,000**

**May We Contact? Yes**



the high quality of professionalism expected of the City of Carlsbad. My chief objective in this position is to achieve success assigned tasks while keeping an eye out for potential hazards that may arise and keep the city's liability in my foremost thoughts.

Reason For Leaving: Currently Employed

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

---

### Texas Technical University | College or University

Degree: Masters of Business Administration  
Major: Finance

Graduated? Yes

### Resume


You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

#### File Name

#### Link

Josh Dougan Resume 9-1.docx

 Preview    Download

#### Text Only Resume

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

---

#### Anthony Hernandez

Relationship: Co -worker  
Years Known: 8

Phone: 5753029221

#### Luis Camero

**Relationship: Retired Utilities Director**  
**Years Known: 8**

**Phone: 5753021618**

**George Peterson**

**Relationship: Co-worker**  
**Years Known: 10**

**Phone: 5753172353**

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I believe that the most important elements are to be strict but fair while maintaining a good working relationship with all departments. Fiscal management must be paramount in this discussion as budget must be followed and adhered to so as to not waste city and government money.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I am very proud of the Infrastructure Specification book I helped write to allow contractors working with water, sewer, electric, streets and storm water know what is expected by the City of Carlsbad, NM</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>If I do not agree with something, I research and bring factual points to the council as to why I disagree, but in the end, they decide what happens and how so if they make the decision and it is done, I follow policy 100%.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>My leadership philosophy is to treat every employee as a person and not just a number. I can replace tools, but cannot replace a life or limb lost.</p>	
<p>In reviewing the job description, please highlight areas you bring</p>	<p>I bring many years of experience in management working within the government</p>	

particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

setting, the financial knowledge of working on budgets and a sense knowing that I can learn from those around me every day.

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	1/14/2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	I have both Water and Wastewater certifications and Traffic Control technician certifications as well	

Describe any job-related training received in the United States military. *	NA
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	Member in good standing of the Rotary Club

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	I work every day on asset management and infrastructure spec improvement with which I am on both teams through the city.	
What type of computers and software have you used? *	I have extensive experience with PC and all microsoft applications	
Other qualifications specific to this position? *	I have extensive budget knowledge and work on infrastructure improvements currently for each department including streets, electric, water, wastewater.	
List any certifications you have received: *	I have Water 4, Wastewater 4, Asbestos Supervisor, pesticide applicators license, traffic control technician.	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	NA	
State any additional information you feel may be helpful to us in considering your application *	I am willing to make Homer my families home and bring my best to the community each and every day	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.	Yes	
Are you capable of performing in a		

**reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \***

## **Applicant Statement**

**I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.**

**I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.**

**I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.**

**This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.**

**I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.**

**The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

**In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm**

that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Joshua James Dougan

**Date:** 2020-01-24 08:11:49am

**IP Address:** 174.137.68.87

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---

**Signature**

---

**Date**





# Josh Dougan

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1315 Chico, Carlsbad, NM 88220 | 575-689-5771 | jjdougan@cityofcarlsbadnm.com

## Objective

To obtain the position of Professional Manager with an innovative, progressive company. I will use my proven management techniques, skills, education and leadership to help bring your organization and their site operations even further than it is now into our changing times while providing a fresh prospective and new ideas to improve upon what is already been put in place.

## Education

### **MASTER OF BUSINESS ADMINISTRATION | TEXAS TECHNICAL UNIVERSITY**

- Major: Finance
- Related coursework: Finance Modeling, Fixed Income Analysis, The Money and Capital Markets, Seminar in Corporate Finance
- Summa Cum Laude

### **BACHELOR OF SCIENCE | PENNSYLVANIA STATE UNIVERSITY**

- Major: Biology
- Summa Cum Laude

## Skills & Abilities

### **MANAGEMENT**

- I have effectively led management groups during my career that have produced exemplary while maintaining a positive attitude. I have managed from 4 people to 200 people with many different departments and different vendors. I have a proven track record here with the City of Carlsbad Water department as to how the men and women under my supervision have responded in a positive manner. I have also managed larger groups on BP Drilling Operations where I was in direct control of the drilling site and making the preliminary budget proposal while maintaining a high safety standard.

### **SALES**

- I have always been a people person. I am able to be able to tell people and vendors "no", if need be, while justifying the answer. I have obtained every and all certifications way above and beyond the required levels of my position and that of which I am applying. I am self-driven and find a way to make the sale come through.

### **COMMUNICATION**

- I can communicate lucidly with a rational and cognizant level to people of manual labor positions to executive level persons in English and in Spanish.

## Experience

### **WATER MAINTENANCE SUPERVISOR | CITY OF CARLSBAD, NM | PRESENT**

- I have been placed in charge of the daily operations of the Water Maintenance department. I have roughly 20 men and women who I schedule daily activities for, oversee quality of work, and speak with different vendors or contractors as the case may be. I train people from this department and others in safe practices of work while maintaining the high quality of professionalism expected of the City of Carlsbad. My chief objective in this

position is to achieve success assigned tasks while keeping an eye out for potential hazards that may arise and keep the city's liability in my foremost thoughts.

### **WATER / COLLECTIONS FOREMAN | CITY OF ROSWELL, NM**

- I achieved all state and federal requirements that were expected of the position. Since I had a bachelor's degree, I was enabled by the State of New Mexico to take up to and including the Water Systems Level 3 and Wastewater Systems Level 3. I enacted a tutoring program where every Friday I would have a teaching session to educate the men and women of the City of Roswell for the purpose of learning Water and Wastewater math. I set up and developed systems of rotation of usage for the 20 wells in the City of Roswell as to maximize the life of the parts in the wellfield.

### **DIRECTIONAL DRILLER | SCIENTIFIC DRILLING INTERNATIONAL**

- I oversaw the daily operation of the Drilling Rig and all the sub-contractors and vendors associated within. I met with British Petroleum (BP) and proposed a budget that would increase profit, increase safety/productivity while keeping costs low and negotiated budgetary items to ensure a smooth, multi-million-dollar operation. I was expected to do these budgetary measures approximately every 7 to 10 days for each well site. I originated the JHA for every day that would have to be signed off by all persons entering the work zone to maintain strict standards.

### **REGIONAL MANAGER | RESPOND FIRST AID**

I was the Regional Manager for Respond First Aid in the West Texas Market which included the area from the central mountain chain east to the I-27 Corridor which is between Lubbock, TX and Amarillo, TX. I had 15 salespeople and an office staff of 6 that I was to oversee while running a very large company based in Denver, Colorado. I had to do annual budgets, monthly expenses, payroll, and Sales Training to ensure success for not only for myself and that of the workers but also for the home office of Respond First Aid.

### **Certifications and Licenses**

**NM Water Systems Level 4**

**NM Wastewater Systems Level 4**

**NM Pesticide License**

**NM Composting License**

**Currently pursuing a degree in Communicative Disorders**

**New Mexico Wastewater Lab 1**

**Business and Personal References available upon request**



Homer Departments Government



Documents Jobs Openings Helpful Links

Employment Application | Submitted: 29-Jan-2020

AAA

Adam Hammatt

City Manager

(406) 885-2576
adamhammatt@yahoo.com
186 E Blanchard Lake Rd
Whitefish, MT 59937
United States

Job Location - Homer, AK
Department - Administration
Source - Other - ICMA

Employment History

Please list your previous employers starting with your current, or most recent employer.

City of Whitefish

Job Title: City Manager

Supervisor Name:
Whitefish City Council

Dates Employed From: Feb/2017

Dates Employed To: Jan/2020

Employment Length: 2 years, 11 months

Address: Whitefish, MT, UNITED STATES

Phone: (406) 863-2400

Duties: Oversee all of the day to day duties of the city.

Ending Rate of Pay: \$141,000+

Reason For Leaving: Officially, I resigned for personal reasons. However, I had significant concerns with the organization and chose to resign. I am happy to discuss this decision during the interview process.

May We Contact? Yes

## Village of Kimberly

### Job Title: Village Administrator

Dates Employed From: Apr/2012

Dates Employed To: Feb/2017

Employment Length: 4 years, 10 months

Duties: Oversee all of the day to day functions of the village.

Reason For Leaving: Took job in Whitefish, MT.

### Supervisor Name:

Kimberly Village Board

Address: Kimberly, WI, UNITED STATES

Phone: (920) 788-7500

Ending Rate of Pay: \$104,000+

May We Contact? Yes

## Village of Suamico, WI

### Job Title: Village Administrator

Dates Employed From: May/2010

Dates Employed To: Jan/2012

Employment Length: 1 year, 8 months

Duties: Oversee all of the day to day functions of the village.

Reason For Leaving: I was being asked to do illegal and unethical things and I resigned to remove myself from that situation.

### Supervisor Name:

Suamico Village Board

Address: Suamico, WI, UNITED STATES

Phone: (920) 434-2212

Ending Rate of Pay: \$90,000

May We Contact? Yes

## City of Elroy

### Job Title: City Administrator

Dates Employed From: Jan/2008

Dates Employed To: May/2010

Employment Length: 2 years, 4 months

Duties: Oversee all of the day to day functions of the city.

Reason For Leaving: Took position in Suamico.

### Supervisor Name: Elroy City Council

Address: Elroy, WI, UNITED STATES

Phone: (608) 462-2400

Ending Rate of Pay: \$80,000

May We Contact? Yes

## St. Patrick Hospital

### Job Title: Emergency Medical Technician/Safety Officer

Dates Employed From: Jun/2005

Dates Employed To: Dec/2007

Employment Length: 2 years, 6 months

Duties: Responded to and assisted with hospital emergencies and proactively worked to develop safety and security strategies. - Ensured a safe and secure environment for patients, staff, and visitors.

Reason For Leaving: Took position in Elroy.

### Supervisor Name: Ron Bedwell

Address: Missoula, MT, UNITED STATES

Phone: (406) 543-7271

Ending Rate of Pay: \$32,000

May We Contact? Yes

## Great Falls Fire Rescue

**Job Title: Firefighter/Paramedic**

**Dates Employed From:** Dec/1997

**Dates Employed To:** Nov/2003

**Employment Length:** 5 years, 11 months

**Duties:** Fought fire to protect life and property, drove and operated fire apparatus, provided advanced life support to the sick and injured, and taught EMS and fire safety classes. Coordinated all EMS training as our Emergency Medical Services Training Coordinator Designed and implemented all EMS training schedules. Managed a 3-person engine company and coordinated all daily activity as needed.

**Reason For Leaving:** Injured in a fire and I went back to school to become a city manager.

**Supervisor Name:** Jeff Jackson

**Address:** Great Falls, MT, UNITED STATES

**Phone:** (406) 727-8070

**Ending Rate of Pay:** \$44,000

**May We Contact?** Yes

**Education**

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

**Charles M. Russell High School | High School or Equivalent**

**Degree:**

**Graduated?** Yes

**Major:**

**Montana State University | Technical School**

**Degree:** Paramedic

**Graduated?** Yes

**Major:** Emergency Medicine

**Montana State University | College or University**

**Degree:** BA

**Graduated?** Yes

**Major:** Political Science

**University of Montana | College or University**

**Degree:** Master's Degree - MPA

**Graduated?** Yes

**Major:** Public Administration

**University of Montana | College or University**

**Degree:** Juris Doctor - JD

**Graduated?** Yes

**Major:** Law

**University of Montana | College or University**





million annual visitors, all with 106 FTE's/dozens of PT and seasonal employees.

Supervise, support, and assist 8 Department Heads : Police, Fire, Public Works, Parks and Recreation, Finance, Human Resources, Planning and Building, and City Clerk.

Manage a \$50+ million-dollar budget with over 29 dedicated, self-balancing funds.

Research and make policy recommendations to City Council.

City representative to state legislature and several local organizations.

#### Accomplishments

Completed \$17 million City Hall and 212 space Parking Structure Project on time and on budget.

Managed change and transition of departmental structure to maximize efficiencies and oversight.

Restructured finances to avoid debt, better fund capital projects, and increase investments and fund balance.

Created affordable housing plan and implemented several key initiatives.

Created Inclusionary Zoning and Zoning for Affordability plans and policies.

Lobbied for and received \$6.75 million in affordable housing tax credits for a 38-unit low-income housing apartment project ( just had groundbreaking ceremony ) .

Reduced utility water loss from over 40% to under 20% in just over two years.

Created and implemented Short-term Rental Compliance Plan improving compliance from 25% to 90%.

Created quarterly newsletter for dissemination of information to over 8 ,700 businesses and homes.

Created an Emergency Operations Plan, Crisis Communications Plan, and held emergency planning training and tabletop exercises with key city, county, state, and federal agencies.

Created training days for all staff ( not happening previously ) .

Trainings held thus far : Run, Hide, Fight; Employee Assistance Program; Hate Crime Training, Awareness, and Prosecution; Civil Unrest; and Emergency Operations Tabletop Exercises.

Established key relationships with Rutgers University : Miller Center for Community Protection and Resilience and the Department of Homeland Security for assistance with hate crimes and civil unrest.

Established important relationships with key community, state, business, and local non-profit leaders.

Started Coffee with the City Manager for monthly face-to-face informal meetings with the public.

Created culture of citizen engagement through increased public outreach, multiple open houses, and an annual State of the City address.

Lobbied on behalf of local interests at the Montana State Legislature.

Village of Kimberly, WI Kimberly, WI

Village Administrator 2012 - 2017

Chief Administrative Officer over all village functions and services.

Supervise department heads : Police, Fire, Street, Water, Park/Rec, Finance, and Facility Maintenance  
 Prepare and administrate over village budgets.  
 Research and make policy recommendations to village board.  
 Human resources director over compensation, union negotiations, hiring, firing, and discipline.  
 Village representative to state legislature and several local organizations.

#### Accomplishments

Created Master Plan for development of 90 acres along Fox River. ( \$150 million in projected tax base )  
 Instrumental in Fox Cities area initiative to construct a \$31 million Exhibition Center involving 10 municipalities. ( Fox Cities is a fast-growing urban center with over 400 ,000 population )  
 Restructured finances to increase return on investments and paid off all debt ( except TID debt ) .  
 Amended and created TIF Districts to further development efforts.  
 Created and successfully implemented a Pay for Performance Plan.  
 Created facility maintenance strategic plan to remodel and maintain facilities long into the future.  
 Reduced labor costs, while maintaining service levels.  
 Lobbied on behalf of local interests at the Wisconsin State Legislature.

Village of Suamico, WI	Suamico, WI
Village Administrator	2010 - 2012

Similar to Village of Kimberly above.

#### Accomplishments

Oversaw construction of 4 municipal buildings totaling \$6 million ( on schedule and under budget ) .  
 Reduced labor costs while maintaining service levels and worked with staff to handle increased workload.  
 Restructured debt saving the Village over \$300 ,000.  
 Worked with local developers to add millions in new tax base.  
 Worked with State Legislators as Chairman of a Legislative Affairs Subcommittee to draft Multijurisdictional Tax Incremental Financing legislation. I believe the first of its kind in the nation.

City of Elroy, WI	Elroy, WI
City Administrator	2008 - 2010

Similar to other administrator positions contained herein.  
 General Manager of Elroy Electric, Water and Wastewater Utilities.  
 Emergency Government Director.  
 Regional Municipal Court Commission Chairman.

#### Accomplishments

Initiated budget cuts and improved efficiency in all departments resulting in significant savings, improved services, and a balanced budget for the first time in years.



2004-2005 Goetz Award for outstanding senior in Political Science Dept. at Montana State University.

June, 2019 Guest Speaker at a Building Resilience Summit held at the Stockton University Campus in Atlantic City, New Jersey on Targeted Violence Against People of Faith

#### Certifications/Training

Advanced Certification in Mediation and Negotiation - December 2007

Univ. of MT School of Law - Missoula, MT

Certified Public Manager ( CPM ) - December 2009

University of Wisconsin - Madison, WI

IEMC : All Hazards Preparation and Response - October 2009

Emergency Management Institute, MD

IEMC : All Hazards Recovery and Mitigation - October 2009

Emergency Management Institute, MD

Emergency Management Certifications

ICS 100 , 200 , 300 , and 400

ICMA : Credentialed Manager - April 2016

International City/County Management Association

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

---

### John Olson

Relationship: Colleague

Phone: (262) 728-3471

Years Known: 12

### Bill Dial

Relationship: Whitefish Police Chief

Phone: (406) 863-2420

Years Known: 3

### Paul Goldenberg

Relationship: Crisis Management Consultant for Whitefish

Phone: (848) 459-4051

Years Known: 2

## Job Questions

Clty Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>The most important elements of the City Management position are relationships and communication. The city manager must have great working relationships with the city council, staff, and the general public. The city manager must also be able to effectively communicate to all efficiently, consistently, and honestly. Any attempt to bypass or minimize these efforts will have a negative impact on the position. These are things I do well.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I believe my best professional accomplishment to be establishing an affordable housing program in Whitefish, MT. This program tested my commitment to and ability to establish relationships and provide honest communication to all stakeholders. I felt my outreach, information dissemination, and relationship efforts were timely, honest, and inclusive. The city, community, and businesses came together in a way I have not seen before to make this program become a reality.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>If there is consensus across the council to move forward with the policy, then I take it on as my own. If I feel there are legal, ethical, or morale issues, I can make those know away from the council meeting. I do not like to run contrary to the council in a public setting.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>My leadership philosophy has always been more akin to macromanagement. However, this does not mean that I do not manage or that I manage from afar. I work on a daily basis with department directors to assist and support them in goal setting and accomplishing efforts, but I do not micromanage them. Some directors may need more assistance than others and I am adaptable to their needs.</p>	
<p>In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate</p>	<p>I am very adept at establishing and cultivating relationships; communicating with the council, staff, and general public; economic development; emergency services and crisis management; finances; budgets; affordable housing; open an inclusive governance; public</p>	

attachment as you would your resume or cover letter) \* speaking; municipal law; caring for the whole individual, not just the employee; and building an open and honest work environment.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	April 1st, 2020	
Can you travel if the job requires it? *	No	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

#### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Advanced Certification on Mediation and Negotiations Certified Public Manager ICMA Credentialed Manager Emergency Management coursework taken at the Emergency Management Institute	

**Describe any job-related training received in the United States military. \*** N/A

**List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*** Board member of various boards including board chair.

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
<b>Knowledge and Specialized Skills: *</b>	12 years city management experience BA, MPA, and JD	
<b>What type of computers and software have you used? *</b>	Microsoft	
<b>Other qualifications specific to this position? *</b>	All requisite qualifications.	
<b>List any certifications you have received: *</b>	Mediation and Negotiation Certified Public Manager	
<b>List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *</b>	N/A	
<b>State any additional information you feel may be helpful to us in considering your application *</b>	All requisite information is contained in my cover letter, resume, and this application.	
<b>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b>		
<b>Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have</b>	Yes	



applied? \*

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

Signature: Adam M. Hammatt  
Date: 2020-01-29 12:23:23pm  
IP Address: 50.52.5.91

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Signature

---

Date



# Adam M. Hammatt

186 E Blanchard Lake Rd  
Whitefish, MT 59937

[adamhammatt@yahoo.com](mailto:adamhammatt@yahoo.com)  
(406) 885-2576

## Education/Credentialing:

- Bachelor of Arts (B.A.) – Political Science, December 2004**  
Montana State University – Bozeman, MT
- Master of Public Administration (MPA) – May 2007**  
University of Montana – Missoula, MT
- Juris Doctor (JD) – December 2007**  
University of Montana School of Law – Missoula, MT
- Advanced Certificate in Mediation and Negotiation – December 2007**  
University of Montana School of Law – Missoula, MT
- Certified Public Manager (CPM) – December 2009**  
University of Wisconsin – Madison, WI
- ICMA: Credentialed Manager – April 2016**  
International City/County Management Association

## Work Experience:

City of Whitefish, MT

Whitefish, MT  
2017 – 2019

### *City Manager*

- Chief Executive Officer over all City functions and services for a community of 7,000 year-round residents; 1,100 businesses, and 1.2 million annual visitors, all with 106 FTE's/dozens of PT & seasonal employees.
- Supervise, support, and assist 8 Department Heads: Police, Fire, Public Works, Parks and Recreation, Finance, Human Resources, Planning and Building, and City Clerk.
- Manage a \$50+ million-dollar budget with over 29 dedicated, self-balancing funds.
- Research and make policy recommendations to City Council.
- City representative to state legislature and several local organizations.

### *Accomplishments*

- Completed \$17 million City Hall and 212 space Parking Structure Project on time and on budget.
- Managed change and transition of departmental structure to maximize efficiencies and oversight.
- Restructured finances to avoid debt, better fund capital projects, and increase investments and fund balance.
- Created affordable housing plan and implemented several key initiatives.
- Created Inclusionary Zoning and Zoning for Affordability plans and policies.
- Lobbied for and received \$6.75 million in affordable housing tax credits for a 38-unit low-income housing apartment project (just had groundbreaking ceremony).
- Reduced utility water loss from over 40% to under 20% in just over two years.
- Created and implemented Short-term Rental Compliance Plan improving compliance from 25% to 90%.
- Created quarterly newsletter for dissemination of information to over 8,700 businesses and homes.
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- Created training days for all staff (not happening previously). Trainings held thus far: Run, Hide, Fight; Employee Assistance Program; Hate Crime Training, Awareness, and Prosecution; Civil Unrest; and Emergency Operations Tabletop Exercises.
- Established key relationships with Rutgers University: Miller Center for Community Protection and Resilience and the Department of Homeland Security for assistance with hate crimes and civil unrest.
- Established important relationships with key community, state, business, and local non-profit leaders.
- Started "Coffee with the City Manager" for monthly face-to-face informal meetings with the public.
- Created culture of citizen engagement through increased public outreach, multiple open houses, and an annual State of the City address.
- Lobbied on behalf of local interests at the Montana State Legislature.

**Village of Kimberly, WI**

**Kimberly, WI**

***Village Administrator***

**2012 – 2017**

- Chief Administrative Officer over all village functions and services.
- Supervise department heads: Police, Fire, Street, Water, Park/Rec, Finance, and Facility Maintenance
- Prepare and administrate over village budgets.
- Research and make policy recommendations to village board.
- Human resources director over compensation, union negotiations, hiring, firing, and discipline.
- Village representative to state legislature and several local organizations.

***Accomplishments***

- Created Master Plan for development of 90 acres along Fox River. (\$150 million in projected tax base)
- Instrumental in Fox Cities area initiative to construct a \$31 million Exhibition Center involving 10 municipalities. (Fox Cities is a fast-growing urban center with over 400,000 population)
- Restructured finances to increase return on investments and paid off all debt (except TID debt).
- Amended and created TIF Districts to further development efforts.
- Created and successfully implemented a Pay for Performance Plan.
- Created facility maintenance strategic plan to remodel and maintain facilities long into the future.
- Reduced labor costs, while maintaining service levels.
- Lobbied on behalf of local interests at the Wisconsin State Legislature.

**Village of Suamico, WI**

**Suamico, WI**

***Village Administrator***

**2010 – 2012**

- Similar to Village of Kimberly above.

***Accomplishments***

- Oversaw construction of 4 municipal buildings totaling \$6 million (on schedule and under budget).
- Reduced labor costs while maintaining service levels & worked with staff to handle increased workload.
- Restructured debt saving the Village over \$300,000.
- Worked with local developers to add millions in new tax base.
- Worked with State Legislators as Chairman of a Legislative Affairs Subcommittee to draft Multijurisdictional Tax Incremental Financing legislation. I believe the first of its kind in the nation.

**City of Elroy, WI**

**Elroy, WI**

***City Administrator***

**2008 – 2010**

- Similar to other administrator positions contained herein.
- General Manager of Elroy Electric, Water and Wastewater Utilities.
- Emergency Government Director.
- Regional Municipal Court Commission Chairman.

***Accomplishments***

- Initiated budget cuts and improved efficiency in all departments resulting in significant savings, improved services, and a balanced budget for the first time in years.
- Administrated over the worst flood in Elroy history, worked with state and federal agencies on flood recovery efforts to reconstruct flood and storm damaged property.
- Developed a facilities maintenance program to better care for and maintain city property.
- Worked to lower debt and pay for projects with cash, resulting in less overall debt, an improved financial outlook, debt free in 5 years, and a much-improved capital improvement budget.
- Developed a community improvement plan to improve the park and overall city aesthetics.
- Established relationships with school and local civic groups to further city goals and objectives.

## **St. Patrick Hospital**

*Emergency Medical Technician/Safety Officer*

**Missoula, MT**

**2005 – 2007**

- Conducted investigations and reported on drug diversions, vandalism, theft, unauthorized access, hazardous materials, and fire incidents.
- Responded to and assisted with hospital emergencies and proactively worked to develop safety and security strategies.
- Ensured a safe and secure environment for patients, staff, and visitors.

## **Great Falls Fire Rescue**

*Firefighter/Paramedic*

**Great Falls, MT**

**1997 – 2003**

- Fought fire to protect life and property, drove and operated fire apparatus, provided advanced life support to the sick and injured, and taught EMS and fire safety classes.
- Coordinated all EMS training as our Emergency Medical Services Training Coordinator.
- Designed and implemented all EMS training schedules.
- Managed a 3-person engine company and coordinated all daily activity as needed.

## **Volunteer Work:**

- Coached softball and soccer.
- Participated in the Boy Scout Program as a Scout Master.
- Organized and created various church service projects and activities.
- Volunteered with Heart of the Valley Prevention Partnership (HOVPP) to educate youth and parents about the dangers of drugs, alcohol, and other risky behaviors.
- Volunteered as a board member of the Abbie Shelter in the Flathead Valley area to assist victims of domestic and sexual violence.

## **Honors and Awards (Civic and Professional):**

- **Certificate of Valor** from the mayor and city commission of Great Falls, MT for the life-saving actions taken in the face of a life-threatening injury.
- **Certificate of Commendation** from the mayor and city commission of Great Falls, MT for the life-saving actions performed at a structure fire.
- **Heroes of Today** award from the American Red Cross for an act of bravery in the fire service.
- **2004-2005 Goetz Award** for outstanding senior in Political Science Dept. at Montana State University.
- **June, 2019 Guest Speaker** at a Building Resilience Summit held at the Stockton University Campus in Atlantic City, New Jersey on Targeted Violence Against People of Faith

## **Certifications/Training**

**Advanced Certification in Mediation and Negotiation – December 2007**

Univ. of MT School of Law – Missoula, MT

**Certified Public Manager (CPM) – December 2009**

University of Wisconsin – Madison, WI

**IEMC: All Hazards Preparation and Response – October 2009**

Emergency Management Institute, MD

**IEMC: All Hazards Recovery and Mitigation – October 2009**

Emergency Management Institute, MD

**Emergency Management Certifications**

ICS 100, 200, 300, and 400

**ICMA: Credentialed Manager – April 2016**

International City/County Management Association



## **Adam M. Hammatt**

186 E Blanchard Lake Rd - Whitefish, MT 59937 - (406) 885-2576

January 29<sup>th</sup>, 2020

To whom it may concern,

Thank you for this opportunity to apply for the City of Homer, AK City Manager position. I believe that I possess the skills, abilities, and experiences necessary to be highly effective in this position. I have almost 18 years of local government experience beginning with the fire and emergency service and working my way up to my fourth City Management position. I have built an extensive background in municipal management including management of resort and tourism-based communities and organizations. I believe I am fully capable, experienced, and ready to take on my next challenge.

I have a rich educational background including a BA in Political Science, a Master's in Public Administration, and a Doctorate of Law, with advanced certifications in mediation and negotiation. I am also a Certified Public Manager through the University of Wisconsin, Madison and a Credentialed Manager through the International City/County Management Association. I feel that these degrees, certifications, and credentialing are a nice mix for a well-rounded municipal manager. Combine this education with my many varied experiences in municipal management and I feel that I would be a valued asset for Homer.

I have worked with planning and community development professionals bringing in hundreds of millions of dollars in new tax base. I have worked tirelessly to create and sustain public/private partnerships to develop and revitalize downtowns, urban cores, and affordable housing. I was on the board of directors (Board Chair for a time) of the Fox Cities Convention and Visitors Bureau. Here I learned much about area attraction, event solicitation, and working as a team to bring attention to the area. As a former public safety professional and in my roles as a City Manager I have helped to improve all aspects of public safety from police and fire to emergency management preparation, response, and mitigation. Having worked in a community with national press on white supremacist issues, I have worked to foster relationships with people from all walks of life in order to befriend, understand, and better protect their ways of life. I have been a part of constructing two new City Halls, DPW and Parks and Recreation facilities, and a 212-space parking structure. I can relate to and often visit with employees at all levels and have received much praise from employees for my efforts. I have created and used many public outreach efforts to improve communication between cities and their residents and businesses. These efforts include newsletters, "Coffee with the City Manager", open houses, public forums, and weekly emails to the media and general public, all of which have been positively received. I have created, maintained, or enhanced many "quality of life" initiatives from water quality and environmental concerns to urban forestry and bike/ped enhancements. I have worked through affordable housing planning and initiative implementation in an effort to increase affordable housing stock by 1,000 units. I have created, implemented, and improved numerous capital improvement programs. I have markedly improved the financial condition of every community I have managed. I have developed stakeholder relationships from local organizations to state



and federal agencies to improve the community's standing for future assistance, cooperation, and grant funding efforts. Many of these relationships enable me to bring these benefits to any city I manage.

I use "I" quite a bit, but I could not have accomplished the things I have without a wonderful family support system and the dedicated teams of professionals I have worked with over the years. I am sure the City of Homer has a similar dedicated team of professionals that I can learn and grow with as we accomplish great things together. I look forward to meeting with you for an interview to discuss these experiences and see if I would be a great fit for your management team.

Sincerely,

Adam M. Hammatt



Homer Departments Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 25-Jan-2020

AAA

**Abul Hassan**

☎ (443) 883-6697  
✉ ahasan1@gmail.com  
🏠 4125 christy way  
Reno, NV 89519  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Other - na

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Keolis Transit America - Current Employer

**Job Title: General Manager**

Dates Employed From: Mar/2019  
Dates Employed To: Currently Employed  
Employment Length: 0 years, 10 months

Duties: The General Manager is responsible for KTA being awarded a ten (10) year \$275 million contract with Washoe County Regional Transportation Commission (RTC). Job tasks include full project implementation of a citywide transit system with 26 routes and a fleet size of 100 vehicles. The GM is responsible for assuring all KPI

**Supervisor Name: Aline Frantzen, CEO**

Address: reno, NV, UNITED STATES  
Phone: (443) 883-6697

Ending Rate of Pay: 175000

May We Contact? Yes

requirements to the client ranging from on-time performance to AFR assurances to customer experience index management. With an 8% margin of profit to KTA the GM must balance quality service to the client while maintaining profitability for KTA. The GM has oversight of 7 senior department managers and oversees a total union and non-unionized staff of 300 full time positions.

**Reason For Leaving:** Currently Employed

## City & County of Honolulu

### Job Title: Administrator

**Dates Employed From:** Jul/2018

**Dates Employed To:** Apr/2019

**Employment Length:** 0 years, 9 months

**Duties:** As the Administrator for the Oahu Motor Vehicle Administration I served in a unique position where state statutory authority was given to the Island of Oahu by the State of Hawai'i. With oversight of a regulatory agency my position was tasked with creating, modifying, interpreting, and implementing laws governing driver's licenses, motor vehicle registration, and other shared mobility trends (bicycles, tnccs, mopeds, etc.). With an annual revenue intake exceeding \$300 million my position oversaw six island wide branch-offices, 180 full-time positions, and operational tasks ranging from but not limited to the issuance of driver's licenses, motor vehicle registration, certification of annual safety check stations, car dealership programs, CDL certification, oversight of abandoned vehicles, and regulatory authority over the operational aspect of TNC's such as Uber/Lyft.

**Reason For Leaving:** Awarded contract by the RTC of Washoe County, Reno, NV

### Supervisor Name: Sheri Kajiwara

**Address:** Honolulu, HI, UNITED STATES

**Phone:** (808) 768-8522

**Ending Rate of Pay:** 130000

**May We Contact?** Yes

## Municipality of Anchorage

### Job Title: Agency Head - Transportation

**Dates Employed From:** Jun/2014

**Dates Employed To:** Jul/2018

**Employment Length:** 4 years, 1 month

**Duties:** The Director of Public Transportation oversees three brand products; People Mover (Fixed Route), AnchorRIDES (ADA + Call Center Services), and RideShare. With direct oversight of senior managers and indirect oversight of over 200 personnel the Director sets the agency goals for the largest mass transportation organization within the State of Alaska with nearly \$6 million in revenues of which \$4 million is point of sale transactions, \$10 million in grants, \$22 million in taxes and an additional variable influx of \$5-10 million in yearly referendum allocation for capital project(s). Under my leadership the Public Transportation system in Anchorage managed to successfully obtain political buy-in as a

### Supervisor Name: City Mgr Michael Abbott

**Address:** Anchorage, AK, UNITED STATES

**Phone:** 907-343-4425

**Ending Rate of Pay:** 120000

**May We Contact?** Yes

means of converting this publically funded system into performing like a business entity. Of the thousands of agencies in the US the fixed route brand known as People Mover is among less than a dozen in the nation to have gone to a frequency based model from a route alignment standpoint. Subsequent results demonstrate my leadership ability to obtain political, local, and internal buy-in toward the success of what public transportation needs in the 21st century – innovation. This single word has now enabled this very agency to focus on integration of on-demand mobility as the next foray into updating transportation to meet head on the challenges presented by TNCs, nationwide decrease in ridership, and the impact to social equity in the absence of change.

**Reason For Leaving:** Moved to explore opportunity in Hawai'i

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

#### University of Maryland | Graduate School

**Degree:** Masters  
**Major:** Public Administration

**Graduated?** Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
Combined.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

**Michael Abbott**

**Relationship: Supervisor**  
**Years Known: 6**

**Phone: 9073177001**

**Mark Spafford**

**Relationship: Peer**  
**Years Known: 5**

**Phone: 9073436289**

**Hal Hart**

**Relationship: Career Peer**  
**Years Known: 5**

**Phone: 4257801520**

**Job Questions**

**City Manager 2019 |**

**Question**

**Answer**

**Disqualifier?**

**What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

It is important for a city manager to demonstrate leadership. The most important elements of leadership is having a vision, instilling trust, and gaining consensus. It is critically important for a community to realize where they are going. However, this cannot be a singular vision it must be a collective vision by the community regarding where they see the future of their city. The City of Homer deserves a leader that can build consensus among the varying constituency in an effort to cohesively work toward achievement of that community oriented vision. As a city manager I will serve as an instrument and an advocate of the city council by ensuring sound fiscal policy, accountability within city departments, and sound leadership through servitude.

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

My accomplishments stretch across multiple coasts. These accomplishments have focused on foundation bedrocks of what it takes to build a city. In the suburbs of Washington DC it meant bringing transportation services to a rural community without access to a wider network. In Anchorage, Alaska this meant working within the fiscal constraints of a Statewide recession in order to reenvision

how best to appropriate land use and zoning by intertwining the latter two with a transportation network for the purpose of economic development. In Hawai'i it meant working within the legal framework of legislative policy to deal with basic issues such as abandoned vehicles, management of public right-of-way related to curb space, parking regulations, and, fiscal policy as it relates to revenue intake through the Department of Motor Vehicles. Presently in Nevada I am working with the local government on the 2050 MPO plan that seeks to solve a housing crisis. My job yet again is to ensure that we are operating a network that supports an explosion in the growth density while crafting a solution within the fiscal limitations of the tax revenue. As I am on the private sector side it also means an intricate understanding of finances as one of my primary obligation(s) is to ensure profitability of the company I work for.

Being a capable leader means understanding first that the vision is not yours and the job is not about you. In my career I have come across multiple policies I may not personally agree with. My job in my roles has been to advise the council and my stakeholders of their option(s) so as to ensure that they understand each facet of the issue before ultimately deciding how best to pursue a direction. In short, my role is to also be an educator. Once all facets of an issue have been transparently conveyed my job as a city manager is to proceed with the will of the council—they are elected to represent the community and my job is to make their decision the best it can possibly. A prime example of this is the reality that a quarter of the fleet I presently manager is fully electrified. Electric technology has not caught up to the times; as such, they are not as optimal in their utilization as classic diesel buses. Nevertheless, the agency made a decision and my job is to make their decision the best it can be. I do this by finding innovative ways to intertwine their decision into the fabric of how we operate. I see the policy question as no different.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\*  
(Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**What is your leadership philosophy?  
\*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

My leadership philosophy is a simple one; serve. This philosophy of leadership through servitude means building a team that is smarter than you are. Ensuring that there is cohesion, communication, and consensus in the team I have built. Ensuring that we all realize that through service we leave a fabric of ourselves into the community we work in. As a leader I adapt myself to the needs of the community I am in. One must be agile and able to adjust themselves to accommodate the greater good.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have been the head of multiple agencies with a fiscal budget larger than that of the City of Homer. Case in point my present contract which was awarded as a result of my particular qualification(s) is a 10 year \$300 million contract. In my present role, much like my past roles, I oversee a staff of 300 full time unionized and non-unionized employees. I am responsible for fiscal and administrative policy. Have the obligation to staff department heads and ensure that those departments are functioning appropriately. I oversee multiple contracts and sub-contractors. I also deal with emergency management. The above synopsis of my present role is not particularly different than the roles I have held in Anchorage, Alaska and Prince George's County, Maryland. In each of those prior roles I had direct interaction with the city council, federal and state personnel and agencies, lobbying groups, associated attorneys, and all the varying state, local, and federal policies related to my agency. Most my accomplishments and scale of responsibilities are searchable on the web and a matter of public record.

**Additional Questions**

**Employment |**

**Question**

**Answer**

**Disqualifier?**

**Have you previously filed an application? \***

No

**If yes, Please give dates applied**

This question was not answered.



Have you ever been employed with the City? *	No
If yes, Please give dates:	This question was not answered.
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No
On what date would you be available for work? *	negotiable
Can you travel if the job requires it? *	Yes
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No
If yes, Please explain	This question was not answered.
Are you 18 years of age or older? *	Yes

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Two (2) separate bachelor's degrees, a masters, credits toward a procurement certification from UMUC, PMP training, and real estate exam training.	
Describe any job-related training received in the United States military. *	n/a	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	n/a	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Nearly every facet of overseeing government agencies, associated fiscal policy, procurement	



regulations, and HR guidelines.

**What type of computers and software have you used? \***

Varying

**Other qualifications specific to this position? \***

Media tested-

**List any certifications you have received: \***

n/a

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \***

n/a

**State any additional information you feel may be helpful to us in considering your application \***

<https://www.linkedin.com/in/abul-hassan-6833909>

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \***

Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** abul hassan

**Date:** 2020-01-25 11:00:31am

**IP Address:** 71.94.91.211

---

Signature

---

Date



# ABUL

Cell: (443) 883-6697

Email: ahassan1@gmail.com


## ABOUT ME


I am a career professional with humble beginnings that has allowed me to work through the management hierarchy of multi-million dollar organizations in order to become an executive that provides leadership through servitude.


I am a team oriented inclusive problem solver with dozens of news articles to my name proving my ability across multiple coasts (DC, Alaska, Hawaii, and Nevada).

I am presently seeking my next challenge and opportunity.


## TRAITS

Risk Taker 

Innovative 

Problem Solver 

KPI Driven 

Team Builder 

## WORK EXPERIENCE

### General Manager – Keolis, Reno NV (2019 > Present)

Served as a consultant for the bid process which included serving as the proposed GM if award was successful. Post contract award facilitated start-up from cradle to implementation which included management of a possible 10-year \$275 million contract, retained 99% of incumbent staff, and hired an entire new management team in a 90-day start-up period. Championed the turn-around of Proterra electric buses thereby showcasing that electrification can succeed. Instituted a scheduling methodology that maximized use of electric buses in the RTC fleet. Facilitated pilot testing of a double-decker bus and presently engaged in a partnership demo with [Google](#).

### Administrator – DMV Oahu, Hawai'i (2018 > 2019)

Served as the head of the Department of Motor Vehicles for the City & County of Honolulu. Tenure oversaw the statewide implementation of the islands first mobile kiosk system for registration renewal, opening of a \$35 million capital project that introduced the CDL office, introduction of 3rd party CDL testing, revision of the Real ID Act, and drafting of countless other statewide legislative policies.

### Director – Anchorage Public Transit (2014 > 2018)

Through an executive appointment by the Mayor of Anchorage and subsequent confirmation by the City Assembly **orchestrated a turn-around** of the largest mass transit system in Alaska by aligning services to economic development during a recession. The shift to a frequency model led to avoidance of massive fiscal cuts to the organization while providing a net increase in value to the public whereby corridors with transit service are areas where people can Live, Work, and Play. My primary duties in this role were to innovate, advocate, educate, and incorporate transit solutions towards efficient city building. P&L of \$35 million, fleet of 200, with oversight of over 200 personnel, reporting to the Anchorage Assembly (6 districts w/ 11 members).

### Chief of Transit - (2011 > 2014)

Managed a \$45 million local system and provided oversight to an additional \$220 million from the County to Washington Metro Transit Area Authority (WMATA). Provided direct input to the design of the [Purple Line](#), [65% design of the National Harbor Casino](#), and created the first ever [local bus service to Southern Prince Georges](#).

### Capital Projects Manager - (2007 > 2011)

Hired as the youngest project manager in Maryland Motor Vehicle's history. Tenure oversaw the successful on-schedule implementation of a queuing system across 24 branch wide offices, a \$20 million upgrade to vehicle emissions inspection program statewide, and a BI platform for data qualification. All projects were delivered on time, within scope, and under budget per PMP guidelines from cradle to grave.

## EDUCATION

### University of Maryland Baltimore County (2000 > 2004)

- Management Science & Information Systems, B.A.
- English (Communications & Technology), B.A.

### University of Baltimore (2006 > 2008)

- Public Administration (Project Management Core), M.A.



# Abul Hassan

## Executive Leadership

Result-driven goal oriented professional with proven and tested skills in directing full cycles for complex, multi-agency, multi-million dollar operations and initiatives. With nearly two decades of information technology, transportation, MPO and executive management experience. Bringing to the table a proven record for delivering innovative value based solutions through sound management, team building, and the ability to sell organizational visions as a core foundations of economic prosperity and efficient city building.

### Core Competencies:

Risk Management ♦ Cost Reduction ♦ Client Relations ♦ Negotiations ♦ Quality Assurance  
Transit Planning ♦ Performance Management ♦ Staff Training ♦ Team Building ♦  
Project Management ♦ Fostering Relationships ♦ Media Savvy  
Startup Experience ♦ RFP creation ♦ Six Sigma ♦ P&L

## PROFESSIONAL EXPERIENCE

Keolis Transit America (KTA)

2019 — Present

General Manager, Washoe RTC – Reno, NV

The General Manager is responsible for KTA being awarded a ten (10) year \$275 million contract with Washoe County Regional Transportation Commission (RTC). Job tasks include full project implementation of a citywide transit system with 26 routes and a fleet size of 100 vehicles. The GM is responsible for assuring all KPI requirements to the client ranging from on-time performance to AFR assurances to customer experience index management. With an 8% margin of profit to KTA the GM must balance quality service to the client while maintaining profitability for KTA. The GM has oversight of 7 senior department managers and oversees a total union and non-unionized staff of 300 full time positions.

### SELECTED ACCOMPLISHMENTS:

- Successfully lead a startup transition from MV Transportation to Keolis
- Successfully maintained a 10% EBIDTA which is 2% over bid model
- Successful in developing client relation(s) across multiple tier(s)
- Successful in managing various KPIs
- Successful in managing media expectations around various events and news story's
- Successfully built inroads to local community through participation in NPOs

City & County of Honolulu

2018 — 2019

Administrator, Motor Vehicle Licensing & Permitting

As the Administrator for the Oahu Motor Vehicle Administration I served in a unique position where state statutory authority was given to the Island of Oahu by the State of Hawai'i. With oversight of a regulatory agency my position was tasked with creating, modifying, interpreting, and implementing laws governing driver's licenses, motor vehicle registration, and other shared mobility trends (bicycles, tncs, mopeds, etc.,).

With an annual revenue intake exceeding \$300 million my position oversaw six island wide branch-offices, 180 full-time positions, and operational tasks ranging from but not limited to the issuance of driver's licenses, motor vehicle registration, certification of annual safety check

## Abul Hassan

- 2 -

stations, car dealership programs, CDL certification, oversight of abandoned vehicles, and regulatory authority over the operational aspect of TNC's such as Uber/Lyft.

### SELECTED ACCOMPLISHMENTS:

- **Successful implementation of DMV Kiosk** the first of its kind in Hawaii that allowed the general public to remotely renew their vehicle registration
- **Successful completion of multi-million dollar capital project** to open a stand-alone Commercial Driver License (CDL) office on the Island of Oahu. Project included site acquisition, implementation logistics, and public outreach.
- **Successful policy introduction at State Legislature** related to fee increases, oversight of TNCs, and, implementation of the federal Real ID Act.

Municipality of Anchorage, Alaska  
Director, Dept. of Public Transportation

2015 — 2018

The Director of Public Transportation oversees three brand products; People Mover (Fixed Route), AnchorRIDES (ADA + Call Center Services), and RideShare. With direct oversight of senior managers and indirect oversight of over 200 personnel the Director sets the agency goals for the largest mass transportation organization within the State of Alaska with nearly \$6 million in revenues of which \$4 million is point of sale transactions, \$10 million in grants, \$22 million in taxes and an additional variable influx of \$5-10 million in yearly referendum allocation for capital project(s).

Under my leadership the Public Transportation system in Anchorage managed to successfully obtain political buy-in as a means of converting this publically funded system into performing like a business entity. Of the thousands of agencies in the US the fixed route brand known as People Mover is among less than a dozen in the nation to have gone to a frequency based model from a route alignment standpoint. Subsequent results demonstrate my leadership ability to obtain political, local, and internal buy-in toward the success of what public transportation needs in the 21<sup>st</sup> century – innovation. This single word has now enabled this very agency to focus on integration of on-demand mobility as the next foray into updating transportation to meet head on the challenges presented by TNCs, nationwide decrease in ridership, and the impact to social equity in the absence of change.

### SELECTED ACCOMPLISHMENTS:

- **Successfully negotiation w/ Teamsters Local 959** by enabling the union to sign a managed competition waiver in order to lower service costs during recession
- **Successful in building Public Private Partnership (PPP)** with an enterprise utility named Solid Waste Services in order to bring the first ever Electric Bus to Anchorage, Alaska and numerous service agreement(s) in order to reduce operational cost
- **Successful in lobbying for legislation** that favors funding to the organization
- **Successful in obtaining millions in "new money,"** by obtaining competitive award from federal grants
- **Successful in implementing multi-million dollar engineering design and construction projects** (facility rehab, infrastructure, and roadway) utilizing FHWA, FTA, and local funds
- **Successful in cost reduction** through negotiation and lowering of cost by contracted service provider (MV Transportation Inc.,)

## Abul Hassan

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Municipality of Anchorage, Alaska  
Manager of Operations, Dept. of Public Transportation

2014 — 2015

Providing direction to the largest transit organization within the State of Alaska this position sets the priorities for a direct staff of 110 individuals to include unionized bus operators, dispatchers, and supervisor.

The main focus of this position was to provide day to day management to all employees and functions of the Department of Transportation's operations section known as "*People Mover*," to which is allocated 60% of the departmental budget and is the most visible public transportation service in the State of Alaska.

### SELECTED ACCOMPLISHMENTS:

- **Successfully fostered a healthy relationship with the Teamsters Local 959** whereby creating an environment of mutual respect where common goals are achieved.
- **Successful in developing driver morale** thereby shedding the 'glass wall,' division between bus operators and management.
- **Successful in creating additional positions** in the bus operator category through a clear statistical demonstration of overtime cost reduction by hiring FTE equivalents.
- **Successful in reducing absenteeism** among bus operators through cooperation and relationship building with employee relations to outline stricter policies on call-outs.
- **Successful in effectively building relationships** with internal and external stakeholders as a means of accomplishing mutual and competing tasks.

Prince George's County, Maryland  
Chief of Transportation

2011 — 2014

Serving as the Transportation Chief for the Office of Transportation under the **Department of Public Works**; tasked with responsibility over the Planning, Finance, ParaTransit Operations, and Fixed Route Operations. The Transit Chief played a lead role in contract oversight as the fixed-route portion was operated by TransDev North America. All departments and contract operations combined, this position directly oversees roughly 100 employees and a transportation agency operating budget of \$30 million with a fleet size of 180 total vehicles.

Position also serves an oversight and advisory role whereby providing oversight of Washington Metro Area Transit Authority (WMATA) services within the confines of greater Prince George's County. The latter translates to management and oversight of an additional supplementary State budget varying between \$200 million and \$300 million depending on jurisdictional subsidy contribution by the Maryland Department of Transportation (MDOT).

### SELECTED ACCOMPLISHMENTS:

- **Successful procurement, negotiation, and contract to NextBus** in an effort to streamline operating vendor accountability on OTP and various other KPIs.
- **Reduced excess costs** through attainment and internalization of tasks such as National Transit Database (NTD) yearly surveys, general customer surveys, and marketing.
- **Began route evaluations** to determine appropriate headways and adherences for a variety of routes including the preservation of WMATA service lines within County borders for future Transit Oriented Development (TOD).



## Abul Hassan

- 4 -

- **Successful grant application** for bi-county sub-urban JARC and CMAQ fund appropriation for countywide sidewalk/pedestrian improvement.
- **Successful completion of joint study** with MWCOG and MNCPPC related to the establishment of a county transit-way system with priority corridor routing.
- **Successful outreach** to county council members whereby procuring additional funds from MPO to expand operations in suburban areas of the County.
- **Successful route and service level planning** with implementation of 3 primary routes within a 1 year span. The total allocated cost for the three routes was the equivalent of \$2 million in revenue service hours.
- **Effectively managed conflict** through fostering of relationships.

University of Maryland  
Transit Operations Manager

2007 — 2012

Managed a workforce of up to 150 unionized full-time and student employees who work as bus drivers, support staff, maintenance, and trainers. The fleet consists of over 60 vehicles including transit buses, cut-away vans, and luxury motor coaches. Directly supervised unionized full-time and student drivers and support staff. Responsible for the operations of the Shuttle-UM transit service which operates 24/7 providing paratransit, demand response, charter, and over 75,000 annual service hours of fixed route service. Responsible for assistance with policy creation, implementation and enforcement, compliance with collective bargaining agreements, shift-pick, route scheduling, route planning, dispatching, training, and customer service.

### SELECTED ACCOMPLISHMENTS:

- **Successfully oversaw ridership increase to 2.5 million customers**
- **Met budget KPI by reducing overtime usage as a measure of financial goals**
- **Successful in negotiating labor reduction during recession period**
- **Performed beta testing on new fleet units to ensure safety and regulatory compliance with federal regulations and consumer policies.**
- **Performed beta testing on 1<sup>st</sup> generation AVL for fleet to ensure accuracy of in-house data and to ensure consistency and accuracy of data provided to the public**

Motor Vehicle Administration  
Senior Project Manager

2007 — 2011

Selected to lead and deliver a multi-agency project to update the Vehicle Emissions Inspection Program (VEIP) as mandated by the EPA. Developed an RFP, lead the contract awarding process, and successfully implement a multi-million dollar contract without any legislative scrutiny. Per the MVA Administrator, *"VEIP is probably the biggest project the agency has seen in two decades in terms of its complexity and budget."*

### SELECTED ACCOMPLISHMENTS:

- **Led groups from various agencies to successful project launch**, steering several departments into production roll-out. Worked jointly with stakeholders to address business and technical issues over an array of internal and external projects.
- **Adopted an agile project methodology** in order to deliver projects within the triple scope (on-time, within budget, and within scope).

# Abul Hassan

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- **Created and oversaw team building activities** that included focus groups as a measure of addressing various technical issues in relation to the overall system design and approval processes.
  - **Leveraged negotiation and communication skills** to guide contractor towards achieving project success.
  - **Successfully drafted a multitude of RFP, RFR, and RFI**
- \* **PRIOR RESEARCH ANALYST EXPERIENCE WITH MARYLAND MVA, 2003 — 2005**
- Statistical analyst for the agency dealing with State STATS
- \* **PRIOR INFO TECH. EXPERIENCE WITH UNIVERSITY OF MD, 2003 — 2005**
- Integrated TCP/IP network for the Department of Political Science
  - Oversaw a multitude of projects
- \* **PRIOR MOTOR COACH EXPERIENCE WITH GLOBE GROUND 2002 — 2003**
- Transit bus driver for fixed airport routes
- \* **PRIOR MOTOR COACH EXPERIENCE WITH SHUTTLE-UM 2000 — 2003**
- Transit bus driver for evening service routes and paratransit
- \*\*Started driving buses (full-time) in order to put myself through college with a graduation date of 2004**

## TECHNICAL SKILLS

### HARDWARE & NETWORKING:

- IBM compatibles: Pentium and Clones, Mac (iMac, power PC), Network Interface Cards, Hubs, and Routers.
- TCP/IP, LAN/WAN, VPN, SQL Server, MS Site Server

### OPERATING SYSTEMS:

- Microsoft Windows (NT 4.0, 3.1, 95, 98, 2000, ME, XP, VISTA, and Windows 7/10). Linux Operating Systems, Unix, Android SDK, and DOS.

### LANGUAGES:

- HTML, SQL, and XML

### APPLICATIONS:

- **MS Project, SAP ERP, Visio, MS Office Suites, Crystal Reports, PeopleSoft, Adobe Indesign, Dream Weave, MS Publisher, NextBus, Sched21, Trapeze, AVAIL products, HASTUS, Optibus, and various other FMIS.**

## EDUCATION

**English (Communications & Technology Track), Bachelors (2004)**

University of Maryland, Baltimore County

**Management Science & Information Systems, Bachelors (2004)**

University of Maryland, Baltimore County

**Public Administration, Masters (2008)**

University of Baltimore

[Documents](#)[Job Openings](#)[Helpful Links](#)

## Employment Application | Submitted: 11-Jan-2020

AAA

**Michael Klimesh**

☎ (562) 380-4224  
✉ mike@graphicsinc.biz  
📍 PO Box 111  
Spillville, IA 52168  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Indeed

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### City of Spillville - Current Employer

**Job Title: Mayor**

**Dates Employed From:** Jan/1994  
**Dates Employed To:** Currently Employed  
**Employment Length:** 26 years

**Duties:** City of 415 people, elected position for terms. Won election every year nomination papers were submitted. Two full terms filled by other candidates during this time period. Responsible for : Street maintenance and repair Budgeting and tax appropriation Hiring and firing, scheduling and labor management Agenda setting and leading council meetings

**Supervisor Name: None**

**Address:** Spillville, IA, UNITED STATES  
**Phone:** 563-562-3425

**Ending Rate of Pay: N/A****May We Contact? Yes**

Restoration of city property following flood damage Initiation, coordination and implementation of FEMA for flood recovery and home buyouts Coordination and improvement of county relations amongst cities Reconstruction of city sewer system and two bridges Codification and review of city ordinances Oversee permit and license distribution Beautification of the city Tourism efforts, RAGBRAI coordination Overseeing the city museum Overseeing the acceptance and management of historic properties Law enforcement relations and contracts Emergency Preparedness and recovery efforts following the floods of 2008, 2012, 2016 City celebrations and event coordination Sit/have sat on various county Committees and Boards : Winneshiek County Community Foundation, Co-Chairman Winneshiek County Emergency Management Winneshiek County Conference Board Spillville Historic Action Group, President Winneshiek County Republican Central Committee, Chair Turkey River Watershed Authority Upper Explorer Land Regional Planning Commission Winneshiek County Development and Tourism, President Winneshiek County Solid Waste Agency Winneshiek County Coalition of Mayors, Founding Member

**Reason For Leaving:** Currently Employed

## Graphics Inc.

**Job Title:** General Manager

**Dates Employed From:** Jan/1998

**Dates Employed To:** Jan/2020

**Employment Length:** 22 years

**Duties:** Responsible for operations and management of large web press for newspaper printing and two digital presses. Specialize in commercial, customer direct printing, wide array of mailing services, and product delivery. Streamlined printing operations and implemented planned expansion of services. • Established sound fiscal practices resulting in increased sales from \$700,000 to \$2.1 million per year. • Printing 30 weekly publications and specialty printing • Grown number of active staff from 12 to 26. • Supervised three business expansions, including the installation of \$1.5 million in additional printing equipment and upgrades. • Modernized business operations to increase automation through six sigma lean theories.

**Reason For Leaving:** Currently Employes

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

**Luther College | College or University**

**Supervisor Name:** None

**Address:** Calmar, IA, UNITED STATES

**Phone:** 563-562-3031

**Ending Rate of Pay:** N/A

**May We Contact?** Yes

**Degree:** Bachelor's of Arts  
**Major:** Political Science

**Graduated?** Yes

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
mkr.docx	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

Michael T. Klimesh

#### Contact

PO Box 111 , Spillville, IA 50466 563-380-4224

mike@graphcsinc.biz Objective

My objective in applying for the City Manager's position is to best utilize my years of experience in municipal management and project development in the service of a vibrant community. Homer, Alaska, has a rich history, vibrant tourism and fishing industry, and is a friendly and welcoming community. I would appreciate the opportunity to be a part of that and assist the forward progress of the Homer community.

#### Education

Luther College

Decorah, IA

1987-1991

Bachelor's of Arts,  
Political Science

#### Groups/Clubs

Great Lights Lodge #181 , master mason, Scottish Rite

Turkey Valley Trap Range/Gun Club

South Winneshiek Trap Team, Head Coach

#### Experience

1994-Present

Mayor . Upper Management . City of Spillville, Spillville IA

City of 415 people, elected position for 2 year terms. Won election every year nomination papers were submitted. Two full terms filled by other candidates during this time period.

Responsible for :

Street maintenance and repair  
 Budgeting and tax appropriation  
 Hiring and firing, scheduling and labor management  
 Agenda setting and leading council meetings  
 Restoration of city property following flood damage  
 Initiation, coordination and implementation of FEMA for flood recovery and home buyouts  
 Coordination and improvement of county relations amongst cities  
 Reconstruction of city sewer system and two bridges  
 Codification and review of city ordinances  
 Oversee permit and license distribution  
 Beautification of the city  
 Tourism efforts, RAGBRAI coordination  
 Overseeing the city museum  
 Overseeing the acceptance and management of historic properties  
 Law enforcement relations and contracts  
 Emergency Preparedness and recovery efforts following the floods of 2008 , 2012 , 2016  
 City celebrations and event coordination

Sit/have sat on various county Committees and Boards :

- Winneshiek County Community Foundation, Co-Chairman
- Winneshiek County Emergency Management
- Winneshiek County Conference Board
- Spillville Historic Action Group, President
- Winneshiek County Republican Central Committee, Chair
- Turkey River Watershed Authority
- Upper Explorer Land Regional Planning Commission
- Winneshiek County Development and Tourism, President
- Winneshiek County Solid Waste Agency
- Winneshiek County Coalition of Mayors, Founding Member

1994-present

General Manager . Upper Management . Graphics, Inc. Calmar, IA  
 Responsible for operations and management of large web press for newspaper printing and two digital presses. Specialize in commercial, customer direct printing, wide array of mailing services, and product delivery. Streamlined printing operations and implemented planned expansion of services.  
 Increased sales from \$700 ,000 to \$2.1 million.  
 Printing 30 weekly publications and specialty printing  
 Increased staff from 12 to 26.  
 Supervised three building additions, installation of \$1.5 million in additional equipment and upgrades.  
 Modernized business operations to increase automation through six sigma lean theories, established sound fiscal practices.

Previous Employment 1991-1998

- Featherlite Mfg. - NHRA Account Representative
- Super C Radio Network - Station Manager
- Commercial and Residential Construction - Carpenter

**Key Skills**

Project Management  
Municipal Management  
Communication  
Team Building  
Innovative Problem-solving

**Accomplishments**

Managed Spillville through the Flood and recovery of 2008 , 2012 , and 2016.

Coordinated volunteer efforts and relief agencies  
Coordinated both private and municipal recovery efforts

with

**FEMA**

Coordinated clean-up and reconstruction efforts, including planning and implementation.

Coordinated efforts with the county to acquire federal funding and reconstruct two bridges in Spillville within 1 year. Supervised the construction process throughout.

Coordinate I-Jobs funding and CDBG grants, with Upper Explorer Land, to fund the \$1.1 million Wastewater Treatment Facility.

Coordinated I-Jobs documentation, applications and appropriations throughout the project.

Coordinated construction efforts between the contractor on-site and the engineering firm, making decisions and adjustments as need to ensure the project stayed within specifications and budget.

Created grant distributions models duplicated throughout the state for Winneshiek County Community Foundation

Created Unique funding and allocation of law enforcement resources for the improvement of 911 response for Winneshiek County.

Created a new, innovative Decorah Newspapers Product to counter declining paper sales, creating a new revenue stream and distribution model; invited to speak at Iowa Newspaper Association conference and consult with several local papers

for replication of product. Great reader response and profitability from the first issue.

Current Federal Firearms License Holder

Authorized NRA Concealed Carry Instructor

**References**

Available upon request.

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.



**John Logsdon**

**Relationship:** Friend, County Supervisor  
**Years Known:** 12 years

**Phone:** 563-532-9547

**Dan Marx**

**Relationship:** Friends, Winneshiek County Sheriff  
**Years Known:** 15 years

**Phone:** 563-419-9962

**Paul Herold**

**Relationship:** Friend, Colleague (Fort Atkinson Mayor)  
**Years Known:** 25 years

**Phone:** 641-394-2725

**Job Questions**

**City Manager 2019 |**

Question	Answer	Disqualifier?
<p><b>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</b></p>	<p>The City Manager is the bridge between the Mayor and Council and the City departments, their leads and employees and also the citizens. Their job is to see the policies of the governing body executed through the City Code. They also serve as a conduit between the municipality and the county as well as the state legislature itself. They will work with Federal and State agencies to ensure that regulations regarding the operation of a municipality are followed. In order to achieve those goals the manager has to be able to work with all parties involved in a way that ensures issue resolution as a positive experience.</p>	
<p><b>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</b></p>	<p>The town I live in sits on The Turkey River and has over the last 20 years seen an abnormally high amount of flooding. After the floods of 2016 4 families' homes were devastated beyond repair. I worked with FEMA through their Home Buyout Program and secured federal funding to pay those families pre-flood value on all of their properties. This saved them from financial ruin. The town I am Mayor of is small and our staff is very limited so I undertook the entire project on my own as Mayor. This included</p>	

the paperwork, site visits, coordination and implementation of home inspections, acquisition, pre-demolition certification, demolition, final site prep and preservation. People are strong and can endure anything, it is important to be there to shore up that strength. The communities we live in become more than just houses and property, they become a symbol of who we are. As leaders we are looked to to build those reinforcements.

As the Manager I would want to make sure that my personal opinions always take a back seat when dealing with policies. First I would want to ensure that the policy did not violate an existing city, state or federal law or policy, I would also want to make sure that its implementation would not put The City at any enhanced risk of legal exposure. I would also want to make sure that the new policy was enforceable given the current city resources and departments. If it met all those standards I would feel I could interject my personal opinion as a resident of the town that I also work for, but only in a way that the City would allow any other citizen to voice theirs. If it passed, I would see its enforcement as I would any other policy passed by the City Council. My personal feelings would not interfere with my duty.

Leadership requires relationship building. It is important for the people that you interact with to feel confident in your ability to make decisions and lead them. Those relationships are built through acting with integrity, respect and compassion. Leadership also requires strength to remain disciplined to ensure that you apply those traits, make decisions and lead. I believe in leaving it better than you found it, ensuring forward progress in an effective and compassionate manner.

In all my years of acting as Mayor I believe I bring experience in each of the criteria listed in the job description. As the Mayor of a small town with very limited human resources I take on the responsibilities listed, and have much experience dealing with city

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate**

attachment as you would your resume or cover letter) \*

functions from good times to times of emergency operations and recovery. I would be very happy to go into detail regarding my experience in each of these criteria in an interview or phone conference with you.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	30 days notice	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

#### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	I am familiar with Microsoft Office, Quick Books Accounting Software, Adobe CS programs, both Windows and Mac OS, and some limited server and IT experience. I have been involved in the creation of two hazard mitigation plans. I can read and	

understand construction drawing and blueprints. I have experience and knowledge of GIS systems. I am a skilled grant writer and have helped to write grants for city projects totaling over 3 million dollars. Extra Curricular Activities: Hunting, Fishing, Sport Shooting, Physical Fitness, Playing Lead Guitar in a local band, welding, woodworking, entrepreneur, riding motorcycle.

**Describe any job-related training received in the United States military. \***

I have never been in the US military.

**List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \***

Please see resume for full list of organizations, clubs, offices held. I would be happy to discuss this in an interview or phone conferences as well.

### Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
<b>Knowledge and Specialized Skills: *</b>	Please see above, specialized training, apprenticeship, skills and extra-curricular activities.*	
<b>What type of computers and software have you used? *</b>	I am familiar with Microsoft Office, Quick Books Accounting Software, Adobe CS programs, both Windows and Mac OS, and some limited server and IT experience.	
<b>Other qualifications specific to this position? *</b>	More than willing to relocate to Homer, Alaska	
<b>List any certifications you have received: *</b>	NRA Concealed Carry Instructor Certified Iowa Trap Shooting Coach Certified Iowa Hunting Safety Instructor Federal Firearms License Holder	
<b>List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the</b>	N/A	

employee or a parent or sibling of the employees' spouse. \*

State any additional information you feel may be helpful to us in considering your application \*

I would be happy to discuss any additional information of interest to you in an interview or phone conference.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*  Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative

stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Michael Todd Klimesh

**Date:** 2020-01-11 11:59:01am

**IP Address:** 173.29.110.210

---

Signature

---

Date





# Michael T. Klimesh

## Contact

PO Box 111,  
Spillville, IA 50466  
563-380-4224  
mike@graphcsinc.biz

## Education

Luther College  
Decorah, IA  
1987-1991  
Bachelor's of Arts,  
Political Science

## Groups/Clubs

Great Lights Lodge  
#181, master mason,  
Scottish Rite

Turkey Valley Trap  
Range/Gun Club

South  
Winneshiek Trap  
Team, Head Coach

## Objective

My objective in applying for the City Manager's position is to best utilize my years of experience in municipal management and project development in the service of a vibrant community. Homer, Alaska, has a rich history, vibrant tourism and fishing industry, and is a friendly and welcoming community. I would appreciate the opportunity to be a part of that and assist the forward progress of the Homer community.

## Experience

*1994-Present*

Mayor • Upper Management • City of Spillville, Spillville IA  
City of 415 people, elected position for 2 year terms. Won election every year nomination papers were submitted. Two full terms filled by other candidates during this time period.

*Responsible for:*

- Street maintenance and repair
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- Hiring and firing, scheduling and labor management
- Agenda setting and leading council meetings
- Restoration of city property following flood damage
- Initiation, coordination and implementation of FEMA for flood recovery and home buyouts
- Coordination and improvement of county relations amongst cities
- Reconstruction of city sewer system and two bridges
- Codification and review of city ordinances
- Oversee permit and license distribution
- Beautification of the city
- Tourism efforts, RAGBRAI coordination
- Overseeing the city museum
- Overseeing the acceptance and management of historic properties
- Law enforcement relations and contracts
- Emergency Preparedness and recovery efforts following the floods of 2008, 2012, 2016
- City celebrations and event coordination

*Sit/have sat on various county Committees and Boards:*

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Winneshiek County Emergency Management  
Winneshiek County Conference Board  
Spillville Historic Action Group, President

Winneshiek County Republican Central Committee, Chair  
 Turkey River Watershed Authority  
 Upper Explorer Land Regional Planning Commission  
 Winneshiek County Development and Tourism, President  
 Winneshiek County Solid Waste Agency  
 Winneshiek County Coalition of Mayors, Founding Member

*1994-present*

General Manager • Upper Management • Graphics, Inc. Calmar, IA  
 Responsible for operations and management of large web press for newspaper printing and two digital presses. Specialize in commercial, customer direct printing, wide array of mailing services, and product delivery. Streamlined printing operations and implemented planned expansion of services.

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- Modernized business operations to increase automation through six sigma lean theories, established sound fiscal practices.

*Previous Employment 1991-1998*

- Featherlite Mfg. – NHRA Account Representative
- Super C Radio Network – Station Manager
- Commercial and Residential Construction - Carpenter

**Key Skills**

**Accomplishments**

Project Management  
 Municipal Management  
 Communication  
 Team Building  
 Innovative Problem-solving

- Managed Spillville through the Flood and recovery of 2008, 2012, and 2016.
  - Coordinated volunteer efforts and relief agencies
  - Coordinated both private and municipal recovery efforts with FEMA
  - Coordinated clean-up and reconstruction efforts, including planning and implementation.
- Coordinated efforts with the county to acquire federal funding and reconstruct two bridges in Spillville within 1 year. Supervised the construction process throughout.
- Coordinate I-Jobs funding and CDBG grants, with Upper Explorer Land, to fund the \$1.1 million Wastewater Treatment Facility.
  - Coordinated I-Jobs documentation, applications and appropriations throughout the project.
  - Coordinated construction efforts between the contractor on-site and the engineering firm, making decisions and adjustments as need to ensure the project stayed within specifications and budget.
    - Created grant distributions models duplicated throughout the state for Winneshiek County Community Foundation

- Created Unique funding and allocation of law enforcement resources for the improvement of 911 response for Winneshiek County.
- Created a new, innovative Decorah Newspapers Product to counter declining paper sales, creating a new revenue stream and distribution model; invited to speak at Iowa Newspaper Association conference and consult with several local papers for replication of product. Great reader response and profitability from the first issue.
- Current Federal Firearms License Holder
- Authorized NRA Concealed Carry Instructor

## **References**

[Available upon request.]





Homer Departments Government



Documents Job Openings Helpful Links

Employment Application | Submitted: 28-Jan-2020

AAA

Darcy Long

(906) 398-9914
darcylong@hotmail.com
2722 4th Ave. West
Gladstone, MI 49837
United States

City Manager

Job Location - Homer, AK
Department - Administration
Source - Other - International City/County
Management Association

Employment History

Please list your previous employers starting with your current, or most recent employer.

City of Gladstone

Job Title: City Manager

Dates Employed From: Jul/2017
Dates Employed To: Aug/2019
Employment Length: 2 years, 1 month

Duties: Community with public electric utility: worked with substation projects, line upgrades, rates, and policy development as it applies to electric customers. Worked with energy efficiency projects with local businesses. Worked on a 4.7 million bonding infrastructure project, the largest project in recent history for the community. Worked closely with

Supervisor Name: City Commission

Address: Gladson, MI, UNITED STATES
Phone: 906-428-3181
Ending Rate of Pay: 86,300
May We Contact? No

engineers, financial advisors, bond counsel, appointed and elected officials. Implemented paperless board packet process and policy utilizing the iPad. Union environment with five contracts. Experience with meditation, grievances and negotiations. Drafted with the City Commission Michigan PA 202 Corrective Action Plan for OPEB and Pension Liability reforming OPEB to meet state mandate and GASB guidelines for pension liability within five years being funding more than 60%. Implemented long-range capital plan developed with elected, appointed officials, and public input. Prior to my appoint no such policy existed.

**Reason For Leaving:** Termination

## City of Amery

### Job Title: City Administrator

**Dates Employed From:** Jun/2008

**Dates Employed To:** Mar/2017

**Employment Length:** 8 years, 9 months

**Duties:** City Administrator/Zoning Administrator Turned around City's financial troubles from a deficit situation in 2008 to a positive fund balance in 2017 along with an A bond rating for a community that never had a bond rating before. Community Leader involved in many unique and innovative projects that improved the organization and the community. Key role in a variety of economic development projects over my tenure. Administered complex human resources issues that required a great deal of skill and leadership. Started City's Facebook and YouTube social media presence. Responsible for the debt issuance process and management. Managed City of Amery refinancing of 3.8 Million in debt with a cost savings of 225,000 over the next ten years. Pivotal role in the development of a 3.5 Million Memory Care Facility in downtown Amery. Negotiated complex developers agreement and created 30 new jobs, involved in two 1.5 million local food restaurant food hub and local food institute projects. All projects were in the downtown district. Created a management analyst position to work on special projects with initial position funded through an agreement with Amery Regional Medical to work on projects that were of interest to both organizations. Produced budget document designed to show the City's plan and goals for the community in financial terms. Collaborated with the Council to create a community that was inviting to developers, to foster economic development projects. Flexibility was the key and proper utilization of TIF incentives. Worked with Fire Department, Community Stake Holders, and City and Town Officials to fund and purchase a rescue airboat for the Fire Department Principle in 200k Trailhead Pavilion Project, park walkway along Apple River, and many more park improvements. Mayor Karuschak and I raised 100K in three months for the trailhead project using traditional fundraising practices. Implemented digital board packets utilizing iPads, saving not only paper but staff time in putting packets together for meetings. Successful in negotiated police contract

### Supervisor Name: City Council

**Address:** Amery, WI, UNITED STATES

**Phone:** 715-268-7486

**Ending Rate of Pay:** 85,500

**May We Contact?** Yes

with WPPA right before leaving Amery that officers would pay all their portion WRS within five years in a phased-in approach. Managed complex human resources issues with staff at all levels. Examples include police chief being arrested for drunk driving, firing of poor performing clerk-treasurer, and hiring an assistant police chief.

Reason For Leaving: Mutual

**Town of Markle**

**Job Title: Town Manager**

**Dates Employed From: Aug/2005**

**Dates Employed To: Jun/2008**

**Employment Length: 2 years, 10 months**

**Duties:** Managed day to day operations of the community. Wrote a new employee personnel policy manual. Negotiated Cell Tower leases with carriers. Started City Wide Garage Sale event in cooperation with the chamber of commerce. Managed the downtown streetscape project and organized ribbon cutting the Lt. Governor attended. Instrumental in acquiring the donation of a newer fire truck from City of Ft. Wayne, IN, to replace Towns 1970s truck. Drafted new animal control ordinance. Active in economic development project expansion of local trailer manufacturer.

Reason For Leaving: Accepted position in Amery Wisconsin

**Supervisor Name: Town Council**

**Address: Markle, IN, UNITED STATES**

**Phone: 260-758-3193**

**Ending Rate of Pay: 46000**

**May We Contact? No**

**Village of Cass City**

**Job Title: MI Interim Village Manager**

**Dates Employed From: Feb/2005**

**Dates Employed To: Apr/2005**

**Employment Length: 0 years, 2 months**

**Duties:** 1. Manage all operations. 2. Community Development 3. HR 4. Economic Development 5. Budget Oversight 6. Planning and Zoning Administration 7. Finance 8. Council Relations-Worked Closely with Village Board.

Reason For Leaving: Interim Position

**Supervisor Name: Village Council**

**Address: Cass City, MI, UNITED STATES**

**Phone: 989-872-2911**

**Ending Rate of Pay: 2,400 Monthly**

**May We Contact? No**

**City of Brown City**

**Job Title: City Manager**

**Dates Employed From: Jul/2003**

**Dates Employed To: Jul/2004**

**Employment Length: 1 year**

**Duties:** Managed day to day operations, including zoning compliance and administration process. Improved budget process. Worked to lower

**Supervisor Name: City Council**

**Address: Brown City, MI, UNITED STATES**

**Phone: 810-346-3455**

**Ending Rate of Pay: 45,000**



operation cost to improve the Citys overall operation costs. Implemented EPA Arsenic Removal Project worked with State, Federal, and Local Officials on this project. Prepared City Tree Policy to improve the management of the communitys urban forests. Code Enforcement of blight, junk vehicles, and other code violations. Served on the Park Board and managed Citys Park System.

**Reason For Leaving:** Forced to resign

**May We Contact?** No

## City of Booker

**Job Title:** City Manager

**Dates Employed From:** Sep/2000

**Dates Employed To:** May/2003

**Employment Length:** 2 years, 8 months

**Duties:** I have managed all operations, Human Resources/Personnel, Landfill and garbage pickup, Natural Gas Service, Water, and Sewer Operations, Budgeting and Finance, Economic Development, Animal Control, Information Technology. 1. Instrumental in reopening of City Landfill. 2. Helped local packing company acquire a 1 million dollar Texas Capital Fund Loan to expand operations. 3. Started a community recycling program. 4. Purchased capital equipment and developed the RFP process. 5. Hired and fired employees. 6. Implemented purchase of new City utility, general ledger, account management software. Upgraded City payroll process from a manual process to a modern computer one. 7. Development of employee policies. 8. Hired, disciplined and terminated staff. 9. Resolved employee disputes. 10. Completed special projects for the organization. 11. Supervisor of City Staff. 12. Procurement of garbage trucks, skid steers, pickup trucks, services, miles of fence for City Landfill and other

**Reason For Leaving:** Resigned to take position in Brown City

**Supervisor Name:** City Council

**Address:** Booker, TX, UNITED STATES

**Phone:** 806-658-4579

**Ending Rate of Pay:** 40,000

**May We Contact?** No

## Montcalm County

**Job Title:** Interim Personnel Officer

**Dates Employed From:** Jun/2000

**Dates Employed To:** Aug/2000

**Employment Length:** 0 years, 2 months

**Duties:** Processed Payroll, Performed Employee Exit Interviews, Worked With Employee Benefits and records, Entered Accounts Payable Vouchers Into System, Other HR Duties As Assigned.

**Reason For Leaving:** Interim Position

**Supervisor Name:** County Controller

**Address:** Stanton, MI, UNITED STATES

**Phone:** 989-831-7300

**Ending Rate of Pay:** \$13.00 hour

**May We Contact?** Yes

## City of Marquette, MI, Public Works Dept

**Job Title:** Intern

**Supervisor Name:** Public

Dates Employed From: Jun/1999  
Dates Employed To: Aug/1999  
Employment Length: 0 years, 2 months

Duties: Worked with various directors in public works, wrote RFP for equipment, developed and worked on Downtown Development Authority Project that provided greater control over public works functions in the downtown district. Website Development and research.  
Reason For Leaving: Interim Position

Works Director Since Retired  
Address: Marquette, MI, UNITED STATES  
Phone: 906-228-0480  
Ending Rate of Pay: \$9.00 hour  
May We Contact? Yes

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

#### Texas Tech University | College or University

Degree: Certificate  
Major: Certified Public Manager Certification

Graduated? Yes

#### Northern Michigan University | Graduate School

Degree: Masters of Public Administration  
Major: Public Administration

Graduated? Yes

#### Lake Superior State University | College or University

Degree: Bachelors of Science-Political Science  
Major: Political Science

Graduated? Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Darcy D. Long_ MPA_ CPM 2020 Resume.docx	<a href="#">Q Preview</a> <a href="#">Download</a>
Darcy Long Homer_ Alaska Cover Letter.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
Professional References Darcy D Long.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

**Text Only Resume**

Darcy D. Long. MPA, CPM

Darcy D. Long. MPA, CPM

2722 4th Ave. West. Gladstone, MI 49837

( 906 ) 398-9914

darcylong@hotmail.com

**Profile Summary**

Knowledgeable and dedicated professional with 18 years of experience in the role of public manager in organizations with increasing accountability and complexity. Exceptionally skilled in negotiating contracts and leading change management. Can lead teams and guide policymakers through complicated decision-making processes. A qualified professional demonstrating expertise in project management, financial administration, cost control analysis, planning/development, budget management, and development. Experienced manager working with unique municipal and organizational issues other public managers may never deal with in their careers.

**Areas of Expertise**

Budgeting and Financial Management and Intergovernmental Relations Community

Public Works, Utilities, Public Electric/Gas Community Values Rural

Human Resources Management Development Economic

Information Technology Police, Fire, and EMS Experience

Project Management Leadership Organizational Change and

Long Term Capital Planning Problem Solving

**Selected Achievements**

Gladstone, MI : Introduced a new budget process along with the long-range capital plan that produced a comprehensive budget for the first time in the organization's history.

Amery, WI : Instrumental in the development of new Amery, city logo/brand, updating logo developed in the 1950s.

Markle, IN : Employed new radio read water meter system to improve the management of utility and to improve revenues.

Brown City, MI : Brought new tier-one auto supplier to the community adding 30 new manufacturing jobs.

**Professional Experience**

City of Gladstone, MI

July 31 , 2017-August 1 , 2019

City Manager

Managed a full-service City with a budget of \$14 Million in 2019 and approximately 50 employees. There were five different bargaining unit contracts I was responsible for managing. Worked with multiple lawsuits filed by former City Commissioner the City was engaged in, working closely with the legal team.

Community with public electric utility : worked with substation projects, line upgrades, rates, and policy development as it applies to electric customers. Worked with energy efficiency projects with local businesses. Worked on a \$4.7 million bonding infrastructure project, the largest project in recent history for the community. Worked closely with engineers, financial advisors, bond counsel, appointed and elected officials. Implemented paperless board packet process and policy utilizing the iPad. Union environment with five contracts. Experience with meditation, grievances and negotiations.

Drafted with the City Commission Michigan PA 202 Corrective Action Plan for OPEB and Pension Liability reforming OPEB to meet state mandate and GASB guidelines for pension liability within five years being funding more than 60%.

Implemented long-range capital plan developed with elected, appointed officials, and public input. Prior to my appoint no such policy existed. Auction off surplus property via online auction sites resulting in over \$30 ,000 in revenue in my first year as City Manager. Additional assets auctioned off yielded even more revenue.

City of Amery, WI June 15 , 2008-March 1 , 2017

City Administrator/Zoning Administrator

Turned around City's financial troubles from a deficit situation in 2008 to a positive fund balance in 2017 along with an A bond rating for a community that never had a bond rating before. Community Leader involved in many unique and innovative projects that improved the organization and the community. Key role in a variety of economic development projects over my tenure. Administered complex human resources issues that required a great deal of skill and leadership. Started City's Facebook and YouTube social media presence.

Responsible for the debt issuance process and management. Managed City of Amery refinancing of \$3.8 Million in debt with a cost savings of \$225 ,000 over the next ten years.

Pivotal role in the development of a \$3.5 Million Memory Care Facility in downtown Amery. Negotiated complex developer's agreement and created 30 new jobs, involved in two \$1.5 million local food restaurant food hub and local food institute projects. All projects were in the downtown district.

Created a management analyst position to work on special projects with initial position funded through an agreement with Amery Regional Medical to work on projects that were of interest to both organizations.

Produced budget document designed to show the City's plan and goals for the community in financial terms.

Collaborated with the Council to create a community that was inviting to developers, to foster economic development projects. Flexibility was the key and proper utilization of TIF incentives.

Worked with Fire Department, Community Stake Holders, and City and Town Officials to fund and purchase a rescue airboat for the fire department. Principle in \$200k Trailhead Pavilion Project, park walkway along Apple River, and many more park improvements. Mayor Karuschak and I raised \$100K in three months for the trailhead project using traditional fundraising practices.

Implemented digital board packets utilizing iPads, saving not only paper but staff time in putting packets together for meetings.

Successful in negotiated police contract with WPPA right before leaving Amery that officers would pay all their portion WRS within five years in a phased-in approach.

Managed complex human resources issues with staff at all levels. Examples include police chief being arrested for drunk driving, firing of poor performing clerk-treasurer, and hiring an assistant police chief.

Town of Markle, IN August 2005-June 2007

Town Manager

Managed day-to-day operations of the community. Wrote a new employee personnel policy manual. Negotiated Cell Tower leases with carriers. Started City Wide-Garage Sale event in cooperation with the chamber of commerce.

Managed the downtown streetscape project and organized ribbon cutting the Lt. Governor attended.

Instrumental in acquiring the donation of a newer fire truck from City of Ft. Wayne, IN, to replace Town's 1970s truck.

Drafted new animal control ordinance.

Active in economic development project expansion of local trailer manufacturer.

City of Brown City, MI July 1 , 2003-July 12 , 2004

City Manager

Managed day-to-day operations, including zoning compliance and administration process. Improved budget process. Worked to lower operation cost to improve the City's overall operation costs.

Implemented EPA Arsenic Removal Project worked with State, Federal, and Local Officials on this project.

Prepared City Tree Policy to improve the management of the community's urban forests.

Code Enforcement of blight, junk vehicles, and other code violations.

Served on the Park Board and managed City's Park System.

Prior Work Experience

Village of Cass City, MI Interim Village Manager-February 1 , 2005-April 16 , 2005

City of Booker, TX, City Manager-September 2000-May 2003

Montcalm County, Stanton, MI, Interim Personnel Officer-June 2000-August 2000

City of Marquette, MI, Intern Public Works Dept.-June 1999-August 1999

Affiliations

International City/County Management Association ( ICMA ) , Michigan Municipal Executives, Former Member of the Wisconsin City/County Management Association, Past Vice-President of the Indiana Municipal Management Association ( IMMA )

### Community Involvement

Former Gladstone Lions Club Member ( Chair of Annual Beer Tent Fundraiser )

Delta County Economic Development Alliance Board Member

Former Treasurer and President Amery Rotary Club ( Started Annual Beer Tent Fundraiser )

Former Board Member- President, and Former Director of Worn Again ( Amery Nonprofit Thrift Store )

Chaired Amery Community Club Tourism Committee

Served on Amery EDC Board Member

Served as Member Amery Board of Review

Represented City on Amery Hospital Condo Board

Served on Brown City Park Board

Served on Markle Indiana Wildcat Festival Committee

### Other Leadership

Organized Spring 2019 Upper Peninsula City Manager's Meeting

Presented 2015 at the Wisconsin Municipal League Conference a session on the City of Amery's Website.

Presented to the North Region Wisconsin Clerks Association Meeting on Paperless Council Packets

Developed and presented a daylong seminar to the Indiana City/Towns Association on City/Town Manager-Is It Right for Your Community -

While Rotary President chaired and organized Global Study Exchange Program hosting in Amery, WI group from India. While I was in Amery did this two times.

Started Amery Fall Festival Pie Baking Contest.

Was a youth mentor for Amery Strive Program in three different school districts.

### Education

Texas Tech University, Lubbock, TX, Certified Public Manager Certification

Northern Michigan University, Marquette, MI, Masters of Public

Administration

Lake Superior State University, Sault Ste. Marie, MI, Bachelors of Science

- Political Science

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

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**Fran Duncanson, Village of Osceola, Village Clerk**

**Relationship: Professional and Personal**

**Phone: (715) 931-9102**

**Years Known: 10+**

**Mark Polega, Landscape Architect Advanced Wisconsin Dept. of Transportation**

**Relationship: Professional**  
**Years Known: Almost 3 Years**

**Phone: (906) 280-1998**

**Rick Van Blaricom, City Council-Electrician**

**Relationship: Professional**  
**Years Known: 10+**

**Phone: (715) 491-0983**

### Job Questions

#### City Manager 2019 |

**Question**

**What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**Answer**

Here are the five most essential elements of the City Manager position. 1. Council-Manager Relations: Working with the Mayor and City Council keeping them up to date on projects and organizational issues/needs. Development of a relationship with the board, to build a relationship of trust. 2. Leading the City Management Team 3. Managing the administrative functions of the City of Homer. 4. Keep up with the best practices in local government management. 5. Work with local government agencies and keep apprised of legislative impacts that affect the City and its operations.

I believe over my 18 years of experience in city management; I have a wide range of skills and abilities working with all aspects of local government in several states. I also feel my experience has been primarily in rural communities as my most recent position with the City of Gladstone is located in the Upper Peninsula of Michigan which very rural and depends heavily on tourism as a primary source of local revenue. As I review my career in local government management, I feel the following four accomplishments I am most proud of. 1. Development of a new logo for the City of Amery, Wisconsin, revamping the the old logo that had been in place since the 1950s. Worked with a logo committee made up of stakeholders along with City Staff and City Council. 2. Reforming the City of Gladstone's pension liability and stabilizing the cost to provide retiree health care. This was accomplished utilizing the Public Act

**Disqualifier?**



202, the State of Michigan Passed in 2018. This new law provided the City with the tools to develop a plan to meet this challenge. 3. Bringing the ICMA Wittenberg program to Amery, Wisconsin. 4. The Amery Memory Care project that created 31 new medical-related positions to Amery and developed a new \$3 million-dollar facility in the heart of the downtown on a five-acre site the City-owned that was the former school.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I will voice my position to the policy based on the facts of said policy. Provide all relevant information on the subject and why I feel the Council should not adopt the policy. I will also provide the Council with the cause and effect of the adoption of the policy. If the Council still adopts it, I will implement it unless it is an unethical or illegal policy.

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

My leadership philosophy is simple; be a leader in the community and within the organization. I also am a hands management style as City Manager.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

1. I have 18 years' experience only in city management in rural communities. My educational background is a Master's in Public Administration, and I am a certified public manager. While in Texas, I was involved with training in emergency management. 2. The last community I served was on the coast of Lake Michigan, with a recreational harbor. 3. My experience working with water and sewer utilities is extensive. This experience includes treatment plant upgrades, water distribution upgrades, and capital planning for future needs of the utilities. I also have worked with setting rates and rate studies. 4. As you will see in my resume, I have direct experience working with paid-on-call fire departments. 5. Working with planning and zoning administration was a primary duty in my role as City Administrator in Amery, Wisconsin, for almost nine years, I serve that community. 6. Human Resource Management is one of expertise along with finance and budgeting. I understand the difficulty of recruiting staff in a rural community. In Amery and Gladstone, I

worked with the management team and board in the development of a Capital Improvement Plan (CIP). 7. Eighteen years of experience working with boards, commission and elected officials.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	Open	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

#### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Additional Training Does Include all the Educational Experience that I gained through attendance at Conferences, Various Webinars and Conventions. * Michigan Municipal League Zoning Administrator Training: October 9, 2003 * ICMA Workshop: The	

Leader's Role in Building An Ethical Culture: March 29, 2007 \* Michigan Municipal League: FLSA Update: June 10, 2004 \* ICMA Webinar: Essentials of Council-Manager Relations \* Dale Carnegie Training: How to Communicate With Diplomacy and Tact: July 31, 2015 \* Michigan Works Workshop: Problem Solving and Teamwork in the Workplace: August 8, 2004 \* ICMA University Webinar: Changing the Rules of Engagement to Build Trust and Improve Accountability in the Workplace: May 13, 2011 \* ICMA Workshop: The Fatal Flaws in the Council-Management Relationship: September 24, 2016. \* Michigan Planning Association: Planning and Zoning Essentials Training: September 5, 2018 \* Emergency Management Training while I was City Manager in Booker, Texas-Principles in Emergency Management and Incident Command Training. Extra-Curricular Activities \* Home Brewer-Member of the American Home Brewers Association \* Hunting and Fishing (Love Ice Fishing) \* Accomplished Photographer \* Cooking \* Enjoy Travel

**Describe any job-related training received in the United States military. \***

None

**List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \***

International City/County Manager Association (ICMA) since 2003 Michigan Municipal Executives (MME)

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
<b>Knowledge and Specialized Skills: *</b>	1. Highly knowledgeable in finance and budgeting. 2. Well, round background in public works, utilities including (water, sewer, electric, natural gas, landfill, and solid waste. 3. My background also includes experience working with legal issues and development of policies, ordinance, and some contract work. 4. Utilized my skills as a photographer in marketing and tourism promotion in Amery, Wisconsin. I also have done web development	

utilizing my knowledge of technology and also my photography talent.

My background in computers and software is vast. I am an advanced computer user. I have direct experience using PCs and Mac computers. In my career, I have worked with IT Consultants to develop computer network systems and to servers. This computer background allows me to be able to learn any software easily on my own. Also, during my career, I have built computers, installed software and hardware. Worked with web development from scratch and with a hosting company: www.amerywisconsin.org most of the photos on this site are mine the city is still using them. I have developed social media policies. In Amery, Wisconsin I started the Facebook and Youtube Channels to help provide another method to promote the community and also to reach out to residents on what the city was working on and to provide better service to the community. In Amery and Gladstone, I implemented paperless council packets utilizing iPads. Not only did this save money for the organization but it also made the distribution of board packets more efficient in turn also saved additional resources. I also have other skills utilizing internet software to improve efficiency of the organization.

**What type of computers and software have you used? \***

**Other qualifications specific to this position? \***

I have a diverse public sector background exclusively as a rural City Manager. My family and I have lived in remote communities, currently, we live in the Upper Peninsula of Michigan a very rural region of the state with extremely long winters. This portion of Michigan is also heavily dependent on tourism as well. My experience as a city manager is like a swiss army knife I have a variety of knowledge, skills, and experiences to draw on that other applicants may not have who applied for the Homer Alaska City Manager position.

**List any certifications you have received: \***

Certified Public Manager Certification

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating**

None

with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

State any additional information you feel may be helpful to us in considering your application \* None at this time.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \* Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this

application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.  
**Signature:** Darcy D. Long  
**Date:** 2020-01-28 10:11:51am  
**IP Address:** 68.113.137.182

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Signature

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Date

## Darcy D. Long, MPA, CPM

2722 4<sup>th</sup> Ave West, Gladstone, Michigan • (906) 398-9914 • darcylong@hotmail.com

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January 28, 2020

Homer City Hall  
Attn. Mayor and City Council  
491 East Pioneer Ave  
Homer, AK 99603

Dear Mayor and City Council:

As an innovative public manager with a successful career in government, I am ready to be a leader with the City of Homer as its next City Manager. My 18 years' experience only working as a rural public manager aligns well with the qualifications for the position. Being employed as a public manager throughout my career, I performed executive and administrative work as the chief administrative officer serving the organization, as well as the community.

In my most recent position as City Manager of Gladstone, MI, I revamped the budget process and led negotiating a settlement agreement that ended five lawsuits from a former City Commissioner, saving the City \$250,000 in legal fees. As Gladstone's Manager, I was successful in the implementation of a long-range capital plan and financial balance policies that were intended to help guide the City into a bright and prosperous future.

Also, as City Manager of Gladstone, I led the City Commission and Downtown Development Authority (DDA) through the process of implementing the \$4.7 million, 9<sup>th</sup> Street infrastructure project. The 9<sup>th</sup> St. Project is a total reconstruction of streets and infrastructure in the heart of Gladstone funded by bond proceeds, fund balances, special assessments, utilization of budgeted funds, and annual TIF contributions by the DDA. This is possibly the most challenging project of my career. Working with two boards in a community that had not done a project of this type, I utilized my background in municipal finance to educate the policymakers and the community on bonding. This project required me to perform complex funding models with the City's financial advisors, R.W. Baird, to provide the boards with the information they needed to make the project move forward

As the City Administrator and Community Leader in Amery, for eight-plus years, I took the organization financially from a deficit budget to a positive fund balance in 2016. Furthermore, during my tenure with the City of Amery, the City received an A+ Bond rating for an organization that had never been rated before. The S&P provided a statement that "Amery's budgetary flexibility is very strong, in our view, with an available fund balance in the fiscal year 2014 of 19% of operating expenditures." I feel my excellent financial management of the City of Amery provides me with the skills and experience you are looking for in a City Manager.

My resume and supplemental information submitted for the opening will provide you with more details on my financial management background and experience. In addition to my experience and personal qualities, I have a passion for local government that I will impart on the organization. I am a high-energy, driven public manager who is not afraid to try new ideas and encourage my staff to strive to improve their departments for a better community.



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## Darcy D. Long, MPA, CPM

2722 4<sup>th</sup> Ave West, Gladstone, Michigan • (906) 398-9914 • darcylong@hotmail.com

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Please review my attached resume for additional details regarding my expertise and career achievements. I look forward to speaking with you further about my qualifications for the City Manager position for Homer, Alaska. Thank you for your time and consideration.

Sincerely,



Darcy D. Long, MPA, CPM

# Darcy D. Long, MPA, CPM

2722 4<sup>th</sup> Ave. West. Gladstone, MI 49837 • (906) 398-9914 • darcylong@hotmail.com

## Profile Summary

Knowledgeable and dedicated professional with 18 years of experience in the role of public manager in organizations with increasing accountability and complexity. Exceptionally skilled in negotiating contracts and leading change management. Can lead teams and guide policymakers through complicated decision-making processes. A qualified professional demonstrating expertise in project management, financial administration, cost control analysis, planning/development, budget management, and development. Experienced manager working with unique municipal and organizational issues other public managers may never deal with in their careers.

## Areas of Expertise

- Budgeting and Financial Management
- Public Works, Utilities, Public Electric/Gas
- Human Resources Management
- Information Technology
- Project Management
- Long Term Capital Planning
- Community and Intergovernmental Relations
- Rural Community Values
- Economic Development
- Police, Fire, and EMS Experience
- Organizational Change and Leadership
- Problem Solving

## Selected Achievements

**Gladstone, MI:** Introduced a new budget process along with the long-range capital plan that produced a comprehensive budget for the first time in the organization's history.

**Amery, WI:** Instrumental in the development of new Amery, city logo/brand, updating logo developed in the 1950s.

**Markle, IN:** Employed new radio read water meter system to improve the management of utility and to improve revenues.

**Brown City, MI:** Brought new tier-one auto supplier to the community adding 30 new manufacturing jobs.

## Professional Experience

**City of Gladstone, MI**

July 31, 2017-August 1, 2019

### City Manager

Managed a full-service City with a budget of \$14 Million in 2019 and approximately 50 employees. There were five different bargaining unit contracts I was responsible for managing. Worked with multiple lawsuits filed by former City Commissioner the City was engaged in, working closely with the legal team.

- Community with public electric utility: worked with substation projects, line upgrades, rates, and policy development as it applies to electric customers. Worked with energy efficiency projects with local businesses.
- Worked on a \$4.7 million bonding infrastructure project, the largest project in recent history for the community. Worked closely with engineers, financial advisors, bond counsel, appointed and elected officials.
- Implemented paperless board packet process and policy utilizing the iPad.
- Union environment with five contracts. Experience with mediation, grievances and negotiations.
- Drafted with the City Commission Michigan PA 202 Corrective Action Plan for OPEB and Pension Liability reforming OPEB to meet state mandate and GASB guidelines for pension liability within five years being funding more than 60%.
- Implemented long-range capital plan developed with elected, appointed officials, and public input. Prior to my appoint no such policy existed.
- Auction off surplus property via online auction sites resulting in over \$30,000 in revenue in my first year as City Manager. Additional assets auctioned off yielded even more revenue.

**City of Amery, WI**

June 15, 2008-March 1, 2017

### City Administrator/Zoning Administrator

**Darcy D. Long, MPA, CPM**

Turned around City's financial troubles from a deficit situation in 2008 to a positive fund balance in 2017 along with an A+ bond rating for a community that never had a bond rating before. Community Leader involved in many unique and innovative projects that improved the organization and the community. Key role in a variety of economic development projects over my tenure. Administered complex human resources issues that required a great deal of skill and leadership. Started City's Facebook and YouTube social media presence.

- Responsible for the debt issuance process and management. Managed City of Amery refinancing of \$3.8 Million in debt with a cost savings of \$225,000 over the next ten years.
- Pivotal role in the development of a \$3.5 Million Memory Care Facility in downtown Amery. Negotiated complex developer's agreement and created 30 new jobs, involved in two \$1.5 million local food restaurant food hub and local food institute projects. All projects were in the downtown district.
- Created a management analyst position to work on special projects with initial position funded through an agreement with Amery Regional Medical to work on projects that were of interest to both organizations.
- Produced budget document designed to show the City's plan and goals for the community in financial terms.
- Collaborated with the Council to create a community that was inviting to developers, to foster economic development projects. Flexibility was the key and proper utilization of TIF incentives.
- Worked with Fire Department, Community Stake Holders, and City and Town Officials to fund and purchase a rescue airboat for the fire department.
- Principle in \$200k Trailhead Pavilion Project, park walkway along Apple River, and many more park improvements. Mayor Karuschak and I raised \$100K in three months for the trailhead project using traditional fundraising practices.
- Implemented digital board packets utilizing iPads, saving not only paper but staff time in putting packets together for meetings.
- Successful in negotiated police contract with WPPA right before leaving Amery that officers would pay all their portion WRS within five years in a phased-in approach.
- Managed complex human resources issues with staff at all levels. Examples include police chief being arrested for drunk driving, firing of poor performing clerk-treasurer, and hiring an assistant police chief.

**Town of Markle, IN**

August 2005-June 2007

**Town Manager**

Managed day-to-day operations of the community. Wrote a new employee personnel policy manual. Negotiated Cell Tower leases with carriers. Started City Wide-Garage Sale event in cooperation with the chamber of commerce.

- Managed the downtown streetscape project and organized ribbon cutting the Lt. Governor attended.
- Instrumental in acquiring the donation of a newer fire truck from City of Ft. Wayne, IN, to replace Town's 1970's truck.
- Drafted new animal control ordinance.
- Active in economic development project expansion of local trailer manufacturer.

**City of Brown City, MI**

July 1, 2003-July 12, 2004

**City Manager**

Managed day-to-day operations, including zoning compliance and administration process. Improved budget process. Worked to lower operation cost to improve the City's overall operation costs.

- Implemented EPA Arsenic Removal Project worked with State, Federal, and Local Officials on this project.
- Prepared City Tree Policy to improve the management of the community's urban forests.
- Code Enforcement of blight, junk vehicles, and other code violations.
- Served on the Park Board and managed City's Park System.

**Prior Work Experience**

Village of Cass City, MI Interim Village Manager-February 1, 2005-April 16, 2005

City of Booker, TX, City Manager-September 2000-May 2003

Montcalm County, Stanton, MI, Interim Personnel Officer-June 2000-August 2000

City of Marquette, MI, Intern Public Works Dept.-June 1999-August 1999

**Affiliations**

International City/County Management Association (ICMA), Michigan Municipal Executives, Former Member of the Wisconsin City/County Management Association, Past Vice-President of the Indiana Municipal Management Association (IMMA)

Darcy D. Long, MPA, CPM

### Community Involvement

Former Gladstone Lions Club Member (Chair of Annual Beer Tent Fundraiser)  
Delta County Economic Development Alliance Board Member  
Former Treasurer and President Amery Rotary Club (Started Annual Beer Tent Fundraiser)  
Former Board Member- President, and Former Director of Worn Again (Amery Nonprofit Thrift Store)  
Chaired Amery Community Club Tourism Committee  
Served on Amery EDC Board Member  
Served as Member Amery Board of Review  
Represented City on Amery Hospital Condo Board  
Served on Brown City Park Board  
Served on Markle Indiana Wildcat Festival Committee

### Other Leadership

- \* Organized Spring 2019 Upper Peninsula City Manager's Meeting
- \* Presented 2015 at the Wisconsin Municipal League Conference a session on the City of Amery's Website.
- \* Presented to the North Region Wisconsin Clerks Association Meeting on Paperless Council Packets
- \* Developed and presented a daylong seminar to the Indiana City/Towns Association on "City/Town Manager-Is It Right for Your Community?"
- \* While Rotary President chaired and organized Global Study Exchange Program hosting in Amery, WI group from India. While I was in Amery did this two times.
- \* Started Amery Fall Festival Pie Baking Contest.
- \* Was a youth mentor for Amery Strive Program in three different school districts.

### Education

Texas Tech University, Lubbock, TX, Certified Public Manager Certification  
Northern Michigan University, Marquette, MI, Masters of Public Administration  
Lake Superior State University, Sault Ste. Marie, MI, Bachelors of Science - Political Science



## Darcy D. Long, MPA, CPM

2722 4th Ave West, Gladstone, Michigan, 49837 • (906)-398-9914 • [darcylong@hotmail.com](mailto:darcylong@hotmail.com)

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1. Matt Fleser, Equine Dentist  
9000 Nugent Road  
Rockford, Michigan 49341  
(616) 302-4143
2. Fran Duncanson, Village Clerk  
Village of Osceola  
310 Chieftain St.  
Osceola, WI 54020  
Cell (715) 931-9102  
[dunc@amerytel.net](mailto:dunc@amerytel.net)
3. Mark Polega, Landscape Architect Advanced  
Wisconsin Dept. of Transportation  
206 South Grant Street  
Belleville, Wisconsin 53508  
Cell (906) 280-1998
4. Bruce Movalson, CPCU, Principle  
Northern Insurance Company  
906 Delta Ave.  
Gladstone, MI 49837  
Cell (906) 420-4380  
Office (906) 428-4515  
[BMovalson@northerninsuranceagency.com](mailto:BMovalson@northerninsuranceagency.com)
5. Rick Van Blaricom, City Council-Electrician  
303 Harriman Ave.  
Amery, WI 54001  
(715) 491-0983  
[rickvanblaricom@yahoo.com](mailto:rickvanblaricom@yahoo.com)
6. Mike Karuschak, Former Amery Mayor  
200 Donatelle St.  
Amery, WI 54001  
(715) 491-3033  
[michael.karuschak.jr@gmail.com](mailto:michael.karuschak.jr@gmail.com)
7. Brett Niemi, Senior Energy Services Representative  
WPPI Energy  
1425 Corporate Center Drive  
Sun Prairie, WI 53590  
Cell (906) 284-2298  
[bniemi@wppienergy.org](mailto:bniemi@wppienergy.org)







Homer

Departments

Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 27-Dec-2019

AAA

**Rick Neudorff**

☎ (214) 316-8518  
✉ rickneudorff@gmail.com  
📍 640 Edgewood Drive  
Wilkesboro, NC 28697  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - LinkedIn

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Command Center Lowes Companies, Inc

**Job Title: Emergency Command Center Operations Manager**

Dates Employed From: May/2014  
Dates Employed To: Jun/2019  
Employment Length: 5 years, 1 month

Duties: Led development, strategy and execution of emergency readiness and response plans for company with average 300 EME annual events identified major requirements and implemented effective process improvement initiatives based on Command Center events across entire

**Supervisor Name: Rick Gabrielson**

Address: Mooresville, AK, UNITED STATES  
Phone: 704-758-1000

Ending Rate of Pay: 106000

May We Contact? Yes

company. Managed Command Center Control Room and retail store operations throughout emergency and weather-related events established timelines to complete annual planning activities for hurricanes and winter storms. Trained, managed and mentored permanent and event specific teams responsible for development and execution of cross-functional emergency response plans and operational procedures across enterprise, as well as, externally with state and federal agencies, vendors, and third-party logistics providers. Developed effective methods to monitor and transition emergency event operations from Command Center to responsible functional areas after event has been contained. Created post event emergency communication, assessment and reporting protocols to determine inventory needs of stores impacted by event. Provided Emergency Management education and training to ensure event readiness, response and recovery. Directed supply chain before, during and post emergency weather-related events managed event inventory item selection, monitored deployment and tracking from 3PLs, distribution centers, and vendors. Developed and nurtured external partnerships with FEMA, NORRAD, State EME and military leaders collaborated with external partners during major events and propelled corrective actions. Created comprehensive reports and presented information to senior leaders translated statistics and advised management on recommended criteria and corrective actions to ensure safe operations.

**Reason For Leaving:** company eventually eliminated position

**Mitsui Bussan Logistics, Inc**

**Job Title:** Supply Chain Specialist & Project Manager

**Dates Employed From:** Feb/2008  
**Dates Employed To:** Apr/2014  
**Employment Length:** 6 years, 2 months

**Duties:** Responsible for managing new business logistical projects to include planning, procurement, receipt, distribution, inventory, accountability, maintenance and reporting. Led new client onboarding to identify savings, maximum logistics efficiencies and optimize overall opportunity. Analyzed monthly actuals vs. models per client to determine and present ideal cost cutting proposals. Managed and maintained essential product inventory to best prepare and respond to weather-related emergency events.

**Reason For Leaving:** move to NC to care for elderly parent

**Supervisor Name:** Roger Mercer

**Address:** Dallas, TX, UNITED STATES  
**Phone:** 214-561-0400

**Ending Rate of Pay:** 85000

**May We Contact?** Yes

**Crossmark**

**Job Title:** Senior Client Service Manager

**Dates Employed From:** Feb/2003  
**Dates Employed To:** Jan/2008

**Supervisor Name:** Ken Gomez

**Address:** Plano, TX, UNITED STATES

**Employment Length:** 4 years, 11 months

**Duties:** Created and implemented a wide array of corporate client projects within the retail industry, including General Mills, Maybelline and Revlon Independently earned 52M annual billings, which was the largest amount achieved by Senior Client Service Manager .

**Reason For Leaving:** Better opportunity at Mitsui BUssan

**STATES**

**Phone:** 469-814-1000

**Ending Rate of Pay:** 70000

**May We Contact?** Yes

## Fleming Foods

**Job Title:** IT Relationship Director

**Dates Employed From:** Jan/2000

**Dates Employed To:** Apr/2003

**Employment Length:** 3 years, 3 months

**Duties:** Identified reporting needs, collaborated with cross-functional procurement and IT departments to implement process improvement initiatives Assisted with SAP conversion and generated confidential reports on behalf of company President and senior leaders reported directly to Senior Vice President .

**Reason For Leaving:** company bankruptcy

**Supervisor Name:** Scott Northcutt

**Address:** Lewisville, TX, UNITED STATES

**Phone:** 214-222-4500

**Ending Rate of Pay:** 89000

**May We Contact?** No

## City of Plano

**Job Title:** City Councilman

**Dates Employed From:** May/1996

**Dates Employed To:** May/2002

**Employment Length:** 6 years

**Duties:** Elected four times via voters of Plano, Texas population 240, 000 and served as City CEO when Mayor was unavailable assisted with serving and running administration of city, setting the tone for future operations and acting spokesperson for city activities and legislation.

**Reason For Leaving:** term limited

**Supervisor Name:** none

**Address:** Plano, TX, UNITED STATES

**Phone:** 972-941-7000

**Ending Rate of Pay:** 12000

**May We Contact?** Yes

## Congressman Sam Johnson

**Job Title:** Systems Manager, Legislative Assistant

**Dates Employed From:** Oct/1991

**Dates Employed To:** Mar/1993

**Employment Length:** 1 year, 5 months

**Duties:** First staffer hired by Congressman, Sam Johnson wrote floor and committee meeting speeches promoting small businesses and relaying health care issues, managed constituent mail and correspondence, and liaise for VIP and locally elected officials visiting Washington, DC.

**Reason For Leaving:** return to regular job

**Supervisor Name:** Sam Johnson

**Address:** Washington, DC, UNITED STATES

**Phone:** 202-225-4201

**Ending Rate of Pay:** 29000

**May We Contact?** Yes



Strategic Planning      Employee Engagement      Training & Development

Dynamic Public Speaking Safety Culture

Safety Analysis Hazard Control Global Sourcing Cost Reduction

Relationship Building Budget Planning

Key Strengths

Applies critical thinking and develops robust plans to drive complex operational success, ensure compliance and achieve, or exceed, stakeholder satisfaction.

Identifies emergency conditions and risks; conducts training, implements initiatives, promotes behavioral change and long-term sustainable solutions.

Fosters partnerships with internal and external leaders to ensure alignment of strategic plan execution.

Serve as corporate media spokesperson and Subject Matter Expert on emergency preparedness and response.

Liaise between leaders, cross-functional departments, vendors and external partners while exercising professionalism, tact and diplomacy in all communications.

Professional Experience

Operations Manager - Command Center      Lowe's Companies, Inc. -  
Mooresville NC 2014 - 2019

Led development, strategy and execution of emergency readiness and response plans for company with average 300 EME annual events; identified major requirements and implemented effective process improvement initiatives based on Command Center events across entire company.

Managed Command Center Control Room and retail store operations throughout emergency and weather-related events; established timelines to complete annual planning activities for hurricanes and winter storms.

Trained, managed and mentored permanent and event specific teams responsible for development and execution of cross-functional emergency response plans and operational procedures across enterprise, as well as, externally with state and federal agencies, vendors, and third-party logistics providers.

Developed effective methods to monitor and transition emergency event operations from Command Center to responsible functional areas after event has been contained.

Created post event emergency communication, assessment and reporting protocols to determine inventory needs of stores impacted by event.

Provided Emergency Management education and training to ensure event readiness, response and recovery.

Directed supply chain before, during and post emergency weather-related events; managed event inventory item selection, monitored deployment and tracking from 3PL's, distribution centers, and vendors.

Developed and nurtured external partnerships with FEMA, NORRAD, State EME and military leaders; collaborated with external partners during major events and propelled corrective actions.

Created comprehensive reports and presented information to senior leaders; translated statistics and advised management on recommended criteria and corrective actions to ensure safe operations.

Supply Chain Specialist & Project Manager Mitsui Bussan Logistics,  
Inc. - Dallas, TX 2008 - 2014

Responsible for managing new business logistical projects to include planning, procurement, receipt, distribution, inventory, accountability, maintenance and reporting.

Led new client onboarding to identify savings, maximum logistics efficiencies and optimize overall opportunity.

Analyzed monthly actuals vs. models per client to determine and present ideal cost cutting proposals.

Managed and maintained essential product inventory to best prepare and respond to weather-related emergency events.

Senior Client Service Manager Crossmark - Plano, TX 2003 - 2008

Created and implemented a wide array of corporate client projects within the retail industry, including General Mills, Maybelline and Revlon

Independently earned \$52M annual billings, which was the largest amount achieved by Senior Client Service Manager.

IT Relationship Director Fleming Foods - Lewisville, TX 2000 - 2003

Identified reporting needs, collaborated with cross-functional procurement and IT departments to implement process improvement initiatives

Assisted with SAP conversion and generated confidential reports on behalf of company President and senior leaders; reported directly to Senior Vice President.

Additional experience :

City Councilman City of Plano Texas 1996 - 2002

Elected four times via voters of Plano, Texas population 240 ,000 and served as City CEO when Mayor was unavailable; assisted with serving and running administration of city, setting the tone for future operations and acting spokesperson for city activities and legislation.

Systems Manager, Legislative Assistant, Constituent Communications  
Congressman Sam Johnson 1991 - 1993

First staffer hired by Congressman, Sam Johnson; wrote floor and committee meeting speeches promoting small businesses and relaying health care issues, managed constituent mail and correspondence, and liaise for VIP and locally elected officials visiting Washington, DC.

EDUCATION TRAINING

Bachelor of Arts, Business University of Texas - Dallas, TX

Graduate, Advanced & Executive Management Academies FEMA Emergency  
Management Institute

Harvard Kennedy School of Executive Education

## Admin Uploaded Files

There are no admin uploaded files for this applicant.



## References

Please fill out the information below regarding references.

### John Payton

**Relationship:** professional and personal  
**Years Known:** 30

**Phone:** 469-941-8881

### Persia Payne Hurley

**Relationship:** Professional  
**Years Known:** 5

**Phone:** 919-594-3105

### David Rippel

**Relationship:** personal & professional  
**Years Known:** 15

**Phone:** 214-923-4000

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>The City Manager is in charge of all the operations that keep a city running, as well as implementing policies adopted by the city's elected leaders. Keeping the organization steady, while progress towards goals set by the elected officials. Additionally, the City Manager is primary person for policy enforcement and overseeing emergency management during crisis events.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>As the emergency manager for Lowe's, I implanted an emergency management strategy and playbook from scratch. During this time I developed and nurtured relationships with FEMA, CDC, DHS and Norrad/Northcom.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question</p>	<p>As a 6 year city councilman in Plano Texas, I worked with our city manager on multiple policies. IF the city manager did not agree with the policy, he would ask for time for city</p>	



response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

staff to review the policy. During this time you would be sure it was legal, would have community response and not leave the city at risk.

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Day to day leadership is encouraging, supportive and nurturing. During emergency events it is deliberate, rationed, thoughtful and reasonable.

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

on the attachment

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	1/17/2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	

If yes, Please explain

This question was not answered.

Are you 18 years of age or older? \*

Yes

## Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	IS-100HE-ICS, ICS-100, ICS-200, ICS-235, IS-700, IS-800 Executive Emergency Management Leader Core Competencies I Systems Thinking and Research Methods for Executives Advanced III - Advanced Concepts and Issues in the Emergency Management Organization Advanced II - Assessment and Application of Professional Style in Emergency Management Advanced I - A Survey of Advanced Concepts in Emergency Management Interagency Logistics (also instructor for a portion of course) Maturing Public-Private Partnerships (AWR-342) Paul Harris Fellow - Rotary International	
Describe any job-related training received in the United States military. *	n/a	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	Collin County Bond Committee 2002, USCOG - 1996-2002, Over 25 City of Plano board and commissions from 1992 to 2008, Chair of Princeton City Charter adoption committee 2014	

## Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	municipal laws, law enforcement, emergency services, emergency management	
What type of computers and software have you used? *	nearly every kind of computer and software	
Other qualifications specific to this position? *	expansive experience in city government for large suburban and small rural city.	
List any certifications you have received: *	FEMA CERTIFICATIONS IS-100HE-ICS, ICS-100, ICS-200, ICS-235, IS-700, IS-800	
List any family members employed by the City, family members means	n/a	

the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

State any additional information you feel may be helpful to us in considering your application \*

i bring a diverse public and private sector experience mix that will help continue to resilience and efficient management of Homer Alaska. A small town that has national exposure, which is unique.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*  Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Rick Warren Neudorff

**Date:** 2019-12-27 08:01:53am

**IP Address:** 174.80.204.223

---

Signature

---

Date



# Rick Neudorff

*Senior Emergency Management Leader*

WILKESBORO, NC | RICKNEUDORFF@GMAIL.COM | 214.316.8518

## Ultimate Emergency Preparedness | Effective Preparedness, Response & Recovery

Innovative *Senior Emergency Management Leader* with demonstrated expertise providing integrated solutions within public and private wholesale, retail, and logistics operations. Highly intuitive leader, adept at propelling relationships, inspiring employees and collaboration throughout cross-functional teams. Possesses clear, concise communication with a consultative approach to promote behavioral change and operational excellence. Effective time management, ability to multi-task and prioritize efficiently in demanding environments. Flexible with change, a self-starter with a solid drive for opportunity and long-term achievements.

### CORE SKILLS

Strategic Planning | Employee Engagement | Training & Development | Dynamic Public Speaking | Safety Culture  
Safety Analysis | Hazard Control | Global Sourcing | Cost Reduction | Relationship Building | Budget Planning

### KEY STRENGTHS

- Applies critical thinking and develops robust plans to drive complex operational success, ensure compliance and achieve, or exceed, stakeholder satisfaction.
- Identifies emergency conditions and risks; conducts training, implements initiatives, promotes behavioral change and long-term sustainable solutions.
- Fosters partnerships with internal and external leaders to ensure alignment of strategic plan execution.
- Serve as corporate media spokesperson and Subject Matter Expert on emergency preparedness and response.
- Liaise between leaders, cross-functional departments, vendors and external partners while exercising professionalism, tact and diplomacy in all communications.

### PROFESSIONAL EXPERIENCE

#### **Operations Manager - Command Center | Lowe's Companies, Inc. - Mooresville NC | 2014 - 2019**

- Led development, strategy and execution of emergency readiness and response plans for company with average 300 EME annual events; identified major requirements and implemented effective process improvement initiatives based on Command Center events across entire company.
- Managed Command Center Control Room and retail store operations throughout emergency and weather-related events; established timelines to complete annual planning activities for hurricanes and winter storms.
- Trained, managed and mentored permanent and event specific teams responsible for development and execution of cross-functional emergency response plans and operational procedures across enterprise, as well as, externally with state and federal agencies, vendors, and third-party logistics providers.
- Developed effective methods to monitor and transition emergency event operations from Command Center to responsible functional areas after event has been contained.
- Created post event emergency communication, assessment and reporting protocols to determine inventory needs of stores impacted by event.
- Provided Emergency Management education and training to ensure event readiness, response and recovery.
- Directed supply chain before, during and post emergency weather-related events; managed event inventory item selection, monitored deployment and tracking from 3PL's, distribution centers, and vendors.
- Developed and nurtured external partnerships with FEMA, NORRAD, State EME and military leaders; collaborated with external partners during major events and propelled corrective actions.
- Created comprehensive reports and presented information to senior leaders; translated statistics and advised management on recommended criteria and corrective actions to ensure safe operations.

**Supply Chain Specialist & Project Manager | Mitsui Bussan Logistics, Inc. - Dallas, TX | 2008 - 2014**

- Responsible for managing new business logistical projects to include planning, procurement, receipt, distribution, inventory, accountability, maintenance and reporting.
- Led new client onboarding to identify savings, maximum logistics efficiencies and optimize overall opportunity.
- Analyzed monthly actuals vs. models per client to determine and present ideal cost cutting proposals.
- Managed and maintained essential product inventory to best prepare and respond to weather-related emergency events.

**Senior Client Service Manager | Crossmark - Plano, TX | 2003 - 2008**

- Created and implemented a wide array of corporate client projects within the retail industry, including General Mills, Maybelline and Revlon
- Independently earned \$52M annual billings, which was the largest amount achieved by Senior Client Service Manager.

**IT Relationship Director | Fleming Foods - Lewisville, TX | 2000 - 2003**

- Identified reporting needs, collaborated with cross-functional procurement and IT departments to implement process improvement initiatives
- Assisted with SAP conversion and generated confidential reports on behalf of company President and senior leaders; reported directly to Senior Vice President.

*Additional experience:***City Councilman | City of Plano Texas | 1996 - 2002**

- ❖ Elected four times via voters of Plano, Texas [population 240,000] and served as City CEO when Mayor was unavailable; assisted with serving and running administration of city, setting the tone for future operations and acting spokesperson for city activities and legislation.

**Systems Manager, Legislative Assistant, Constituent Communications | Congressman Sam Johnson | 1991 - 1993**

- ❖ First staffer hired by Congressman, Sam Johnson; wrote floor and committee meeting speeches promoting small businesses and relaying health care issues, managed constituent mail and correspondence, and liaise for VIP and locally elected officials visiting Washington, DC.

**EDUCATION | TRAINING****Bachelor of Arts, Business | University of Texas - Dallas, TX****Graduate, Advanced & Executive Management Academies | FEMA Emergency Management Institute****Harvard Kennedy School of Executive Education**





Homer Departments Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 03-Jan-2020

AAA

**Cynthia Northrop, MPA**

☎ (972) 989-6786  
✉ northropcommunications@gmail.com  
📍 1451 W Clayton Street APT 109  
Dayton, TX 77535  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Other - SGR

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Dayton Community Development Corporation

**Job Title: Assistant Executive Director**

Dates Employed From: Jun/2019  
Dates Employed To: Nov/2019  
Employment Length: 0 years, 5 months

Duties: Economic Development policy, BRE, budgets  
Reason For Leaving: pursuing city management

**Supervisor Name: Ann Miller**

Address: City of Dayton, TX,  
UNITED STATES  
Phone: 936-258-2642

Ending Rate of Pay: 74000  
May We Contact? Yes

## City of Alvin - Current Employer

### Job Title: Assistant to the City Manager

**Dates Employed From:** May/2018

**Dates Employed To:** Currently Employed

**Employment Length:** 1 year, 8 months

**Duties:** Provides highly responsible, specialized, confidential, complex and technical support to the City Manager in the overall administration of City operations. This position requires the need to exercise sound judgment, problem-solving skills, and sensitivity in complex situations. Completes special strategic plan/communication projects, research and operational/project management projects assigned. Facilitates the City Manager's work flow of activities, frequently interacts with executives, city staff and representatives of the public.

**Reason For Leaving:** Currently Employed

**Supervisor Name:** Junru Roland

**Address:** Alvin, TX, UNITED STATES

**Phone:** 281.388.4230

**Ending Rate of Pay:** 50,000.00 annually

**May We Contact?** Not at this time

## Northrop Communications

### Job Title: Strategic communications consulting

**Dates Employed From:** Mar/2015

**Dates Employed To:** May/2019

**Employment Length:** 4 years, 2 months

**Duties:** Strategic communications consulting creating comprehensive communications planning, event planning, crisis communications, media relations, social/digital media needs.

**Reason For Leaving:** pursuing municipal leadership

**Supervisor Name:** self

**Address:** Carrollton, TX, UNITED STATES

**Phone:** 972.989.6786

**Ending Rate of Pay:** 100.00 hourly

**May We Contact?** Yes

## OCGPR

### Job Title: SVP/SrDir Public Engagement

**Dates Employed From:** Mar/2014

**Dates Employed To:** Apr/2015

**Employment Length:** 1 year, 1 month

**Duties:** • Management (five direct reports), thought leadership, communication strategies, public relations, media relations, community engagement, message development, stakeholder identification, campaign management, social media, and conflict resolution and served as a spokesperson. • Drove strategies for planning, training, budgeting, executing and measuring effective public engagement campaigns for high-profile public projects. Also supported business development for the firm. **RESULTS:** Hired and trained a new public engagement team for the firm overseeing several award winning projects and increased PE practice by over 10%.

**Reason For Leaving:** Started own company/completing book

**Supervisor Name:** Tonya Veasey

**Address:** Fort Worth, TX, UNITED STATES

**Phone:** 817.332.0404

**Ending Rate of Pay:** 97,000.00 annually

**May We Contact?** Yes

**TxDOT****Job Title: PIO/GPA Manager - Dallas District****Dates Employed From: Jan/2009****Dates Employed To: Mar/2014****Employment Length: 5 years, 2 months**

**Duties:** • Led the Dallas District Public Information office/Spokesperson  
 Result – Change Mgmt: re-organized district PIO developing comprehensive strategic plan achieving TxDOT – Dallas District goals creating/implementing internal and external communications planning, managing PIO team of five, media plan, GPA plan, crisis communication plan and social media.  Result – Drove results in creating top-notch public outreach material, presentations, speeches; assist District Engineer with managing legislative coordination, developed dynamic relationships with elected officials, local leaders and key stakeholders; led all aspects of media relations including media communications, special events, contract administration and budgetary issues; led interactive community relations strategies and traffic safety programs. Selected accomplishments:  Created, recommended and implemented comprehensive re-organization plan for PIO/GPA organization  Created best management practices in Dallas District now used statewide  Initiated and created highly acclaimed new public monthly report (Progress Report)  Initiated and created several new outreach material including Funding Brochure, and Snow and Ice Brochure increasing exposure and positive perceptions of agency  Crisis Communication - Initiated, coordinated, edited and co-authored research and response “White Paper” on a breaking hot topic  Initiated and Developed District Communication Plan, Snow and Ice Communication Plan  Initiated, implemented and managed Social Media (YouTube, Twitter)

**Reason For Leaving: Private Sector****Denton County****Job Title: Denton County Commissioner****Dates Employed From: Jan/2001****Dates Employed To: Dec/2008****Employment Length: 7 years, 11 months**

**Duties:** Functioned in the capacity of County Administrator; Served as Road and Bridge Manager • Collaboratively created budget and set tax rate • Managed all Department Heads including Road and Bridge, Public Health, Budget, Purchasing, Economic Development, Human Resources, IT, and Public Works (35+ direct reports) • Drove all communications and relationship management with city leaders, state and governmental elected officials, and agencies achieving strategic goals • County’s voting representative on the Regional Transportation Council (Metropolitan Planning Organization (MPO) for the D/FW region) • Initiated and led public forums on county affairs and upcoming projects increasing citizen

**Supervisor Name: Bill Hale****Address: Mesquite, TX, UNITED STATES****Phone: 214.320.6110****Ending Rate of Pay: 83,000.00 annually****May We Contact? Yes****Supervisor Name: NA - HR****Address: Denton, TX, UNITED STATES****Phone: 940.349-3080****Ending Rate of Pay: 92,000.00 annually****May We Contact? Yes**

engagement and gaining collaborative problem-solving partners • Wrote and presented presentations, resolutions, and press releases; served as point of contact for media and public relations activities Selected accomplishments:  Leading a team of community volunteers in all aspects of a community event celebrating the opening of a major transportation facility featuring a run across a bridge generating media coverage and raising over \$10,000 for local non-profits  The formation of a regional coalition made up of area city elected officials, city staff, developers, and citizens designed to network and generate administrative and policy solutions on common issues and challenges of growth and development  Elected by peers to chair the Regional Transportation Council, a committee of vital importance to the region for its role in distributing Federal transportation dollars.  Initiated, hosted and coordinated Denton County Student Government Day, an event for high school seniors to learn about county government.  Initiated, designed, and wrote precinct newsletter and bi-weekly column to inform residents on county issues and events.

**Reason For Leaving:** Term of office ended

## Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

### University of North Texas | Graduate School

**Degree:** Masters  
**Major:** Public Administration

**Graduated?** No

### University of North Texas | College or University

**Degree:** BA  
**Major:** Communication Studies

**Graduated?** No

### Hobby School of Public Affairs - UH | Certification

**Degree:** Certified Public Manager  
**Major:** expect 2020 graduation

**Graduated?** No

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

There are no files uploaded for this applicant.

**Text Only Resume**

CYNTHIA NORTHROP  
1451 W Clayton Street, #109  
Dayton, TX 77535  
972.989.6786  
northropcommunications@gmail.com

January 3, 2020

To Whom It May Concern,

I am writing to express my interest in the City Manager position for Homer, Alaska. I am an executive level leader with 15 years of government administration in addition to private sector experience providing insightful and energetic ability to manage, analyze, implement and lead local government operations, economic development, contract and project management with an eye for increasing efficiencies and promoting productive public information and involvement. Key qualifications and characteristics include:

- Thrive on developing and using teamwork to meet the organization's mission and goals.
- Successfully established/implemented budgets, projects, contract/consultant management and strategic plans as well as publications to build understanding and collaboration with inter-governmental partners, stakeholders and citizens.
- Expert communicator, presenter and facilitator with proven ability to develop strong customer/citizen and employee relationships.

My professional experience is broad. My experience as an elected official in local government, local government manager, administrative positions at the city, state and federal levels of government in addition to a small business woman and one providing consultant services for local government provides me a unique 360-perspective. Leading and training teams both paid and volunteer, in a collaborative environment, I have a proven ability to analyze and create targeted strategies to increase efficiencies and productivity. Driving budgets, project management, economic development, HR and government processes, I have researched, written, organized and implemented a broad variety of budgets, projects, policy and procedures, legislative briefs, communication documents, plans and tools.

Selected accomplishments include:

- Functioning as a County Administrator, managing county budget of \$170 million with 1450 employees, managing department heads with direct oversight of county road and bridge department and planning and



development.

Facilities/Project Mgmt. - Successfully managed and directed capital improvement and county bond projects from the planning and development stages, design and construction, and completion including the opening of a county government facility. Impact: County government center in a strategic geographical location providing convenient and accessible government services for area citizens.

Economic Development - Represented, partnered and negotiated all Denton County, Pct. 1 economic development activities (recruitment, retention, incentives) and as the Assistant Exec. Dir of Dayton Community Development Corporation assisted in budget development, Industrial, Commercial and Retail development, BRE functions and community development: our team recently obtained a \$4.8 million dollar grant from EDA for a project.

HR - All HR responsibilities for teams from 5 - 1450 employees as well as policy oversight: including research, SWOT analysis, developing recommendations for City of Alvin HR function and performance improvements, reviewed, updated Personnel Policy as well as Performance & Evaluations, Recruitment & Selection policies for several entities.

Transportation/Project Mgmt. - Successful multi-jurisdictional (TxDOT, NTTA and cities along the corridor) contract and consultant management of major east/west transportation facility through planning, design, environment/right-of-way and construction (Lewisville Lake Toll Bridge/FM 720 project)

Emergency Management - Served on emergency management teams in multiple emergencies including snow and ice, grant processing in Harvey aftermath, public information of contra-flow lanes, housing displaced victims of Hurricane Katrina and Hurricane Ike, development of emergency management plans for livestock and large animals, participating in county-wide emergency management drills; NIMS Training.

Multi-jurisdictional Collaboration - The visioning and formation of a regional coalition made up of area city elected officials, city staff, developers, and citizens designed to network and generate administrative, legislative and policy solutions on common issues and challenges of growth and development in unincorporated areas and ETJ areas

Public Works - Successfully researched, garnering Commissioner Court approval, and transitioned from a Superintendent system of county road and bridge management to Ex-Officio Commissioner county road and bridge management system with statutory authority and direct oversight of Pct. 1 Denton County Road and Bridge operations including a \$8 million dollar budget, 400 miles of county road and 40 Road & Bridge employees.

Partnerships/Collaboration - Researched, analyzed and implemented several innovative solutions to county road and bridge challenges including a partnership with TxDOT to address maintenance in state right-of-way where state and county roads intersected and use of recycled asphalt on county gravel roads to extend time between maintenance.

Partnership/Collaboration - Collaboration with multiple regional stakeholders creating strategic plan for legislative agenda including lobbying efforts and policy recommendations (transportation issues).

Strategic Planning/Implementation - Initiating and creating

multiple best practices for strategic communications including strategic plans, press events, crisis communication, social media, newsletters and employee training modules.

I have also served on the City of Lewisville's (TX) P&Z Commission and Board of Adjustments as well as subsequent service as a Council Member and Deputy Mayor Pro-Tem.

Thank you for your time and consideration of my résumé. My salary requirements are negotiable. Please feel free to call me at 972.989.6786.

Sincerely,

Cynthia Northrop

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

### Paul Davis

Relationship: Former supervisor  
Years Known: 6 months

Phone: 713-301-6560

### Bobbie Mitchell

Relationship: Former Colleague  
Years Known: 15

Phone: 972-434-4780

### JC Hughes

Relationship: Colleague  
Years Known: 15

Phone: 972-567-7933

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250	I believe it is important to have a thorough understanding of not only local government but all levels of government and various agencies in order to develop strategies for	



words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please

success. Included in that is the ability to build relationships with diverse stakeholders, organization, budgeting and team building.

I've achieved many accomplishments but am a firm believer that while the leader is important and facilitates the team as they work together to implement solutions and projects, fostering an environment where each team members can operate to their fullest potential is my greatest accomplishments. One such example of this was the visioning and formation of a regional coalition made up of area city elected officials, city staff, developers, and citizens designed to network and generate administrative, legislative and policy solutions on common issues and challenges of growth and development in unincorporated areas and ETJ areas.

First, I believe my role as a city administrator is to provide professional advice, facilitate conversations and implement the vision, goal and policies of the Council. So in this instance, assuming I've already provided my professional recommendation, as well as other options, and the rationale thereof, I would ensure my understanding of the Council's directive and proceed to implement it as directed.

I subscribe to servant leadership approach to management as well as situational leadership. What I mean by that is that everyone is different; possessing various perspectives, opinions, personalities, etc. My goal is to understand and listen to people, ascertain to the best of my ability their perspective and personality and seek to communicate with them in ways they can understand and receive. I also believe it is extremely important to be clear in expectations and understand roles and responsibilities internally and externally in order to cultivate a culture of excellence.

With 15 yrs of government and managing teams from 5 - 1450 and budgets from \$1.6 million to \$170 million, I bring a deep and

limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

broad understanding and practical experience in project management, emergency management, partnerships and team building, developing innovative solutions that encourage meaningful public engagement.

## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	na	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	na	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	negotiable	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	na	
Are you 18 years of age or older? *	Yes	

### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Coursework for Accredited Public Relations, NIMS Training	
Describe any job-related training received in the United States military. *	NA	

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

ICMA, TCMA

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	NA	
What type of computers and software have you used? *	Microsoft products, Mac, Apple	
Other qualifications specific to this position? *	NA	
List any certifications you have received: *	As previously noted, I've completed 6 of 7 tracks for a Certified Public Manager and will complete tract 7 Jan/Feb of 2020, with graduation shortly after.	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	NA	
State any additional information you feel may be helpful to us in considering your application *	NA	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.		
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? *	Yes	

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.**

I agree to the above.

**Signature:** Cynthia Northrop

**Date:** 2020-01-03 07:55:09am

**IP Address: 98.198.115.175**

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**Signature**

---

**Date**



Homer

Departments

Government



Documents    Job Openings    Helpful Links

### Employment Application | Submitted: 13-Jan-2020

AAA

**Randy Robertson**

**City Manager**

☎ (443) 981-9334  
✉ rrobertson@aberdeenmd.gov  
📍 555 Beards Hill Road  
Aberdeen, MD 21001  
United States

**Job Location - Homer, AK**  
**Department - Administration**  
**Source - Other - ICMA**

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### City of Aberdeen - Current Employer

**Job Title: City Manager**

**Dates Employed From: Jul/2016**  
**Dates Employed To: Currently Employed**  
**Employment Length: 3 years, 6 months**

**Duties: COO/leader of one of Maryland's largest, most dynamic and diverse communities. Chesapeake Bay based and home to Aberdeen Proving Ground, the Army's largest research and technology platform. Strategic rail, industrial and distribution hub minutes from Baltimore, D.C., Wilmington and Philadelphia. East coast HQ for Frito-Lay and Pier**

**Supervisor Name: City Council**

**Address: Aberdeen, MD, UNITED STATES**  
**Phone: 410 272-1600**

**Ending Rate of Pay: \$165k**

**May We Contact? Yes**

One. Fitch & S&P AA+ rated. Approximately 180 staff, \$32+m budgets with \$80+m in capital assets. CELEA certified police department; regional hub for commuter and AMTRAK rail services. Home to nationally known Ripken Field and MILB's Ironbirds. Adjunct MBA faculty, University of Baltimore. In 2019, one of two ICMA City Managers selected to teach at the China University of Political Science & Law (Beijing, China).

**Reason For Leaving:** Currently Employed

## City of Cordova

**Job Title:** City Manager

**Dates Employed From:** Aug/2013

**Dates Employed To:** Jun/2016

**Employment Length:** 2 years, 10 months

**Duties:** Organizational and financial leader, educator and mentor at one of America's top commercial port communities. Developed and delivered quality, cost-effective municipal services: Finance, PD, FD, Parks and Recreation, Public Works, IT, Library, Museum, Refuse, Water/Wastewater, Planning & Zoning, etc. \$20m in annual revenue and budget execution. AA+ rated. Growth & development partner with U.S. Forest Service, U.S. Coast Guard and federally recognized native tribe. Some operational & fiscal oversight of the Cordova Community Medical Center. Graduate of FEMA's Executive Academy.

**Reason For Leaving:** Accept position in Aberdeen

**Supervisor Name:** City Council

**Address:** Cordova, AK, UNITED STATES

**Phone:** 907 424-6200

**Ending Rate of Pay:** \$130k

**May We Contact?** Yes

## City of Vestavia Hills

**Job Title:** City Manager

**Dates Employed From:** Dec/2011

**Dates Employed To:** Apr/2013

**Employment Length:** 1 year, 4 months

**Duties:** First City Manager of Vestavia Hills, Alabama, a 36k residential suburb of Birmingham. Led over 250 team members providing exceptional full-service municipal activities: Finance, Economic Development, Police, Fire, Public Works, Parks & Rec, Planning & Zoning, IT and Library in one of Alabama's fastest growing cities. A \$32m annual budget, with assets more than \$75m. Secured Fitch AA+/Moody's Aa2 ratings and regionally recognized for economic development and growth. Awarded the community's largest ADOT grant to stimulate the U.S. 31 economic corridor. Achieved state-wide recognition as Alabama's "Safest City." UAB Adjunct faculty.

**Reason For Leaving:** Care for aging in-law

**Supervisor Name:** City Council

**Address:** Vestavia Hills, AL, UNITED STATES

**Phone:** 205 978-0195

**Ending Rate of Pay:** \$165k

**May We Contact?** Yes

## City of Mt. Juliet



**Job Title: City Manager**

**Dates Employed From:** Sep/2007  
**Dates Employed To:** Dec/2011  
**Employment Length:** 4 years, 3 months

**Duties:** TN fastest growing, "Most Business Friendly City" (2010). CEO/leader of a 200+ member team. Set the pace within City Hall and community fostering 38 consecutive months of revenue growth while developing and managing General, Capital and Enterprise budgets of nearly \$24m. Secured the region's first American Recovery & Relief Act grant of nearly \$36m to stimulate business and economic redevelopment along "Main Street." Partner in Tennessee's only commuter rail line providing safe, predictable transportation options and established the state's only rail "Quiet Zone." Constructed a regionally recognized Animal Control facility and created a tremendously successful employee health self-insured program. Adjunct at Cumberland University

**Reason For Leaving:** Accept position as Vestavia Hills first City Manager

**Supervisor Name: City Council**

**Address:** Mt. Juliet, TN, UNITED STATES  
**Phone:** 615 754-2552

**Ending Rate of Pay:** \$135k

**May We Contact? Yes**

**United States Army**

**Job Title: Chief of Staff**

**Dates Employed From:** Aug/1980  
**Dates Employed To:** Jun/2006  
**Employment Length:** 25 years, 10 months

**Duties:** 30 years of combined Officership and senior civilian service in and with the United States Army

**Reason For Leaving:** Retirement

**Supervisor Name: last was Brigadier General Robert Reece**

**Address:** various, NM, UNITED STATES  
**Phone:** 505 678-8264

**Ending Rate of Pay:** \$135k

**May We Contact? Yes**

**Education**

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

**Boston University | College or University**

**Degree:** Diploma  
**Major:** Education

**Graduated? Yes**

**Central Michigan University | College or University**

**Degree:** Diploma  
**Major:** Healthcare Administration

**Graduated? Yes**

**The Johns Hopkins University | College or University**

**Degree:** Master's Degree in Urban Planning  
**Major:** Urban Planning

**Graduated?** Yes

### **Western Kentucky University | College or University**

**Degree:** Master's Degree in Public Administration  
**Major:** Public Admin

**Graduated?** Yes

### **United States Army War College | College or University**

**Degree:** Master's Degree in Strategic Planning  
**Major:** Strategic Planning & Studies

**Graduated?** Yes

### **Harvard University | College or University**

**Degree:** Senior Lead Fellowship Pmg  
**Major:** Government/Finance & Administration

**Graduated?** Yes

### **Belmont University-Diploma International City Mgrs Association Senior Executive Institute University of Virginia | College or University**

**Degree:** Certificate Business Administration  
**Major:** Business Administration

**Graduated?** Yes

### **Dept of Defense Exec Leadership & Mgt Program | Certification**

**Degree:** Yes  
**Major:** Leadership & Management Studies

**Graduated?** Yes

### **Syracuse University | Certification**

**Degree:** Resource Managers Program  
**Major:** Financial Management

**Graduated?** Yes

### **U.S. Army Command & General Staff College | College or University**

**Degree:** Diploma  
**Major:** Military Leadership and resource management

**Graduated?** Yes

### **Western Kentucky University | College or University**

**Degree:** Bachelor's Degree  
**Major:** Government & History

**Graduated?** Yes

**Resume**

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
Resume _ November 2019_.docx	<a href="#">Q Preview</a> <a href="#">Download</a>

**Text Only Resume**

No Text Only Resume on File

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.

**Mr. Timothy Joyce**

**Relationship:** Former Mayor/Council member of Cordova  
**Years Known:** 6

**Phone:** 907 253-7575

**Colonel (Ret) William Pope**

**Relationship:** Service together  
**Years Known:** 20

**Phone:** 256 313-8528

**Dr. Raymond Cravens**

**Relationship:** VP, Western Ky University, mentor  
**Years Known:** 45

**Phone:** 270 799- 0834

**Job Questions**

**City Manager 2019 |**

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit	- Honesty & integrity first and foremost! - Competent. Sound professional experience and acumen. - Enjoys people and is professionally polished. Can serve as a champion for the City with citizens,	

**question responses as a separate attachment as you would your resume or cover letter) \***

contractors, legislatures, Governors, federal officials, etc. - Seasoned. - Understands and experienced with the tremendous breath of municipal operations. Experienced with health care, pension plans, pay and classification systems, unions, project management, public safety, information systems, social media, etc. - Fiscally savvy. - Has an appetite for data, and an ability with it, but isn't looking to have a "paralysis from analysis." - Astute judge of people. Adroit negotiator who understands the art and the ability to compromise. - Dedicated to selfless public service. - In good shape, physically and mentally. It's a challenging job. - Understands bad news does not grow better with age. - Understands he/she isn't there to be popular. Ready to make hard decisions. - Back to rock solid integrity and honesty. Those cannot be compromised.

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

As Mt. Juliet's City Manager, a Nashville suburb, I partnered with local officials to capitalize on the "Music City" brand, with the most notable product as creation of Tennessee's only commuter rail line, the Music City Star. The Star, which operates between downtown Nashville and Mt. Juliet, has been a social and economic spearhead instrumental in transforming commuter options, creating a new tourist-based industry, and driving economic development outcomes along the line. Then and even now, nearly 9 years after I left Mt. Juliet, the Star continues to exceed every forecast. Closer to Homer, while serving as City Manager of Cordova, the jewel of Prince William Sound, I and my team completed construction and opened the near decade old planned Cordova Center. As the leaders of Homer likely know, Cordova is one of the top commercial fishing ports in the United States and is an economic engine for South Central Alaska. Mired in years of contractual disputes, litigation and an overall sense of community lethargy, as Manager, I, with the backing and assistance of a wise Council and lots of other professionals, worked our way through the stalled contracts and litigation, built a rock solid funding campaign with the assistance of the

Rasmussen Foundation, and complete the \$35m, multi-use Cordova Center. Despite the City's recent fiscal challenges that are largely associated with the AMHS, the Center itself has proven to be an unparalleled community and tourist attraction.

Once the Council has decided, I, as City Manager, am chartered to implement their guidance and direction. In my opinion, at that time that mandate includes providing full-throated support to provide a level of success to the outcome. However, it is also my charter, as the professional the Council hired me to be, until a Council directed decision has been made, to provide each of them with my full, unbiased professional assessment. That usually does not frequently happen, but it can and does. When it happens, a good, professional City Manager understands her or his duty to provide Council with the pros and cons of an issue. It's that Manager, the one who has actively engaged Council throughout the decision making process, who has the institutional experience to be a champion of policies or procedures they may not agree with, that is successfully serving their political master's. They are the ones who work to identify and develop possible compromises. They are also the community's foremost educators. As reflected, there are issues where there's a gap between the Council and CM, but a professional manager understands the Council makes the decisions, and unless their actions are illegal or unethical, he or she works with them to ensure success.

Lead from the front with honesty and integrity. Be actively engaged, inquisitive and learning oriented. Take prudent risks but be zealous in communications; both up, down and outside the organization. In my opinion, the number one job of a leader is to grow people of integrity and imbue them with professional skills where they can be valuable to others. Without people there would be no organization. Growing people means encouraging personal development, challenging them with stretch goals or assignments, recognizing that without some

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

risk taking there will be little to no rewards, and then acknowledging and rewarding accomplishment. Understand that we all learn from mistakes. My goal as a leader is that in most instances the people who work for and with me start the day anxious and excited about the challenging and opportunities that may come arise. My goal is to capitalize on that and not fill them with angst and dread. While that doesn't occur each and every day, the vision should, in my opinion, have a desire that those who I lead are looking forward to the possibilities and challenges of the job; and not focused on the minutia. Again, that's a goal, but it's what I believe we all look towards in our lives and in our careers. To a large measure that's what the concept of being a selfless public servant is about.

- An enormous breath of City management experience, much of it from rural Alaska.
- A spouse who is totally supportive and loves life in rural Alaska. She is also a retired U.S. Army Nurse Corp officer who has successfully held very senior nursing jobs and would welcome the same in Homer. She is now a nurse at the Baltimore VA.
- Extraordinary accomplishments as a City Manager and as a volunteer in community organizations.
- Works well with people to get things done.
- Teaches organizational behavior in an MBA program and applies theory to practice.
- Grows communities. Understands and has exhibited what it should mean to be a selfless public servant and work with the public funds to make them count.
- Is accountable. Has led from the front from the first day as a Second Lieutenant and continues to do the same today.
- Seeks to mentor others.
- Experienced in port operations and management. Understands the fishing and tourist communities and their impact on the city and its overall quality of life.
- Understands the Council is elected and accountable to the citizens and works to make them successful.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

## Additional Questions

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	negotiable	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	no	
Describe any job-related training received in the United States military. *	30 years in/with the United States Army leading soldiers and civilians.	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	ICMA., Md. Municipal League	



## Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	No	
What type of computers and software have you used? *	All basic suites of administrative and financial software	
Other qualifications specific to this position? *	Experience	
List any certifications you have received: *	None	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	None	
State any additional information you feel may be helpful to us in considering your application *	None	
<b>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b>		
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? *	Yes	

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding

the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

Signature: Randy Edmonds Robertson

Date: 2020-01-13 09:36:53am

IP Address: 50.253.34.212

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Randy Edmonds Robertson

555 Beards Hill Road  
Aberdeen, Maryland 21001

Phone: (443) 981-9334  
E-mail: rrobertson@aberdeenmd.gov

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### Experience and Leadership Performance

#### *City Manager*

##### *Aberdeen, Maryland*

2016 - Current

COO/leader of one of Maryland's largest, most dynamic and diverse communities. Chesapeake Bay based and home to Aberdeen Proving Ground, the Army's largest research and technology platform. Strategic rail, industrial and distribution hub minutes from Baltimore, D.C., Wilmington and Philadelphia. East coast HQ for Frito-Lay and Pier One. Fitch & S&P AA+ rated. Approximately 180 staff, \$32+m budgets with \$80+m in capital assets. CELEA certified police department; regional hub for commuter and AMTRAK rail services. Home to nationally known Ripken Field and MiLB's Ironbirds. Adjunct MBA faculty, University of Baltimore. In 2019, one of two ICMA City Managers selected to teach at the China University of Political Science & Law (Beijing, China).

*City Manager: Cordova, Alaska (2013-2016); Vestavia Hills, Alabama (2011-2013); Mt. Juliet, Tennessee (2007-2011) and Ashland, Kentucky (2006-2007)*

**Chief Executive Officer, Cordova, Alaska.** Organizational and financial leader, educator and mentor at one of America's top commercial port communities. Developed and delivered quality, cost-effective municipal services: Finance, PD, FD, Parks and Recreation, Public Works, IT, Library, Museum, Refuse, Water/Wastewater, Planning & Zoning, etc. \$20m in annual revenue and budget execution. AA+ rated. Growth & development partner with U.S. Forest Service, U.S. Coast Guard and federally recognized native tribe. Some operational & fiscal oversight of the Cordova Community Medical Center. Graduate of FEMA's Executive Academy.

**First City Manager of Vestavia Hills, Alabama,** a 36k residential suburb of Birmingham. Led over 250 team members providing exceptional full-service municipal activities: Finance, Economic Development, Police, Fire, Public Works, Parks & Rec, Planning & Zoning, IT and Library in one of Alabama's fastest growing cities. A \$32m annual budget, with assets more than \$75m. Secured Fitch AA+/Moody's Aa2 ratings and regionally recognized for economic development and growth. Awarded the community's largest ADOT grant to stimulate the U.S. 31 economic corridor. Achieved state-wide recognition as Alabama's "Safest City." UAB Adjunct faculty.

**Mt. Juliet, TN. City Manager,** TN fastest growing, "Most Business Friendly City" (2010). CEO/leader of a 200+ member team. Set the pace within City Hall and community fostering 38 consecutive months of revenue growth while developing and managing General, Capital and Enterprise budgets of nearly \$24m. Secured the region's first American Recovery & Relief Act grant of nearly \$36m to stimulate business and economic redevelopment along "Main Street." Partner in Tennessee's only commuter rail line providing safe, predictable transportation options and established the state's only rail "Quiet Zone." Constructed a regionally recognized Animal Control facility and created a tremendously successful employee health self-insured program. Adjunct at Cumberland University.

**City Manager, Ashland, KY.,** northeastern Kentucky's largest city. Ashland is a regional economic and cultural hub with over 300k population within the commuting area. Organizational leader of nearly 300 personnel providing a full array of municipal services. Developed and managed operating and enterprise budgets of approximately \$50m and responsible for +/- \$100m in assets. Directed operations of the largest Police and Fire Departments within a 150 mile radius. Created the Ashland-Morehead University partnership expanding community academic opportunities, and spearheaded initiative to construct a multi-million dollar PD Headquarters.

#### *Chief of Staff*

##### *U.S. Army - White Sands Missile Range (WSMR), NM*

2005-2006

Chief of Staff of America's largest military community, southern New Mexico's largest employer and regional economic engine. Directly supported the Army's wartime operations in Iraq and Southwest Asia. Partnered with the Commander in leading one of the Army's premiere military organizations. Responsible for a \$500m+ budget and several billion dollars in facilities and equipment. Oversaw 11 major directorates and 31 civilian, contractor and military tenant activities. Accountable for community support services including budgetary, security and emergency management, human resources, contract administration, health-care, IT and communications, facility development/management, logistics, recreation and legal.

### ***Brigade Executive/Chief of Staff***

***U.S. Army – Europe***

***2001-2005***

U.S. Army's Second Signal Brigade, U.S. Army Europe, Deputy Command/ CofS position. Directed operational activities of a 2k military/civilian/international staff providing communications, automation and administrative services to 27 U.S. military and diplomatic communities in Europe, Africa, and Southwest Asia (Operation Iraqi Freedom). Coached, mentored and provided professional development to the senior field grade, civilian and international staff. Accomplishments included:

- Senior negotiator to 12 international labor and trade unions
- Executed extensive upgrades in community facilities and services
- Created innovative IT distance learning training packages used across Europe and Southwest Asia
- Implemented and guided wartime operational activities providing accountability for \$1b+ in equipment, facilities and infrastructure

### ***United States Army Officer (Retired)***

#### **Education**

- Diploma, Advanced Graduate Studies in Education
  - Diploma, Advanced Graduate Studies in Healthcare Admin
  - Master's Degree in Urban Planning
  - Master's Degree in Public Administration
  - Master's Degree in Strategic Planning
  - Certificate, FEMA Emergency Mgt. Executive Academy
  - Harvard University Senior Executive Fellowship
  - NATO Staff Officers College
  - Certificate, Business Administration
  - Diploma, International City Mgrs Association Senior Executive Institute
  - Dept of Defense Exec Leadership & Mgt Program
  - International Personnel Mgrs Assoc Senior Program
  - Syracuse University Resource Managers Program
  - Diploma, U.S. Army Command & General Staff College
  - Bachelor's Degree
- Boston University  
Central Michigan University  
The Johns Hopkins University  
Western Kentucky University  
United States Army War College  
FEMA/Harvard/TX. A&M  
Harvard University  
Brussels, Belgium  
Belmont University  
University of Virginia  
Washington, D.C.  
Washington, D.C.  
Maxwell School at Syracuse  
Ft. Leavenworth, KS.  
Western Kentucky University

#### **Job-Related Skills, Awards & Professional Affiliations**

- International City Mgrs Association
- International Personnel Managers Association
- AK Region Salvation Army Advisory Bd.
- Awarded Mt. Juliet and Cordova Key to the City
- Greater Birmingham Regional Planning Commission
- Board (ex-officio) Cordova Community Medical Center
- Prince William Sound Reg Dev Board of Directors
- Former Director, University Medical Center, Lebanon, TN.
- 2018 ICMA Conference Planning Committee (Baltimore)
- Secondary Teaching Certificate (KY)
- U.S. Army Legion of Merit & 2 Civilian Svc Awds
- WKU Masters of Public Admin Advisory Board
- Eagle Scout
- Nashville Transit Alliance Academy
- Military Officers Association of America
- American Legion
- Maryland Municipal League

#### **Adjunct Faculty/Instructor**

ICMA appointed instructor at the China University of Political Science and Law (Beijing, China)  
University of Baltimore (current): MBA (organizational leadership and negotiations)  
City Colleges of Chicago (Sociology)  
University of Maryland European Division (graduate level Management & Leadership)  
Georgia Military College (History)  
Central Michigan University (graduate level Health Care Administration)  
Ohio University (Government)  
Cumberland University (graduate level Project Management)  
University of Alabama at Birmingham (graduate level Administration & Management)





Homer Departments Government



Documents Job Openings Helpful Links

Employment Application | Submitted: 18-Jan-2020

AAA

Harry Staven

City Manager

(910) 590-6139
harry.staven@gmail.com
1419 Wright Ave, Richland, WA 99354 United States

Job Location - Homer, AK
Department - Administration
Source - Other - SGR.com

Employment History

Please list your previous employers starting with your current, or most recent employer.

Phase III - Private-Sector Work Experience

Job Title: President/General Manager

Dates Employed: 1972 - 1989

Duties: Managed four for-profit companies that provided goods and services to local, state and federal government clients.

Reason For Leaving: Sold ownership interest in each

Supervisor Name: Board of Directors

Address: VARIOUS Auburn, WA, UNITED STATES

Phone: 333-444-5555

Ending Rate of Pay: N/A

May We Contact? Yes

## Phase II - Tribal Government Work Experience

**Job Title:** Tribal General Manager, Finance Director, Internal Auditor, Accountant and Budget Specialist

**Dates Employed:** 1989 - 1998

**Duties:** Managed multiple full-service tribal governments with enrolled membership up to 8,500 and operations cash flow in excess of \$176 million

**Reason For Leaving:** Opportunity to advance and learn additional skills

**Supervisor Name:** Tribal Councils or Finance Director

**Address:** VARIOUS tribal entities in states of OR and WA VARIOUS, AK, UNITED STATES

**Phone:** 222-333-4444

**Ending Rate of Pay:** N/A

**May We Contact?** Yes

## Phase I - Local Government Work Experience

**Job Title:** City Manager/Administrator, City Clerk-Treasurer, Finance Director and Economic Development Director

**Dates Employed:** 1998 - Current

**Duties:** Managed multiple full-service local governments with populations up to 8,700 and operating budgets in excess of \$21 million.

**Reason For Leaving:** Completed the assigned tasks

**Supervisor Name:** City Councils or City Manager

**Address:** VARIOUS - entities listed in the attached resume VARIOUS, AK, UNITED STATES

**Phone:** 111-222-3333

**Ending Rate of Pay:** \$62,000

**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

---

### Central Washington University | College or University

**Degree:** B.S. - Accounting; B.S. - Business Administration & B.S. - Economics

**Graduated?** Yes

**Major:** Accounting, Economics, Finance and Management

### Seattle University | Graduate School

**Degree:** MPA - Public Administration

**Graduated?** Yes

**Major:** Public policy/budgeting and organizational management

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.



Click on the link to open the resume file if you wish to print the formatted resume.

**File Name**

**Link**

Homer AK CM.docx

[Q Preview](#)

[Download](#)

HAS resume 112519.docx

[Q Preview](#)

[Download](#)

HAS-RobLowe2019.pdf

[Q Preview](#)

[Download](#)

**Text Only Resume**

No Text Only Resume on File

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.

**Robert Lowe, City Councilor**

**Relationship:** Former Supervisor - City of Gold Hill, OR Council  
**Years Known:** 1

**Phone:** 541-690-7356

**Danielle Hinley - City Councilor**

**Relationship:** Former supervision - City of Gold Hill, OR Councilor  
**Years Known:** 1

**Phone:** 530-953-6022

**Carry Randall, Administrative Clerk - Utility Billing**

**Relationship:** Former Subordinate - City of gold Hill, OR  
**Years Known:** 1

**Phone:** 541-973-5131

**Job Questions**

**City Manager 2019 |**

**Question**

**Answer**

**Disqualifier?**

What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250

A City Manager serves as a strategic advisor to the City Council on policy, fiscal, and public safety and welfare related issues. He/She is responsible for the day-to-day municipal

**words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

operations and directs the community in accordance to the approved long-term strategic/comprehensive plan elements. And most importantly, the manager serves as an information conduit and leads by example.

I not only meet, but I exceed all of the set education and experience criteria of this recruitment. I have past Alaska based City Manager experience in a first class common law municipality and I have served in communities with over 8,700 citizens, 4,100 utility accounts, operating budgets in excess of \$24 million in general fund, and I am NIMS (National Incident Management System) certified. Economic Development is my personal passion and a great share of my experience has been in communities with tourism-focused economy.

As mentioned above, a City Manager is a strategic advisor to the City council and has no authority to make policy; that right is solely vested with the City Council. As the policy advisor, the manager must present a balanced synopsis of the policy; he/she must outline a variety of options, and ultimately offer a "staff recommendation" for Council to consider. Once the policy is enacted, the City Manager's duty is to implement it using the best practices and appropriate amount of resources.

I follow the participatory model of leadership that focuses on stakeholder empowerment and delegation of duty/authority in an open door setting. I encourage innovation, teamwork, and clear/open communication.

the combination of my private sector (17 years) and public-sector (24+ years) experience gives me an unique advantage to see issues from multiple perspectives which will allow me to be a better servant not only to the City council but your community partners and other stakeholders outside the municipal boundary. My past experience in serving tribal communities, will also enable me to be a better advocate for the Homer community. And lastly, I see this as an another opportunity to continue to bring long-term economical

enhancements and outcomes to the Homer community.

## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	City Manager position	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	Immediately	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	one section short to sit for the certification examination for 1) "Certified Economic Developer" (CecD) and 2) "Certified Economic Development Finance Professional" (EDFP)	
Describe any job-related training received in the United States military. *	N/A	

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

Currently a member in good standing with ICMA (City Managers) and GFOA ( Finance Officers)

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Economic Development, Planning, and Fiscal/Budget operations.	
What type of computers and software have you used? *	MS-Office and multiple fund accounting software	
Other qualifications specific to this position? *	Supervised one or more FTE for every employer that I have served dating back to 1972. Coordinated the grants/contracts portfolio for every entity that I have served dating back to 1972. Two of the budget document that I have drafted have received the GFOA Budget Presentation Award. I have coordinated all risk management related tasks for every entity that I have served dating back to 1972.	
List any certifications you have received: *	Certificate of Real Estate - Broker level - State of Washington (in-active) Water/Waste Water Operator - State of Ohio (in-active) National Incident Management system (NIMS) - NC, 2015 Notary Public - State of Oregon (in-active)	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	N/A	
State any additional information you feel may be helpful to us in considering your application *	More that 3 years Alaska based municipal service experience.	

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a  Yes reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*

**Applicant Statement**

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Harry A. Staven

**Date:** 2020-01-18 09:30:07am

**IP Address:** 47.33.133.138

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Signature

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Date

January 17, 2020

City of Homer  
Human Resources Department  
491 E. Pioneer Ave.  
Homer, AK 99603

Dear Sirs,

I am responding to the City Manager recruitment. I am a local government generalist with 24 years of service to full-service local and tribal governments in a senior management level capacity, and I have past Alaska based, first class general law city management experience. I am available for an immediate deployment and would very much like to explore this opportunity and the ways I can fill the specific position and your organizational needs for the coming 4-6 year span.

I have over seventeen years private sector customer service and operations management background and an additional twenty four years of public sector hands-on experience in all facets of municipal/tribal government operations. My efforts include the coordination of interdepartmental issues and their operating budgets, personnel management in collective bargaining setting, enterprise – water, waste water, solid waste, electric, gas, port/airport/harbor and municipal liquor store- operations, grant writing and management, coordination of comprehensive planning, zoning and economic development, strategic planning and being responsible for legislative and intergovernmental relations.

My public sector work experience has primarily focused on fiscal and budget operations. I started as a Budget Technician (Yakama Indian Nation) and soon progressed to a Finance Director of a tribal government (Makah Tribal Government). I managed multi-million dollar grant and contract portfolios and general fund operating budgets in excess of \$24 million. From there I branched into internal auditing of a tribal gaming and resort operations (Wildhorse Gaming Resort). The resort employed over 450 tribal members and had an annual cash flow of \$176 million. Most recently, my employment focus has been in short-term and/or interim-placement assignments ranging from development of the operating budget onto managing municipal operation units for a full-service city.

I am a firm believer in the life-long-learning philosophy. Currently I am working to complete two certification programs: first, "Certified Economic Developer" (CEcD – offered by the International Economic Development Council) and; second, "Certified Economic Development Finance Professional" (EDFP – offered by the National Development Council). I am also a candidate for the ICMA Credentialed Manager designation and I received my National Incident Management System (NIMS) certification from NC in 2015.

From my résumé, you will see that I have a broad exposure to public sector service delivery issues and providing staff support to citizens, appointed and elected officials and conducting the necessary information research on agenda and staff report items.

I urge you to consider my qualifications.

Sincerely,

Harry A. Staven





**Harry A. Staven**  
1419 Wright Avenue Richland, WA 99354

Tel: (910) 590-6139 (cell) E-mail: [harry.staven@gmail.com](mailto:harry.staven@gmail.com)

**CAREER OBJECTIVE:** To enhance small- to medium-size entity/  
community's operations by serving in a senior staff  
capacity with specific focus to mentor subordinates  
and to enhance customer service, operations  
efficiency and effectiveness.

**EDUCATION:** M.P.A., Seattle University, 1996  
B.S., Central Washington University, 1993  
ACCOUNTING  
B.S., Central Washington University, 1989  
I. ECONOMICS  
II. BUSINESS ADMINISTRATION  
Organizational Management and Finance concentrations

**LOCAL GOVERNMENT EXPERIENCE:**

City of Gold Hill, OR City Manager/Treasurer

- Hired to bring two past due and the FY19-20 audits to full compliance and to mentor city staff on municipal operations.

City of Auburn, MI City Administrator

- Hired to manage city operations, community and economic development, and fiscal operations for a small, contract based community.

City of Bandon, OR Finance Director

- Hired to manage the fiscal and budget operations of a coastal community in Oregon with operating budget in excess of \$23 million and 3,800 utility customers.

City of Hoonah, AK

**City Administrator/Planner**

- Hired to manage a tourist-oriented SE Alaska community with an operating budget in excess of \$3 million and community and economic development project portfolio over \$28 million.

City of Clinton, NC

**Finance Director**

- Hired to manage a joint Finance/Human Resource Department and to oversee a \$21 million budget.

City of Galena, AK

**Finance Director**

- Hired to manage city's fiscal and budget operations and to implement new fund-accounting software to replace the current Quick Books accounting system.

City of Lakeside, OR

**Interim City Manager/Treasurer**

Project employment

- Hired to manage city operations while city was ongoing political change and unrest.

City of Tenino, WA

**Interim City Clerk-Treasurer**

Project employment

- Hired to fill-in for the vacant City Clerk-Treasurer position and to coordinated recruitments for Clerk-Treasurer and Police Chief.

City of St. Mary's, AK

**Interim City Manager/Clerk-Treasurer**

Project Employment

- Hired to manage multiple grant funded public works projects, to manage the municipal gravel export enterprise and to mentor staff to make the city self-sufficient in managing its own affairs.
- Increased enterprise revenue by 140% to an all-time high level and re-invested proceeds into new plant equipment and plant capacity improvements.
- Mentored front office and production staff; a local person is now able to take over the clerk/treasurer duties and another member is a certified diesel mechanic who can maintain our heavy equipment and diesel engines at the electric power plant.

Cokeville Economic Development Corporation (CEDC)

Cokeville, WY

**CEDC Manager/ED Coordinator**

Project Employment

- Hired to draft Comprehensive and CIP plans for a community of 500 residents; task further evolved to managing community and economic development related tasks, grant writing and coordinating the grants/contracts portfolio. I also performed all staff support for the Chamber of Commerce, Miracle Foundation (community foundation) and the Arts Council.
- I brought in \$627,000 in new grant funding and managed a \$2.4 million waste water plant project.

Town of Clayton, NM      **Town (Project) Manager**      Project Employment

- Hired to open a town-owned/operated, financed by a \$75 million revenue bond, 600-bed, minimum security correction facility. Participated in monthly payout meetings, weekly progress meetings and conducted daily on-site inspections.
- Also performed standard City Manager related tasks. Increased Fire Department funding from \$48,000 to \$287,000 and service level from one main station to one main and two sub-stations. Hired the first ever Fire Chief and EMT Training Coordinator for the Town.
- Managed a \$2.4 million water project to its completion. Worked to secure additional \$600,000 to ED Revolving Loan fund.

City of Roslyn, WA      **Interim City Administrator/Clerk-Treasurer**      Project Employment

- Hired to draft the operating budget while the City Administrator and Clerk-Treasurer positions were vacant. Employment ended as the budget was passed in December.

City of Klawock, AK      **Interim City Administrator/Accountant**      Project Employment

- Hired to lift the City off the State fiscal sanctions list due to the failure to submit past-due fiscal audits. Re-created fiscal, H/R and legal documents and assembled working papers for auditors to conduct three past-due audits.
- Also performed standard City Administrator related tasks.
- Coordinated at \$460,000 waste water project and worked on other economic development tasks.
- Managed the harbor, airport and City-owned liquor store.
- Served as the Emergency Management and Coastal Management Coordinator.

City of Falls City, OR      **Interim City Administrator/Clerk-Treasurer** Project Employment

- Hired to perform year-end closing and pay past-due payables since the departure of the former Treasurer 7 months prior.

Village of Corrales, NM      **Interim Village Administrator**      Project Employment

- Hired to draft the operating budget and to investigate a potential embezzlement case.
- Also performed standard Village Administrator related tasks. Negotiated a solid waste contract, worked to pass a \$2.7 million opens space/farmland preservation bond issue, secured funding for a second fire station and coordinated a \$1.2 million road project.

Village of Ashville, OH

**Village Administrator**

- Managed a full-service community in the Columbus, OH metro area.
- Worked on regional issues – water rights, transportation planning, growth management and intergovernmental cooperation – and managed to start a government to government dialogue for the first time with the surrounding communities.
- Direct – hands-on – operations oversight of public works and utility departments. Worked as the relief licensed water and waste water operator. Managed a \$1.4 million water project.

City of Russell, KS

**Interim City Manager**

Project Employment

- Hired to fill-in for the vacant City Manager position and to coordinate the City Manager position recruitment.

City of East Wenatchee, WA

**City Administrator**

- Managed a contract community (fire, water and waste water services contracted out).
- Drafted an annexation and public facilities plan for the community.
- Increased the community tax base by 33% by recruiting new retail and service companies.

City of Nyssa, OR

**City Manager**

- Managed a full-service city.
- Drafted a downtown development plan for the community.
- Managed a \$660,000 (CDBG) waste water line replacement project.

Professional Affiliations:

ICMA (City/County Managers)

GFOA (Finance Officers)

Formerly with:

IEDC (Economic Developers)

APA (Planners)

AWWA (Utility Operators)

IIMC (Municipal Clerks)



November 10, 2019

Dear Sir/Madam;

I have recently had the opportunity to work closely with Harry Staven in his capacity as the Gold Hill City Manager. I served as the city's *Interim City Manager* prior to hiring Harry, and I worked closely with him both during our transition and in the months since he took over. His professionalism and dedication to the job allowed him to quickly grasp our admittedly chaotic municipal software. He quickly brought order to our staffing and established warm working relationships with our various civic organizations.

I have held multiple offices here in Gold Hill; Councilor, Parks Director, Mayor and Interim City Manager. I have worked with several prior City Managers and I can say without hesitation that Harry had the best overall grasp of the complexities of the position. Should your city be looking for an individual with the capabilities and experience to successfully move you forward, I wholeheartedly recommend Harry Staven for your consideration. I believe that you will find his disposition well suited to the demands of the position, proof of which was in full display at a recent meeting where our residents spoke loudly in favor of Mr. Staven's performance.

Given the complexities facing him as our City Manager, I was impressed with his ability to prioritize and maintain clear communication with all parties involved.

Sincerely,

A handwritten signature in blue ink that reads "Robert Lowe".

Robert Lowe

City Councilor [ccrob.lowe@ci.goldhill.or.us](mailto:ccrob.lowe@ci.goldhill.or.us)







[Documents](#) [Job Openings](#) [Helpful Links](#)

## Employment Application | Submitted: 29-Jan-2020

AAA

**Susana Stinnett**

☎ (907) 438-6270  
✉ susanastinnett@yahoo.com  
📍 P.O. Box 131 435 Paintbrush Court  
Homer, AK 99603  
United States

**City Manager**

**Job Location - Homer, AK**  
**Department - Administration**  
**Source - Other - AML**

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### City of Unalakleet

**Job Title: City Manager**

**Dates Employed From: Sep/2019**  
**Dates Employed To: Jan/2020**  
**Employment Length: 0 years, 4 months**

**Duties: Managed City Operations in providing public service to the community. Served as city personnel officer. Worked under the guidance of city ordinances and polices passed by the City Council as well as directives of City Council. Worked with departments heads to ensure effective and responsive delivery of services are met. Responsible for**

**Supervisor Name: City Council**

**Address: Unalakleet, AK, UNITED STATES**  
**Phone: (907) 624-3531**

**Ending Rate of Pay: \$62,000 / year**

**May We Contact? Yes**

applying, implementing, and reporting of grant projects. Communicated with Village Safe Water on the improvements of water/sewer systems and improved drinking water quality and source.

**Reason For Leaving:** Personal Reasons

## City of Saint Mary's

### Job Title: City Manager

**Dates Employed From:** Jan/2012

**Dates Employed To:** Mar/2016

**Employment Length:** 4 years, 2 months

**Duties:** Managed city operations and managed a gravel pit operations. Enforced city ordinances and policies passed by the City Council. Served as city personnel officer. Responsible in providing public services in the community such as; law enforcement, water/sewer service, solid waste collection and disposal, road maintenance, and gravel production, sales and negotiation, and maintenance of heavy equipments. Responsible for the shipment and storage of fuel supply for city operations and the gravel operations. Successfully, turned the city's financial hardships in 2012 to sustainable levels by 2014.

**Reason For Leaving:** Retirement

### Supervisor Name: City Council

**Address:** Saint Mary's, AK, UNITED STATES

**Phone:** (907) 438-2515

**Ending Rate of Pay:** \$72,000 / year

**May We Contact?** Yes

## City of Alakanuk

### Job Title: City Clerk / Bookkeeper

**Dates Employed From:** Jul/2009

**Dates Employed To:** Nov/2011

**Employment Length:** 2 years, 4 months

**Duties:** Maintain City Records, Process Employee payroll, Answer the phone and assist residents over the phone and also in the office, attend Council Meetings and take minutes.

**Reason For Leaving:** Personal Reasons

### Supervisor Name: Bill Lamont

**Address:** Alakanuk, AK, UNITED STATES

**Phone:** (907) 238-3301

**Ending Rate of Pay:** \$25.00 per hour

**May We Contact?** No

## AlaskaUSA FCU

### Job Title: Supervisor/ Assistant Branch Manager

**Dates Employed From:** Feb/1993

**Dates Employed To:** Nov/2008

**Employment Length:** 15 years, 9 months

**Duties:** Coached lead and motivated branch employees in serving Credit Union members. Secured branch assets and followed procedures to ensure safety in the branch. Coordinated with the Branch Manager on personnel functions, training, and policy compliance. Assumed responsibilities for the branch in the absence of the Branch Manager.

### Supervisor Name: Numerous

**Address:** Anchorage, AK, UNITED STATES

**Phone:** 1-800-525-9094

**Ending Rate of Pay:** \$54,000 / year

**May We Contact?** Yes

Reason For Leaving: Finish College Degree in Public Administration

## Education

List below your educational background, including high school, all colleges, trade and military service schools.  
Please enter N/A if the field is not applicable.

### University of Phoenix | College or University

Degree: Degree

Graduated? No

Major: Public Administration

### Western International University | College or University

Degree: Degree

Graduated? No

Major: Business Management

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

### File Name

### Link

Homer Resume 2020 Final.docx

[Q Preview](#) [Download](#)

### Text Only Resume

No Text Only Resume on File

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

### Dwayne Johnson

Relationship: Former Employee

Phone: 9076251463

Years Known: 4 months

**William "Bossa" Alstrom**

**Relationship: Former Employee**  
**Years Known: 4 years**

**Phone: 9074382515**

**Matt Sweetsir**

**Relationship: Business Supplier**  
**Years Known: 4 years**

**Phone: 9078321062**

**Job Questions**

**Clty Manager 2019 |**

Question	Answer	Disqualifier?
<p><b>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</b></p>	<p>The most important elements of the City Manager position are: Good Character, Capacity and capability in managing city operations within approved budget, Perform duties and responsibilities guided by city ordinance and City Council directives. Providing public service for the best interest of community members. Ability to work well with internal as well as external constituents.</p>	
<p><b>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</b></p>	<p>The ability to build a good working relationships with city staff promotes teamwork and motivation in providing public service to community members. I have listened and responded to community member's concerns. An accomplishment in acquiring funding to improve public service is a passion and ability that I would apply as City Manager of Homer or any community that I will serve. I always think and look to improve and maintain safety, economic, and social well being in the community. The best reward is hearing a "thank you" from a resident experiencing the benefit of improved service.</p>	
<p><b>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your</b></p>	<p>A new policy is introduced by Council Members. Introduced is the key word. When given a chance, I will honestly share my take on the policy. Discussions should be encourage to help and guide the policy makers (City Council) on their decisions. Then follow protocol on the passing or failing</p>	

resume or cover letter) \*

**What is your leadership philosophy?**

**\*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

of the new introduced policy.

My leadership philosophy is to lead and be a member of the team at the same time. Meaning I do as I say. Walk the talk. Be an example to lead and be followed. Work together for the common goal. Motivate and appreciate employees. They work their best without supervision. Encourage input and participation. Open door policy encourage open communication. Community members will feel comfortable opening up about concerns. Respect to self and others, honesty, transparency and accountability.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Served as the Chief Administrative Officer of city operations (managing administration office and city departments) and public services provided. Enforced city ordinances and policies passed by the City Council. Follow City Council directives. Served as the city's personnel officer and refer to personnel handbook in dealing with personnel questions, issues, and actions. Maintained contact with residents, listening and responding to their concerns. Coordinated with outside consultants such as Auditors for annual audits, federal and state representatives in implementing capital projects, and reporting to the City Council monthly on financials, operations, and all other city activities. Operations involves, budget, personnel, City Council, and community members as well as external constituents. All experiences are important, therefore all applies and unable to choose and highlight some and not all.

### Additional Questions

#### Employment |

**Question**

**Answer**

**Disqualifier?**

**Have you previously filed an application? \***

No

**If yes, Please give dates applied**

N/A First time applying for City of Homer position

**Have you ever been employed with the City? \***

No

**If yes, Please give dates:** This question was not answered.

**Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) \*** No

**On what date would you be available for work? \*** February 18, 2020

**Can you travel if the job requires it? \*** Yes

**Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) \*** No

**If yes, Please explain** This question was not answered.

**Are you 18 years of age or older? \*** Yes

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Licensed Real Estate Salesperson	
Describe any job-related training received in the United States military. *	None	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	Licensed Real Estate Salesperson, Business owner (rental and Bed and Breakfast) Notary Public	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Public Administration	
What type of computers and software have you used? *	PC, Microsoft Office	

Other qualifications specific to this position? \*

Dedicated Public Servant

List any certifications you have received: \*

Notary Public

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

None

State any additional information you feel may be helpful to us in considering your application \*

I am passionate about contributing to the improvement and maintenance of public services for the benefit of community members, I work hard and dedicated to getting things done. I give my time, effort, and I care. Given the opportunity to serve in Homer is an ultimate experience and exciting work to look forward to.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*

Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.



I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Susana Valdez Stinnett

**Date:** 2020-01-29 04:23:40pm

**IP Address:** 66.58.211.100

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Signature

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Date

# Susana V. Stinnett

City Manager Candidate

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## Contact Information:

P.O. 131  
Homer, Alaska 99603

Cell Phone: (907) 438-6270  
E-mail: [susanastinnett@yahoo.com](mailto:susanastinnett@yahoo.com)

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## Highlights of Qualifications:

- 7 years Alaska local government experience (4.5 years as City Manager)
- 5 years supervisory/management experience in banking
- Ethical, Resilient, Motivated, Results and Service Oriented
- Ability to lead as a team leader and work well with others as a team member
- Bachelor of Arts in Business Administration, Major in Public Administration

## Professional Experience:

### City Manager

City of Unalakleet, Alaska  
City of Saint Mary's, Alaska

September 9, 2019 – January 17, 2020  
January 2012 – March 2016

As the Chief Administrative Officer in a Council-Manager form of government, managed daily operations in providing city services to residents in the community. Led and supervised department directors and administration staff. Served as the personnel officer of the city, responsible for hiring, performance evaluation, and termination of employees. Enforced city ordinances and resolutions passed by the City Council and carried out directives of the City Council. Provided monthly written reports to the City Council on city finances, operations, and updated information, plan of action or actions taken on directives given. Prepared and executed the approved city budget. Worked with state and federal agencies in implementing, reporting on project progress, completing and closing grant funded projects. Monitored water level and water test results provided by Public Works Director and communicated with Village Safe Water (VSW) and Department of Environmental Conservation (DEC) Clean Water Department to ensure safe water use during a two- week period of Boil Water Notice (BWN). A challenging situation that city staff overcame by continually working together to help resolve the situation while working in a harsh sub-zero environment.

Successfully managed gravel pit operations during my tenure as City Manager in Saint Mary's. Responsible for gravel production, sales contract and negotiations, personnel, and maintenance of machinery and heavy equipment.

Performed all other duties necessary to effectively and efficiently perform my duties and responsibilities as a leader, listening and responding to community member's concerns, and all other duties as assigned by the City Council.

**City Clerk/Bookkeeper**  
City of Alakanuk, Alaska

July 2009- December 2011

As City Clerk, prepared meeting packets, attended City Council meetings, and kept records of meeting minutes. As Bookkeeper, processed payroll, accounts receivables and payables, and submitted financial reports to the City Council. Served as front desk clerk helping community members.

**Branch Supervisor**  
**Assistant Branch Manager**  
AlaskaUSA FCU

February 1993- November 2008

Started as a Teller, good work ethics and willingness to learn has given me the opportunity to continually grow with the company as Branch Supervisor and Assistant Branch Manager. Responsible for providing prompt, professional, helpful, knowledgeable and courteous service to members of the Credit Union. Coached, lead, and motivated branch employees. Meet with employees individually as well as a group to establish and reinforce service goals as well as professional growth. Secured and accounted for branch assets as well as staff safety and members in the branch. Coordinated with the Branch Manager on personnel functions, training, and policy compliance. Performed teller duties as well as loan processing and closing duties as needed. Assumed responsibilities for the branch in the absence of the Branch Manager.

**Professional References:**

Dwayne Johnson – Public Works Director, City of Unalakleet  
(907) 625-1463

William "Boss" Alstrom – City Council Member, City of Saint Mary's  
(907) 438-2515 (City Office Phone Number)

Matt Sweetsir – Owner of Ruby Marine Fuel Delivery Services  
(907) 832-1062



Homer Departments Government



Documents Job Openings Helpful Links

Employment Application | Submitted: 07-Jan-2020

AAA

George Zoukee

City Manager

(603) 496-4987
GMZoukee@aol.com
2691 Eldrora Estates Court
Las Vegas, NV 89117
United States

Job Location - Homer, AK
Department - Administration
Source - City of Homer Alaska Website

Employment History

Please list your previous employers starting with your current, or most recent employer.

Real Estate Investor - Current Employer

Job Title: Investor

Supervisor Name: Self

Dates Employed From: Apr/1998
Dates Employed To: Currently Employed
Employment Length: 21 years, 9 months

Address: Las Vegas, NV, UNITED STATES
Phone: (603) 496-4987

Duties: -Invested in Washington, DC, Fort Lauderdale, Florida, Boston and Cape Cod, Massachusetts, Columbia and Newbury, New Hampshire, Princeton, New Jersey, New York, New York and Las Vegas, Nevada.
• Successfully invested personal, family and investor's funds in real estate.
• Investments have been made in single family homes, condominiums,

Ending Rate of Pay: 0
May We Contact? Yes

vacant land and rental properties in the cities and towns mentioned above.

**Reason For Leaving:** Currently Employed

## U.S. Department of Transportation, Maritime Administration

**Job Title:** Associate Administrator for Business and Finance Development

**Dates Employed From:** Nov/2011

**Dates Employed To:** Mar/2013

**Employment Length:** 1 year, 4 months

**Duties:** • Senior Executive Service (SES) position, the top 1% of federal government career employees. Position held a security clearance. • Managed 5 offices with approximately 60 full-time employees: -Marine Financing (including Title XI Federal Shipbuilding Loan Guarantees, a multi-billion dollar ship financing program that guarantees loans for ships built at US shipyards & loans to improve domestic shipyards -Cargo Preference & Domestic Trade (including Jones Act enforcement) -Marine Insurance and Financial Approvals (War Risk Insurance & two multi-billion dollar tax deferral programs that promote US shipbuilding) -Shipyard Engineering (including managing the Small Shipyard Grants program which presented \$10-\$100 million per year to small shipyards) -Workforce Development (monitor the education programs at the six state Merchant Marine Colleges, enforcement of service obligations and monitor industry employment trends & the availability of mariners to staff vessels) • Managed Credit Analysis and Credit Monitoring for the Title XI program • Coordinated efforts with colleagues to finance the US marine highway system and finance efficient and cleaner repowered vessels • Maintained relationships with investment banks, US shipbuilders, shipping firms, attorneys, financial consultants to the maritime industry and ports • Member of Marine Transportation Systems National Advisory Committee • Presentations to the U.S. Department of Transportation Credit Council

**Reason For Leaving:** I wanted to devote more time to real estate and leave Washington, DC

**Supervisor Name:** David Matsuda

**Address:** Washington, DC, UNITED STATES

**Phone:** (202) 366-4000

**Ending Rate of Pay:** 166155

**May We Contact?** Yes

## Transportation Corridor Agencies

**Job Title:** Director of Finance

**Dates Employed From:** Feb/2009

**Dates Employed To:** Jun/2011

**Employment Length:** 2 years, 4 months

**Duties:** • The Transportation Corridor Agencies (The Toll Roads) developed and operate four toll roads totaling 51 miles in Orange County, California • Plan, organize and direct all financial functions of the Agencies including accounting, audit, budget (\$340+ million annually),

**Supervisor Name:** Brenda Shott

**Address:** Irvine, CA, UNITED STATES

**Phone:** (949) 754-3400

**Ending Rate of Pay:** 150000

**May We Contact?** Yes



treasury management, bond financing, cash flow, insurances, debt management & human resources • Coordinate the activities of the TCA's financial advisors, investment banking firms, bond counsel, auditor, corporate trust bank, rating agencies, insurance, commercial banks and toll road feasibility and traffic consultants • Manage communications with bondholders, investors and board members • Oversee the development and monitoring of the annual budget • Investment of reserve funds and other funds. Portfolio of almost \$1 Billion • Research and analyze methods of financing the final 16 miles of toll roads • Department of 31 with 22 reporting directly and indirectly

**Reason For Leaving:** I relocated for a new position.

## NW Financial Group

### Job Title: Senior Vice President

**Dates Employed From:** Oct/2006

**Dates Employed To:** Dec/2008

**Employment Length:** 2 years, 2 months

**Duties:** • Developed and marketed a domestic and international consulting practice in the fields of pooled financing, water and sewer infrastructure financing, and drinking water and clean water revolving funds and other forms of tax-exempt and taxable bond issuance • Provided financial advisory services to a proposed hotel, retail and stadium complex in northern New England • Researched methods of funding OPEBs for public entities • Created a financial model and related documents for the proposed Republic of Montenegro Environmental Revolving Fund (RMERF) • Presented financial model and recommendations to Montenegrin officials • Edited and co-authored a policies and procedures manual for the RMERF

**Reason For Leaving:** To accept a new position in California.

**Supervisor Name:** Daniel Mariniello

**Address:** Jersey City, NJ, UNITED STATES

**Phone:** (201) 526-2810

**Ending Rate of Pay:** 120000

**May We Contact?** No

## New York City Municipal Water Finance Authority

### Job Title: Treasurer

**Dates Employed From:** Sep/2005

**Dates Employed To:** Oct/2006

**Employment Length:** 1 year, 1 month

**Duties:** • Managed and implemented bond issuances including fixed rate debt, variable rate debt and derivatives (over \$15 billion of debt outstanding) • Issued new money debt totaling \$2.0 billion in one fiscal year including \$686 million issued through the New York State Environmental Facilities Corporation State Revolving Fund (SRF) program • Issued Commercial Paper totaling over \$800 million in one fiscal year • Issued refunding bonds totaling \$655 million, resulting in net present value savings of more than \$40 million (NPV savings of over 6.1%) • Investment of funds • Analyzed and reviewed numerous financing

**Supervisor Name:** Alan Anders

**Address:** New York, NY, UNITED STATES

**Phone:** (212) 788-5872

**Ending Rate of Pay:** 120000

**May We Contact?** Yes

proposals • Assisted in the planning of the Authority's annual Investors Conference • Coordinated efforts of the financial advisors, investment banks, remarketing agents, bond counsel, inside counsel, trustees, arbitrage rebate consultant, rate consultant, rating agencies, New York City Department of Environmental Protection, NYC Office of the Comptroller and others • Prepared annual budget and cash flow certifications for the Authority • Participated in the rate setting process with the Authority's Rate Consultant and the New York City Water Board, including attending public hearings • Updated the Management's Discussion & Analysis (MD&A) section of the Authority's annual audit; maintained and updated various financial models

**Reason For Leaving:** To accept a new position.

## New Hampshire Municipal Bond Bank

### Job Title: Executive Director

**Dates Employed From:** Jun/1993

**Dates Employed To:** Sep/2005

**Employment Length:** 12 years, 3 months

**Duties:** • Coordinated the daily financial & administrative functions of the Bond Bank • Issued over \$1.2 billion of long-term debt on behalf of New Hampshire cities, towns, counties, school districts and special districts • Issued \$406 million of refunding and advanced refunding bonds, returning more than \$12 million of present value savings to past participants • Marketed the Bond Bank to all potential participants, including speaking at conferences and seminars, attended Board of Selectmen, City Council and School Board meetings and made frequent presentations • Invested reserve funds and other funds. Total portfolio over \$100 million • Authored annually the Bond Bank's marketing brochure and Annual Report • Authored annually the Bond Bank's Management's Discussion & Analysis (MD&A) section of the annual audit • Represented the Bond Bank at conferences and trade shows • Financed Private School bond issues and small scale power developments • Prepared for approval by the Board of Directors annual operating budgets during thirteen budget cycles • Improved the scope and quality of services delivered while maintaining average annual budget growth of 0.25% over thirteen fiscal years • Managed investor and press relations; Created and maintained the web site • Analyzed the credit of participants • Monitored the financial markets and interest rate trends and forecasts • Received two upgrades each from Moody's Investors Service and Standard & Poor's ('Aa2' and 'AA') and received 'AAA' rating from Fitch Ratings • Successfully defended market share against aggressive attempts by banks • Increased utilization of the Bond Bank's services • Expanded the Bond Bank's short-term debt program for communities • Developed innovative financing method for public schools to accelerate state school building aid by issuing "synthetic" capital appreciation bonds (CABs), allowing the schools to issue CABs and receive the benefits of the accelerated state building aid, but at lower serial bond interest

**Supervisor Name:** Board of Directors

**Address:** Concord, NH, UNITED STATES

**Phone:** (603) 271-2595

**Ending Rate of Pay:** 84000

**May We Contact?** Yes



rates • Functioned as financial advisor for debt management and as an advocate for many of New Hampshire's communities and school districts  
 • Served as Human Resources Director for the agency

**Reason For Leaving:** To accept a new position in New York City.

## Massachusetts Division of Local Services

### Job Title: Capital Financing Manager

**Dates Employed From:** Jul/1988

**Dates Employed To:** Jun/1993

**Employment Length:** 4 years, 11 months

**Duties:** • Provided advisory/regulatory services and information to local officials, Finance Directors and financial institutions regarding debt management, long- and short-term debt issuance, investments and other fiscal affairs • Conducted analysis of cash flows, financial documents and budgets • Evaluated and certified borrowings by towns, cities, counties, school districts and other districts, averaging over \$1 billion per year • Analyzed towns' borrowing capacity & evaluated ability to repay loans • Taught classes on public financial management to public officials and others • Co-authored legislation on municipal debt • Designed and implemented computerized system for certifying borrowings, financial record keeping and municipal debt management

**Reason For Leaving:** To accept a new position in New Hampshire.

**Supervisor Name:** James Johnson

**Address:** Boston, MA, UNITED STATES

**Phone:** (617) 626-2300

**Ending Rate of Pay:** 48000

**May We Contact?** Yes

## City of Boston, Office of the Finance Director

### Job Title: Senior Financial Analyst

**Dates Employed From:** Jul/1986

**Dates Employed To:** Jul/1988

**Employment Length:** 2 years

**Duties:** • Managed a staff of six professionals and led special projects team • Issued general obligation bonds and maintained the City's bond ratings • Member of Boston City Hospital Reconstruction Financial Working Group • Co-authored investment policy manual and policies & procedures manual • Performed monthly & annual budget & cash flow analysis and trust analysis

**Reason For Leaving:** To accept a new position

**Supervisor Name:** Jarius DeWalt

**Address:** Boston, MA, UNITED STATES

**Phone:** (617) 635-4138

**Ending Rate of Pay:** 36000

**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

**Princeton Day School | High School or Equivalent**

**Degree:**  
**Major:**

**Graduated? No**

### Hampshire College | College or University

**Degree:** BA  
**Major:** Economics/Urban Studies

**Graduated? No**

### Boston University Graduate School of Management | Graduate School

**Degree:** MBA  
**Major:** Finance

**Graduated? No**

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the [link](#) to open the resume file if you wish to print the formatted resume.*

File Name	Link
GMZ-CL-CM-Homer-AK.docx	<a href="#">Q Preview</a> <a href="#">Download</a>
GMZ-NV-2020R-E.doc	<a href="#">Q Preview</a> <a href="#">Download</a>
GMZ-References-2020.docx	<a href="#">Q Preview</a> <a href="#">Download</a>
NHSBA Letter 8-2005.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

**Jo Ann Klatskin**

**Relationship: Peer**  
**Years Known: 26**

**Phone: 6034253445**

**John Lisica**

**Relationship: Peer**  
**Years Known: 14**

**Phone: 9176277667**

**Michael Yarrington**

**Relationship: Former staff**  
**Years Known: 8**

**Phone: 2403082378**

**Job Questions**

**City Manager 2019 |**

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Integrity, ethics, dedication and enthusiasm are the most important elements of the City Manager position.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>When I assumed my role as Associate Administrator for Business and Finance Development with the U.S. Department of Transportation, Maritime Administration, there had not been anyone full-time in that role for over two years. The former A.A. had retired and the man they hired for the position left after only a few weeks. When I began morale was very low and productivity was declining. I had over sixty people under me in five different offices. My goal was to significantly improve morale quickly and improve productivity. I immediately started holding twice monthly department meetings as well as weekly meetings with the head of each office. I promoted a few individuals and filled most vacancies as quickly as I could. Within a short period morale and productivity increased. I used the individual approach to get to know the staff. All of these efforts</p>	

worked.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I would discuss this with the Council members (individually or at a meeting depending on the situation). I would discuss my opinion with them. My position requires me to follow their policies but I would make my opinions known to them and try to discuss and alter their vote if possible,

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I lead by example. I show the highest levels of dedication, enthusiasm, ethics and integrity.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I bring a diverse twenty-five+ year career in public sector finance and executive management. I am uniquely qualified.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	N/A	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	N/A	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	January 27, 2019 or after	
Can you travel if the job requires it? *	Yes	

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) \*

No

If yes, Please explain

N/A

Are you 18 years of age or older? \*

Yes

**Education |**

**Question**

**Answer**

**Disqualifier?**

Describe any specialized training, apprenticeship, skills and extra-curricular activities. \*

Travel, US history, outdoor activities.

Describe any job-related training received in the United States military. \*

None

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

Government Finance Officers Associations of New Hampshire, New England, New York, California and USA. New Hampshire Municipal Management Association (ICMA) New Hampshire and New England Association of School Business Officials Others

**Additional Information |**

Please enter N/A if the field is not applicable.

**Question**

**Answer**

**Disqualifier?**

Knowledge and Specialized Skills: \*

25+ years of experience in public sector finance and executive management.

What type of computers and software have you used? \*

Microsoft Office, Word, Excel and PowerPoint.

Other qualifications specific to this position? \*

Largest staff managed was 20+.

List any certifications you have received: \*

None

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the

None

employee or a parent or sibling of the employees' spouse. \*

State any additional information you feel may be helpful to us in considering your application \* None.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \* Yes

Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative

stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** George Michael Zoukee

**Date:** 2020-01-07 12:34:49am

**IP Address:** 98.181.163.131

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





George M. Zoukee  
2691 Eldora Estates Court  
Las Vegas, Nevada 89117  
GMZoukee@aol.com  
January 7, 2020

Andrea Browning  
Director of Human Resources  
City of Homer  
491 East Pioneer Avenue  
Homer, Alaska 99603

Dear Ms. Browning:

I would like to apply for the City Manager position with the City of Homer, as posted on the City's and on the GovHR USA web sites. Attached are my resume and a list of professional references. I can send a sample of my writing upon request.

As you will note, my entire career has been in public sector and not-for-profit finance and executive management. After my economics and urban studies education at Hampshire College, I received my Master of Business Administration from the Boston University Graduate School of Management with a concentration in finance. My first professional position was Senior Financial Analyst with the Office of the Finance Director/Treasurer/Tax Collector of the City of Boston. From there I was Capital Finance Manager at the Commonwealth of Massachusetts Department of Revenue, Division of Local Services. I then spent more than twelve years as Executive Director of the New Hampshire Municipal Bond Bank. (I recall that the New Hampshire Bond Bank is similar in structure to the Alaska Bond Bank.) In that role I was responsible for financing public improvements statewide and also I advised municipalities on budgeting, capital planning, capital budgeting and debt issuance and management.

My next role was Treasurer of the New York City Municipal Water Finance Authority. I was responsible for the investment of funds and a \$15 billion debt program that was growing by \$2 billion per year. I then joined a small investment bank/financial advisory firm (NW Financial) in which my primary focus was an international practice in environmental infrastructure development (water, sewer and landfill). I next was Director of Finance of the Transportation Corridor Agencies, a toll road authority in Orange County, California. My most recent role was Associate Administrator for Business and Finance Development with the U.S. Department of Transportation's Maritime Administration (salary over \$166,100). The position was part of the Senior Executive Service (S.E.S.) of the Federal Government. I managed five offices with over sixty employees. I left that role in 2013 in order to pursue real estate investments full-time. I have invested personal, family and investor's funds in real estate successfully since 1998. Although it has been financially rewarding, I have decided that I will return to my career for many more years. I am planning on making a 10+ year commitment to my next opportunity.

I spent some time a few years ago traveling throughout Alaska. I visited Anchorage, Tok, Beaver Creek, Yukon, Fairbanks, Denali National Park, Seward and Juneau. I would gladly relocate to Homer for this opportunity.

I have always operated with the highest degree of integrity, ethics and transparency and I would continue that in Homer.

I would like to point out that my position with the federal government was part of the Senior Executive Service (S.E.S.), 0.75% of federal career employees. Rigorous screening is required before being admitted to the S.E.S. The concept behind S.E.S. is that its members can be transferred with minimal notice to any high-level management position within the federal government that does not require a medical, law or highly specialized degree. With my management and financial background I would be able to easily make the transition to Homer.

I have a great deal of experience in strategic planning, operating budgets (including zero-based budgets and budgeting during financially challenging times), capital planning and budgeting, debt issuance and management, tax and revenue collection, the bond/credit rating process, investments, human resources, managing change, improving morale, leading by example, short- and long-term financial modeling, facilities management, information technology, insurance and risk management, policy, strategic planning, and innovative management and planning within a diverse and inclusive environment.

If you have any questions, please call me at 603-496-4987. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

George M. Zoukee

**George M. Zoukee**  
2691 Eldora Estates Court  
Las Vegas, Nevada 89117  
Mobile: 603-496-4987  
GMZoukee@aol.com

## EDUCATION

Boston University Graduate School of Management  
Master of Business Administration Concentration: Finance

Hampshire College Amherst, Massachusetts  
Bachelor of Arts Concentration: Economics & Urban Studies  
Summer Internships with The World Bank, Washington, DC

Princeton Day School Princeton, New Jersey

## EXPERIENCE

1998 to Present

### Real Estate Investor

Darien, CT, Washington, DC, Fort Lauderdale, FL, Boston and Cape Cod, Mass, Columbia, Newbury, Rye, New Hampshire, Princeton, New Jersey, New York, New York, Pittsburgh, PA and Las Vegas, Nevada.

- Successfully invested personal, family and investor's funds in real estate
- Investments have been made in single family homes, condominiums, vacant land, commercial & rental properties in the cities & towns mentioned above
- Performed complex financial analysis and feasibility studies

2011 to 2013

U.S. Department of Transportation (DOT), Maritime Administration  
Washington, D.C.

### Associate Administrator for Business and Finance Development

- Senior Executive Service (SES) position, the top (less than) 1% of federal government career employees. Position held a security clearance.
- Managed 5 offices with over 60 employees:
  - Marine Financing (including Title XI Federal Shipbuilding Loan Guarantees, a multi-billion dollar ship financing program that guarantees loans for ships built in the U.S. and loans to improve domestic shipyards)
  - Cargo Preference & Domestic Trade (including Jones Act enforcement)
  - Marine Insurance and Financial Approvals (War Risk Insurance & two multi-billion dollar tax deferral programs that promote US shipbuilding)
  - Shipyard Engineering (including the Small Shipyard Grants program)
  - Workforce Development (monitor the education programs at the six state Merchant Marine Colleges, enforcement of service obligations and monitor industry employment trends & the availability of mariners to staff vessels)
- Managed Credit Analysis and Credit Monitoring for the Title XI program
- Coordinated efforts with colleagues to finance the US marine highway system and finance efficient and cleaner repowered vessels
- Maintained relationships with investment banks, US shipbuilders, shipping firms, attorneys, financial consultants to the maritime industry and ports
- Member of Marine Transportation Systems National Advisory Committee
- Presentations to the U.S. Department of Transportation Credit Council

2009 to 2011

Transportation Corridor Agencies - The Toll Roads

Irvine, California

### Director of Finance

- The Transportation Corridor Agencies (The Toll Roads) developed and operate four toll roads totaling 51 miles in Orange County, California
- Plan, organize and direct all financial functions of the Agencies including accounting, audit, budget (\$340+ million annually), treasury management, bond financing, cash flow, insurances, debt management & human resources

- Coordinate the activities of the TCA's financial advisors, investment banking firms, bond counsel, auditor, corporate trust bank, rating agencies, insurance, commercial banks and toll road feasibility and traffic consultants
- Manage communications with bondholders, investors and board members
- Oversee the development and monitoring of the annual budget
- Member of group working to restructure existing debt and covenants
- Investment of reserve funds and other funds. Portfolio of almost \$1 Billion
- Research and analyze methods of financing the final 16 miles of toll roads
- Department of 31 with 22 reporting directly and indirectly

**2006 to 2008**

**NW Financial Group, LLC**

**Newbury, New Hampshire & Jersey City, New Jersey**

**Senior Vice President**

- Developed and marketed a domestic and international consulting practice in the fields of pooled financing, water and sewer infrastructure financing, and drinking water and clean water revolving funds and other forms of tax-exempt and taxable bond issuance
- Provided financial advisory services to hotel/retail/stadium complex in VT
- Researched methods of funding OPEBs for public entities
- Created a financial model and related documents for the proposed Republic of Montenegro Environmental Revolving Fund (RMERF)
- Presented financial model and recommendations to Montenegrin officials
- Edited and co-authored a policies and procedures manual for the RMERF

**2005 to 2006**

**New York City Municipal Water Finance Authority,**

**New York City Office of Management and Budget**

**Treasurer**

- Managed and implemented bond issuances including fixed rate debt, variable rate debt and derivatives (over \$15 billion of debt outstanding)
- Issued new money debt totaling \$2.0 billion in one fiscal year including \$686 million issued through the New York State Environmental Facilities Corporation State Revolving Fund (SRF) program
- Issued Commercial Paper totaling over \$800 million in one fiscal year
- Issued refunding bonds totaling \$655 million, resulting in net present value savings of more than \$40 million (NPV savings of over 6.1%)
- Investment of funds
- Analyzed and reviewed numerous financing proposals
- Assisted in the planning of the Authority's annual Investors Conference
- Coordinated efforts of the financial advisors, investment banks, remarketing agents, bond counsel, inside counsel, trustees, arbitrage rebate consultant, rate consultant, rating agencies, New York City Department of Environmental Protection, NYC Office of the Comptroller and others
- Prepared annual budget and cash flow certifications for the Authority
- Participated in the rate setting process with the Authority's Rate Consultant and the New York City Water Board, including attending public hearings
- Updated the Management's Discussion & Analysis (MD&A) section of the Authority's annual audit; maintained and updated various financial models

**1993 to 2005**

**New Hampshire Municipal Bond Bank Concord, New Hampshire**

**Executive Director**

- Coordinated the daily financial & administrative functions of the Bond Bank
- Issued over \$1.25 billion of long-term debt on behalf of New Hampshire cities, towns, counties, school districts and special districts
- Issued \$406 million of refunding and advanced refunding bonds, returning more than \$12 million of present value savings to past participants

- Marketed the Bond Bank to all potential participants, including speaking at conferences and seminars, attended Board of Selectmen, City Council and School Board meetings and made frequent presentations
- Invested reserve funds and other funds. Total portfolio over \$100 million
- Authored annually the Bond Bank's marketing brochure and Annual Report
- Authored annually the Bond Bank's Management's Discussion & Analysis (MD&A) section of the annual audit
- Represented the Bond Bank at conferences and trade shows
- Financed Private School bond issues and small scale power developments
- Prepared for approval by the Board of Directors annual operating budgets during thirteen budget cycles
- Improved the scope and quality of services delivered while maintaining average annual budget growth of 0.25% over thirteen fiscal years
- Managed investor and press relations; Created and maintained the web site
- Analyzed the credit of participants
- Monitored the financial markets and interest rate trends and forecasts
- Received two upgrades each from Moody's Investors Service and Standard & Poor's ('Aa2' and 'AA') and received 'AAA' rating from Fitch Ratings
- Successfully defended market share against aggressive attempts by banks
- Increased utilization of the Bond Bank's services
- Expanded the Bond Bank's short-term debt program for communities
- Developed innovative financing method for public schools to accelerate state school building aid by issuing "synthetic" capital appreciation bonds (CABs), allowing the schools to issue CABs and receive the benefits of the accelerated state building aid, but at lower serial bond interest rates
- Functioned as financial advisor for debt management and as an advocate for many of New Hampshire's communities and school districts
- Served as Human Resources Director for the agency

**1988 to 1993**

**Massachusetts Department of Revenue Boston, Massachusetts  
Capital Finance Manager, Division of Local Services**

- Provided advisory/regulatory services and information to local officials, Finance Directors and financial institutions regarding debt management, long- and short-term debt issuance, investments and other fiscal affairs
- Conducted analysis of cash flows, financial documents and budgets
- Evaluated and certified borrowings by towns, cities, counties, school districts and other districts, averaging over \$1 billion per year
- Analyzed towns' borrowing capacity & evaluated ability to repay loans
- Taught classes on public financial management to public officials and others
- Co-authored legislation on municipal debt
- Designed and implemented computerized system for certifying borrowings, financial record keeping and municipal debt management

**1986 to 1988**

**Office of the Finance Director/Treasurer/Tax Collector  
City of Boston, Massachusetts  
Senior Financial Analyst**

- Managed a staff of six professionals and led special projects team
- Issued general obligation bonds and maintained the City's bond ratings
- Member of Boston City Hospital Reconstruction Financial Working Group
- Co-authored investment policy manual and policies & procedures manual
- Performed monthly & annual budget & cash flow analysis and trust analysis

**AFFILIATIONS**

- Past Member of the Government Finance Officers Association (GFOA) & past memberships in regional chapters in N.H., New England, N.Y. & CA.
- Past Member New Hampshire Municipal Management Assoc. & NHASBO
- Past Member (and former member of Board of Directors) of the Council of Infrastructure Financing Authorities (CIFA) (1993-2008) and other groups.





**George M. Zoukee**  
**GMZoukee@aol.com**  
**603-496-4987**  
**Professional References**

**Jo Ann Klatskin, Vice President, Municipal Banking**  
**Newburyport Five Cent Savings Bank**  
**Exeter, New Hampshire 03833**  
**(603) 425-3445 (mobile)      [j.klatskin@comcast.net](mailto:j.klatskin@comcast.net)**

**John Lisica, Managing Director**  
**M&T Securities - Public Finance**  
**350 Park Avenue, 5<sup>th</sup> floor**  
**New York, New York 10022**  
**(212) 350-2565 (office) 917-627-7667 (mobile)      [jlisica@mtb.com](mailto:jlisica@mtb.com)**

**Admiral Gerard Achenbach, President/Superintendent**  
**Great Lakes Maritime Academy at Northwestern Michigan College**  
**1701 East Front Street**  
**Traverse City, Michigan 49686**  
**(231) 995-1203 (office)      (231) 534-3536 (mobile)      [gachenbach@nmu.edu](mailto:gachenbach@nmu.edu)**

**Julia Griffin, Town Manager**  
**Town of Hanover, NH**  
**41 South Main Street**  
**Hanover, New Hampshire 03755**  
**(603) 643-0701 (office)      [julia.griffin@hanovernh.org](mailto:julia.griffin@hanovernh.org)**

**Patricia Byrne**  
**Retired, Office of the Chief Counsel, U.S. Dept. of Transportation, Maritime Administration**  
**Washington, DC 20007**  
**(202) 338-3627 (home)**

**Ed Markus, President**  
**Amawalk Consulting Group**  
**90 Broad Street, Suite 707A**  
**New York, New York 10004**  
**(212) 361-0050 (office)**

**David Barnes**  
**Devine Millimet & Branch (Partner)**  
**111 Amherst Street**  
**Manchester, New Hampshire 03101**  
**(603) 695-8500 (office)      [dbarnes@devinemillimet.com](mailto:dbarnes@devinemillimet.com)**

**Cynthia McNerney, Managing Director**  
**Hilltop Securities**  
**54 Canal Street, Suite 320**  
**Boston, Massachusetts 02114**  
**(617) 619-4408 / (617) 619-4400 (office)      [cinder.mcnerney@hilltopsecurities.com](mailto:cinder.mcnerney@hilltopsecurities.com)**

**Michael Yarrington, Director, Office of Marine Insurance**  
**US Department of Transportation, Maritime Administration**  
**1200 New Jersey Avenue SE, 3<sup>rd</sup> floor**  
**Washington, DC 20590**  
**(240) 308-2378 (mobile)      [mlyarrington@yahoo.com](mailto:mlyarrington@yahoo.com)**





**New Hampshire School Building Authority**  
101 Pleasant Street, Concord, NH 03301

**Authority Members**

Terrie B. Scott, Chair  
Cornish

Jane Bergeron-Beaulieu  
Litchfield

Dr. G. William Porter  
Gilford

Dr. Lyonel B. Tracy  
Commissioner of Education

Michael A. Ablowich  
State Treasurer

August 9, 2005

George M. Zoukee  
Executive Director  
New Hampshire Municipal Bond Bank

Dear George:

We would like to express our deep gratitude for your work in support of New Hampshire school districts and to wish you success in your future career in New York. Your tireless efforts to help school districts obtain the best financing for their capital projects has had a tremendous impact on the lives of New Hampshire's children. The results of your work will continue to be experienced by thousands of children for many years to come.

It has been a great pleasure to work with you. Your willingness to share your expertise above and beyond what is required reflects great credit upon you and the Municipal Bond Bank. You have set the standard by which all future directors of the bank will be measured.

Thank you once again, and best wishes in all your future endeavors.

Sincerely,

Terrie B. Scott  
Chair  
NH School Building Authority

Dr. Lyonel B. Tracy  
Commissioner  
NH Department of Education





Homer Departments Government



Documents Jobs Openings Helpful Links

Employment Application | Submitted: 29-Jan-2020

AAA

John Ardaugh

City Manager

(815) 715-7735
jackardaugh@yahoo.com
15631 West Waterford Lane
Manhattan, IL 60442
United States

Job Location - Homer, AK
Department - Administration
Source - Other - ICMA Website

Employment History

Please list your previous employers starting with your current, or most recent employer.

Fahey & Associates - Current Employer

Job Title: Of Counsel

Supervisor Name: Mary C. Fahey

Dates Employed From: Aug/2011
Dates Employed To: Currently Employed
Employment Length: 8 years, 5 months

Address: Chicago, IL, UNITED STATES
Phone: (312) 523-2017

Duties: I handle many matters in the courtroom as well as contracts, employment matters and real estate transactions.

Ending Rate of Pay: \$125,000.00

Reason For Leaving: Currently Employed

May We Contact? Yes

**Spesia, Ayers & Ardaugh****Job Title: Partner****Dates Employed From:** Feb/1988**Dates Employed To:** Jan/2010**Employment Length:** 21 years, 11 months**Duties:** I was in charge of the governmental practice with the law firm. We represented communities ranging in size from 2,000 to 26,000 residents.**Reason For Leaving:** I wanted to serve a great community directly.**Supervisor Name:** E. Kent Ayers**Address:** Joliet, IL, UNITED STATES**Phone:** (815) 726-4311**Ending Rate of Pay:** \$150,000.00**May We Contact?** Yes**Hinshaw 7 Culbertson****Job Title: Associate****Dates Employed From:** Feb/1986**Dates Employed To:** Jan/1988**Employment Length:** 1 year, 11 months**Duties:** I handled many litigation matters in and outside of court.**Reason For Leaving:** I wanted much more client interaction.**Supervisor Name:** Thomas Chrisham**Address:** Chicago, IL, UNITED STATES**Phone:** (312) 704-3000**Ending Rate of Pay:** \$40,000.00**May We Contact?** Yes**Education**

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

**The John Marshall Law School | Graduate School****Degree:** J.D., With Distinction**Major:** Law**Graduated?** Yes**Illinois State University [ISU] | College or University****Degree:** B.S.**Major:** Business & Marketing**Graduated?** Yes**Joliet Junior College [JJC] | College or University****Degree:** N/A**Major:** Business**Graduated?** No**Resume**

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
City of Homer_ AK City Manager Resume 1 29 2020.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
City of Homer_ AK City Manager Cover Letter 1 29 2020.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
City of Homer_ AK City Manager Professional References 1 29 2020.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

**Lawrence M. "Larry" Walsh, Sr.**

Relationship: Friend/Professional  
Years Known: 45

Phone: 8157747480

**Lewis R. "Russ" Loebe**

Relationship: Friend/Professional  
Years Known: 42

Phone: 8154629324

**Thomas "Tom" Thanas**

Relationship: Friend/Professional  
Years Known: 26

Phone: 8154746242

### Job Questions

#### City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most	Honesty and transparency are most	



**important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

important. Listening to others allows me to come up with many different ideas.

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have been involved in the annexation of 15,000 acres of land. I procured Lake Michigan water for the Village of New Lenox, IL. I also suggested a community meeting for the Village of Manhattan regarding a proposed large residential development. Thankfully it did not proceed.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Even though it is very difficult to disagree with elected officials on different matters, it is always best to be honest. I would be honest and provide all of my thoughts on this matter.

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I am a team leader and a team player. I always listen to other peoples thoughts. It brings many more ideas to me. That is true for all of us.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have managed many people and many projects. I have diverse experience in business, government, legal and "not-for-profit" matters. If I do not know about a certain matter, then I immediately reach out to others to best understand the issue. I am a very engaging and outgoing person who loves to interact with everyone.

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	

<b>If yes, Please give dates applied</b>	N/A
<b>Have you ever been employed with the City? *</b>	No
<b>If yes, Please give dates:</b>	N/A
<b>Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *</b>	No
<b>On what date would you be available for work? *</b>	2/17/2020 or sooner
<b>Can you travel if the job requires it? *</b>	Yes
<b>Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *</b>	No
<b>If yes, Please explain</b>	N/A
<b>Are you 18 years of age or older? *</b>	Yes

**Education |**

<b>Question</b>	<b>Answer</b>	<b>Disqualifier?</b>
<b>Describe any specialized training, apprenticeship, skills and extra-curricular activities. *</b>	Illinois Licensed Attorney [6192107]	
<b>Describe any job-related training received in the United States military. *</b>	N/A	
<b>List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *</b>	Will County Bar Association, President; Manhattan, IL Chamber of Commerce, President and Manhattan, IL Lions Club, President	

**Additional Information |**

Please enter N/A if the field is not applicable.

<b>Question</b>	<b>Answer</b>	<b>Disqualifier?</b>
<b>Knowledge and Specialized Skills: *</b>	I have a very diverse background and skill	

set in business, government, legal and "not-for-profit" arenas.

**What type of computers and software have you used? \*** Microsoft Word, Google Spreadsheets and many different software.

**Other qualifications specific to this position? \*** I am an Illinois licensed attorney. I would become an Alaska certified attorney as well.

**List any certifications you have received: \*** Illinois Licensed Attorney [6192107]

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*** None

**State any additional information you feel may be helpful to us in considering your application \*** I am a very engaging and outgoing person who loves to listen to other peoples thoughts.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*** Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.





## John R. Ardaugh

15631 West Waterford Lane • Manhattan, IL 60442  
(815) 715-7735 • jackardaugh@yahoo.com

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January 29, 2020

Mr. Ken Castner, Mayor  
City of Homer  
491 East Pioneer Avenue  
Homer, AK 99603

Dear Mayor Castner:

I am very interested in becoming the next City Manager of your beautiful outdoor community of Homer, AK. I believe that my background is a match with all of Homer's stated needs. I have attached my resume that will furnish you with an overview of my education, professional career and qualifications along with my professional references.

My background includes over twenty years of diverse experience in the government, municipal, non-profit and private sectors. I have a consistent record of success, serving as a top government, municipal and legal consultant, association executive and as Managing Partner of Spesia, Ayers & Ardaugh, a private law firm serving governmental/municipal entities, not-for-profits/associations, corporations and individuals at the local, state and national levels.

My expertise includes administration, budgeting, community development, contracts, customer service, economic development, employee/staff relations, financial management, grants, human resources, intergovernmental relations, land use, municipal operations, negotiations, personnel/project management, planning, policies/procedures, purchasing, zoning and structuring long-term organizational objectives and fostering long-term professional relationships with government officials and high-profile business partners. My strengths are in multi-tasking and effectively managing people and projects in fast-paced dynamic environments with a strong desire and record of making significant changes and improvements. I am highly regarded for serving as a liaison and leading cross-functional teams. I also possess a considerable network of established contacts and strategic business allies and have a strong reputation as a respected advocate amongst my peers.

Comfortable in a well-defined hierarchical reporting structure, I also possess vast leadership experience within governmental, civic, philanthropic and community organizations/associations and have led these organizations to meet and/or exceed all of their goals for organizational excellence and financial responsibility. I am a team leader and team player with a team-oriented management style that effectively communicates and builds consensus, thereby creating a team environment. I attribute my success to my impeccable work ethic founded on the principles of diligence, drive and tenacity. My education includes a Bachelor of Science Degree in Business Administration and Marketing from Illinois State University where I was a Robert G. Bone Scholar Nominee as well as a Juris Doctor, with Distinction, from The John Marshall Law School.

Key skills include:

- Exceptional interpersonal, verbal and written communication skills with a very approachable, direct, flexible and positive communication/management style and experience working on complex municipal issues including drafting, negotiating, researching, reviewing and leading the administration of numerous agendas, contracts, legislation and policies such as annexation, boundary, collective bargaining, development/redevelopment, economic development, employment and intergovernmental agreements.
- Serving as the leader/primary spokesperson with strong oral presentation skills who is an excellent communicator and a good listener who leads by example for many different organizations, working directly with key contacts and effectively managing contract professionals, outside counsel and staff personnel handling diverse engagements in a very friendly, open, personable and professional manner who builds collaborative relationships and agreements with all neighboring governmental entities.
- Progressive executive level experience with proven success in budget development/administration, citizen engagement, conflict resolution, customer service, economic development, government relations, negotiations, personnel management, public relations, staff development and succession planning.
- Developed and implemented many successful strategic long-range plans with significant measurable results, by utilizing creative, forward thinking and innovative methodologies in analyzing issues and evaluating/formulating alternative options that result in sound and decisive recommendations.
- Working collaboratively in a very fair, patient and welcoming manner with the business community, contractors, civic/community organizations, elected officials, employees and most importantly with all of the residents within the community, thereby maintaining excellent working relationships and extremely comfortable having a highly visible role in the community.

As set forth on my resume, I have been involved in the governmental/municipal arena for many years. I served communities ranging in size from 2,000 [Village of Rockdale] to 26,000 [Village of New Lenox]. The budgets ranged in size from \$5,000,000.00 to \$47,000,000.00. I assisted the respective Village Managers with any questions, problems and/or concerns that they had with any budget and financial issues. With the smaller communities that I represented I was more involved in the business and economic development opportunities

I am an articulate, creative, energetic, innovative, passionate, personable and a proven leader with a track record of many successful economic development campaigns. I inspire confidence in others and I have an extensive background in municipal government operations and diverse experience interacting with County, State and Federal government officials. I am a people person with a broad base of knowledge outside municipal government. I am confident that I can help make significant contributions to help you, City Council members and the City of Homer in meeting and exceeding all of its goals for economic development, fiscal responsibility, organizational excellence, staff development and building even greater consensus within the community.

I challenge old ideas in a very positive way, inspire many new perspectives and encourage and engage everyone around me. I have a great deal of experience working with elected officials, department heads and staff and I understand when to provide advice and counsel to elected officials on policy matters. I am politically savvy and politically astute. I bring to the table a diverse business and legal background with a solid history of community involvement and I truly enjoy reaching out, meeting and engaging with all community members. I love the outdoors and I would welcome the opportunity to work in an amazing place such as your community of Homer.

I want to become an active member of a highly experienced and professional staff who challenges, encourages and engages all of the residents to consider and develop new and exciting ideas for Homer. I realize that this summary cannot fully communicate all of the benefits that I can provide your City of Homer. I would appreciate speaking with you and the City Council members so that we can discuss all of Homer's goals. Thank you for your time and consideration.

Sincerely,

John R. "Jack" Ardaugh  
Attachments



# JOHN R. ARDAUGH

15651 West Waterford Lane • Manhattan, IL 60442 • (815) 715-7735 • [jackardaugh@yahoo.com](mailto:jackardaugh@yahoo.com)

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**Government Experience • Financial Management • Budgeting • Planning • Zoning • Land Use • Grants  
Human Resources • Policies/Procedures • Personnel/Project Management • Purchasing • Administration  
Municipal Operations • Employee/Staff Relations • Contracts • Negotiations • Economic Development**

A strong proven leader in the government, municipal, legal and business arenas with more than 20 years of success in the boardroom, the courtroom and at the negotiating table with broad experience in all areas of municipal operations and a wide span of responsibility over multiple functions seeks to become the next City Manager of Homer, AK. A very articulate, confident, dedicated, energetic, visible and visionary leader with an entrepreneurial spirit, optimistic and extensive demonstrated success in the government and municipal arena. Well-connected professional with experience establishing contacts in various community, governmental and municipal sectors that is motivated and achieves results by building consensus with a team-oriented approach and provides excellent customer service.

Offers innovative and strategic recommendations ensuring the effective management of numerous people and projects without compromising quality, timeliness or results. Demonstrates an approachable, friendly, honest, open, personable and transparent management style that is tough on issues, but fair, collaborative and welcoming with people. A creative, dynamic, flexible, passionate, patient, proactive, progressive and outgoing leader highly engaged within numerous community, philanthropic and public endeavors that recognizes and appreciates the contributions of others and inspires confidence with an unquestionable sense of integrity. Solid communicator who institutes initiatives and carries them out thereby creates change being fiscally sound, thereby increasing efficiency.

## KEY COMPETENCIES

**Capital Projects  
Business, Media & Public Relations  
Strong Analytical/Leadership Skills  
Community & Intergovernmental Relations  
Strong Communication/Interpersonal Skills**

**Strategic Planning  
Community Development  
Agenda/Report Preparation  
Professional Development  
Laws/Ordinances/Regulations/Resolutions**

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## PROFESSIONAL HIGHLIGHTS

**Fahey & Associates Chicago, IL  
OF COUNSEL (2011-Present)**

Expertly handles a wide variety of contract and employment matters/labor relations, including drafting, negotiating and reviewing contracts as well as the representation of numerous clients in court on litigation. Ensure firm remains in compliance with corporate guidelines, legal mandates and ethical ideals.

- Championed a number of office management initiatives that increased productivity and increased efficiency, thereby allowing for a more streamlined workflow as well as cross-functional transparency.

**Spesia, Ayers & Ardaugh Joliet, IL**

**MANAGING PARTNER/PRINCIPAL (1994-2010); ASSOCIATE (1988-1993)**

Spearheaded and led the governmental/business practice within the office, developing and maintaining an extensive network of municipal, government, corporate and private contacts. Managed new clients and served as lead attorney and central contact for firm's key clients. Responsible for the preparation and continuous update of standard "boilerplate" language used in all annexation/development agreements drafted internally for municipal clients; many municipal law practitioners subsequently replicated this work.

- Personally procured and managed 75% of the firm's major municipal and governmental clients.

- Spearheaded economic development and legal campaigns for Manhattan, Minooka, New Lenox and Rockdale; instrumental in securing numerous Boundary and Intergovernmental Agreements with neighboring municipalities.

- Negotiated an agreement with a natural gas "peaker plant," resulting in millions of revenue dollars for the Village of Manhattan.

- Played a key role in hiring the Village of Manhattan's first Village Administrator.
- Instrumental in negotiating the Lake Michigan Water agreements for the Village of New Lenox.
- Bond counsel for over \$40M of general obligation, special service and special assessment area bonds.
- Championed the revitalization of the Rockdale Village Code, previously modified in the 1960's.
- Handled the annexation of over 15,000 acres of property; carefully considered, expertly drafted and effectively negotiated the respective contracts.
- Negotiated and thereby secured thousands of acres of property for the Village of New Lenox, covering the I-355 corridor and I-80 interchange, as one of the lead Attorneys in an extremely contentious and lengthy boundary litigation with the City of Joliet.
- Led successful boundary negotiations for the Village of Minooka with the Village of Channahon; annexed thousands of acres of property later developed for both commercial and residential uses.

## JOHN R. ARDAUGH

--Page Two --

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### LEGAL ASSOCIATIONS

#### Will County Bar Association Joliet, IL

##### *PRESIDENT (2006-2007)*

- Implemented free Continuing Legal Education (CLE) programs for members.
- Grew membership from approximately 400 to over 700 during tenure; substantially increased association revenues; instituted VIP court access service.
- Spearheaded a comprehensive vision and mission reassessment; drove several modernization efforts including the establishment of new office space and successfully transformed the association's brand image and identity.

##### *CHAIRMAN -PROBATE COMMITTEE (2001); MUNICIPAL LAW COMMITTEE (1999)*

- Initiated regular meetings and implemented various programs.

##### *CHAIRMAN -ANNUAL GOLF OUTING (2006)*

- Increased event revenue by instituting new fundraising opportunities.

##### *PRO-BONO ATTORNEY*

*Twelfth Judicial Circuit Judicial Screening Committee, Former Member*  
*Illinois State Bar Association, Member*  
*American Bar Association, Member*

Admitted to practice before the United States Supreme Court, the United States District Court for the Northern District of Illinois and all Illinois state courts.

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### COMMUNITY ASSOCIATIONS

#### Chicago Gaelic Park Oak Forest, IL

##### *MEMBER (2007-Present)*

- Organized and implemented the "Irish Dog Exhibition" and the "Irish Horse Exhibition" at the annual Irish Fest.

#### Manhattan Park District Foundation Manhattan, IL

##### *CHAIRMAN -FIRST ANNUAL ROUND BARN WINE FESTIVAL (2008)*

#### Manhattan Irish Fest Manhattan, IL

**CHAIRPERSON (1996, 1997); COMMITTEE MEMBER (1995-2008)**

- Chaired the "Sponsorship Committee" for numerous years and was directly instrumental in securing a large number/amount of annual sponsorship monies.

**Manhattan Lions Club Manhattan, IL**

**PRESIDENT (1998, 1999); TREASURER (1993, 1994, 1996); TAIL TWISTER (1992)**

**Manhattan Chamber of Commerce Manhattan, IL**

**PRESIDENT (1996-1997)**

- Streamlined operational initiatives through the successful on boarding of first Chamber employee.

**St. Joseph's Church Manhattan, IL**

**CHAIRMAN -LAS VEGAS NIGHT COMMITTEE (2002)**

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**EDUCATION**

**Illinois State University Normal, IL  
B.S., Business Administration and Marketing  
Robert G. Bone Scholar, Nominee**

**The John Marshall Law School Chicago, IL  
J.D., with Distinction  
Order of John Marshall  
The John Marshall Law Review, Staff Editor  
Moot Court Executive Board, Associate Editor**

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**TECHNICAL ACUMEN**

Familiar with MS Office Suite (Word & Excel), Internet research and social media sites; highly adaptable and trainable in new computer and technical systems.



## **John R. Ardaugh, Esq.**

15631 West Waterford Lane Manhattan, IL 60442

(815) 715-7735 jackardaugh@yahoo.com

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### **PROFESSIONAL REFERENCES**

---

**Mr. Lawrence M. "Larry" Walsh, Sr.**

Chief Executive Officer

Will County

Joliet, IL

[815] 774-7480

lwalsh@willcountyillinois.com

**Mr. Lewis R. "Russ" Loebe**

Government Liaison / Vice President

HRGreen

New Lenox, IL

[815] 462-9324

rloebe@hrgreen.com

**Mr. E. Kent Ayers**

Senior Counsel

Spesia & Taylor

Joliet, IL

[815] 474-1947

ekayers@spesia-taylor.com

**Mr. Randall Lowman**

Former Economic Development Director

Carlisle, IL

[815] 530-6416

randall328@yahoo.com

**Mr. Thomas A. "Tom" Thanas**

Former City Manager

City of Joliet

Bradenton, FL

[815] 474-6242

tthanas@aol.com

**Ms. Carrie Hansen**  
Director of Planning and Government Services  
Schoppe Design Associates  
Oswego, IL  
[331] 444-9363  
[CarrieH\\_806@comcast.net](mailto:CarrieH_806@comcast.net)

**Ms. Ann Poplawski**  
Former Legal Assistant  
Spesia, Ayers & Ardaugh  
Joliet, IL  
[815] 274-7201  
[mom2mnmgirls@yahoo.com](mailto:mom2mnmgirls@yahoo.com)

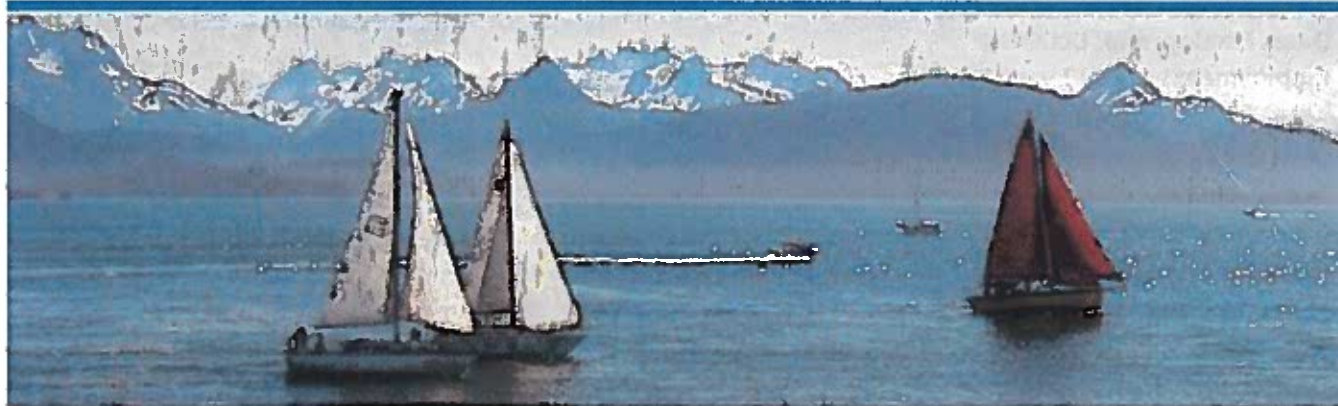
**Mr. George F. "Biff" Mahoney**  
Senior Partner  
Mahoney, Silverman & Cross  
Joliet, IL  
[815] 730-9500  
[gmahoney@msclawfirm.com](mailto:gmahoney@msclawfirm.com)

**Mr. H. Richard "Rich" Hagen**  
Chief Legal Officer  
D'Orazio Capital Partners, LLC  
Chicago, IL  
[312] 357-5690  
[rhagen@doracm.com](mailto:rhagen@doracm.com)

**Mr. Thomas C. "Tom" Bolek**  
Former Vice-President  
T.J. Lambrecht  
Joliet, IL  
[815] 405-8960  
[tom.bolek6@gmail.com](mailto:tom.bolek6@gmail.com)



Homer Departments Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 29-Dec-2019

AAA

**Raymond Bossert JR**

☎ (484) 803-2217  
✉ raybossert@comcast.net  
📍 1750 Rock Hill Lane  
Phoenixville, PA 19460  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - City of Homer Alaska Website

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Valley Forge Military Academy and College - Current Employer

**Job Title: Senior Tactical Officer**

**Dates Employed From:** Jul/2018  
**Dates Employed To:** Currently Employed  
**Employment Length:** 1 year, 6 months

**Duties:** Principal and Senior Tactical officer responsible for the supervision, care, discipline and training of 150 College cadets and the mentorship and training of another 200 Academy cadets. Responsible for daily formations, supervision of the housing areas, training of the cadets in all aspects of cadet life (safety, security, health care, academic

**Supervisor Name:** MG Walt Lord

**Address:** wayne, PA, UNITED STATES  
**Phone:** (484) 803-2217

**Ending Rate of Pay:** 85000

**May We Contact?** No

mentorship, military training).

**Reason For Leaving:** Currently Employed

## Nation Guard Bureau

### Job Title: Director

**Dates Employed From:** Mar/2017

**Dates Employed To:** Oct/2018

**Employment Length:** 1 year, 7 months

**Duties:** Principal advisor to the J1 Director, Director of the Joint Staff, Vice CNGB and CNGB for all military personnel policy and issues. Responsible for the development, coordination, implementation and oversight of military personnel policies and guidance for the 460K members of the National Guard. Division Chief leading a ten-person Joint interagency team. Responsible to Inform, analyze, and provided NGB senior leaders on current and pending policies. Involved in promotion, retirement, payroll, service polices from development to implementation. Lead instructor for a civil support during domestic emergencies course taught quarterly to the States to improve their personnel and manning policies and procedures during emergencies.

**Reason For Leaving:** New Position

### Supervisor Name: :

Major General Kevin  
McNeely (703-607-0780)

**Address:** ALEXANDRIA, VA, UNITED STATES

**Phone:** (706) 215-4567

**Ending Rate of Pay:** 150000

**May We Contact?** Yes

1967

### Job Title: Supervisor

**Dates Employed From:** Oct/2012

**Dates Employed To:** Mar/2015

**Employment Length:** 2 years, 5 months

**Duties:** Deputy Command Engineer Duties, Accomplishments and Related Skills : Developed and managed the civil engineer support plan which identified engineer support requirements, standards of construction, potential shortfalls in engineer capability, mitigating actions, and risk to 350 engineer projects valued at 5.6 billion in 20 countries for the United States Central Command USCENTCOM . - Directed and supervised six senior-level managers and one mid-level manager in overseeing five programs consisting of 85 projects which supported the CENTCOM mission and developed engineering requirements in support of Combatant Command Theater Campaign Plan objectives and Long-Term Master Planning effort. - Executed efforts in 20 countries : over 350 projects valued at 5.6 billion : and supervised over 10, 000 military engineers supporting 100, 000 multi-national military personnel and government employees in the Middle East and South West Asia. - Administered the 1 Billion reconstruction budget and construction program for the AL Anbar Iraq region over a 12-month period dealing with the US military, Iraqi ministries and security forces as well as other governmental and non-governmental agencies. -

### Supervisor Name: Colonel Stevens

**Address:** DOUGLASVILLE, FL, UNITED STATES

**Phone:** (706) 215-4567

**Ending Rate of Pay:** 150000

**May We Contact?** Yes



Responsible for the real estate management program for the 20 country South West Asia region and over 250 bases and camps as well as over 2 million acres of US property being leased or managed in the region

Reason For Leaving: new posting

### Plants By design

**Job Title: Owner**

Dates Employed From: Jul/1993

Dates Employed To: Jan/2007

Employment Length: 13 years, 6 months

Duties: Owner of a Interior Plant rental business

Reason For Leaving: military service

**Supervisor Name: Me**

Address: DOUGLASVILLE, GA, UNITED STATES

Phone: (706) 215-4567

Ending Rate of Pay: 100000

May We Contact? Yes

### Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

#### Shippensburg University | Graduate School

Degree: Masters of Public Administration Minor,Federal Government

Major: Public Administration Minor,Federal Government

Graduated? Yes

#### US Army War College | Graduate School

Degree: Masters of Strategic Leadership

Major: Strategic Studies Minor,Strategic Leadership

Graduated? Yes

#### University of North Georgia | College or University

Degree: Bachelor's Degree

Major: Political Science

Graduated? Yes

#### Valley Forge Military Academy | High School or Equivalent

Degree:

Major:

Graduated? Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

**File Name****Link**

65486517 - uploaded resume.doc

[Q Preview](#)[Download](#)

Bossert Resume DEC 2019.docx

[Q Preview](#)[Download](#)**Text Only Resume**

MR. Raymond Dempsey Bossert JR., M.P.A, M.S.S  
 1750 Rock Hill Lane  
 Phoenixville, PA 19460  
 Mobile : 484-803-2217  
 Email : raybossert@comcast.net  
 Availability : ASAP

**SUMMARY OF QUALIFICATIONS :** Accomplished professional with over thirty-five years of successful leadership in executive level management, policy development, international relations, engineering, facility management, fiscal oversight, security planning, emergency management and response, project management and training with multiple military and civilian organizations. Proven leader and experienced in team building, educational instruction, construction quality assurance, security and safety planning, emergency management and project management. Customer focused and results oriented team player with exemplary leadership, planning, training, organizational, and problem-solving abilities.

**SKILLS :** International engagements, policy writing and development, construction project management, fiscal management, emergency management/response/planning, computer skills, Top Secret security clearance and extensive senior executive level engagement experience. Proven leader in stressful situations where solving for Yes was always the mission and the end state.

**Work Experience :**

Valley Forge Military Academy and College  
 1001 Eagle Road  
 Wayne, Pennsylvania 19087  
 09/2018- Present

**Senior Tactical Officer ( Dean of Students )****Duties, Accomplishments and Related Skills :**

Principal and Senior Tactical officer responsible for the supervision, care, discipline and training of 150 College cadets and the mentorship and training of another 200 Academy cadets. Responsible for daily formations, supervision of the housing areas, training of the cadets in all aspects of cadet life ( safety, security, health care, academic mentorship, military training ) . Supervisor : Major General Walt Lord ( 717-645-1176 )

**Work Experience :**

**The National Guard Bureau****Chief of Strategic Planning and Policy for Human Capital Management****111. S. George Mason Drive, Arlington VA 22204****08/2017 - 09/2018****National Guard Bureau Personnel and Manning Directorate****Duties, Accomplishments and Related Skills :**

Principal advisor to the J1 Director, Director of the Joint Staff, Vice CNGB and CNGB for all military personnel policy and issues. Responsible for the development, coordination, implementation and oversight of military personnel policies and guidance for the 460K members of the National Guard. Division Chief leading a ten-person Joint interagency team. Responsible to Inform, analyze, and provided NGB senior leaders on current and pending policies. Involved in promotion, retirement, payroll, service polices from development to implementation. Lead instructor for a civil support during domestic emergencies

course taught quarterly to the States to improve their personnel and manning policies and procedures during emergencies. Supervisor : Major General Kevin McNeely ( 703-607-0780 )

**Georgia Department of Defense****Director on the Joint Staff for Strategy, Planning and Engagements****1000 Halsey Ave, Joint Forces HQ, Marietta, GA 30060****01/2017 - 08/2017****J5 Director of Strategic Planning and Policy****Duties, Accomplishments and Related Skills :**

Director of Strategic Plans and functions as the Georgia Department of Defense, Joint Forces Headquarters, principal staff officer in the areas of joint force development; supporting operational planning; joint doctrine; staff training and emergency management exercises.

- Conducted Bi-lateral engagements with the countries of Argentina and the Republic of Georgia building strategic plans, exercises and institutional development across their interagency's.

- Planned and executed a national level emergency management exercise focused on a level III hurricane devastating Georgia involving over 200 Local, State and Federal Agencies. Supervisor : Brigadier General John King ( 770-318-3206 )

**Peacekeeping and Stability Operations Institute****US Army War College, Upton Hall, Carlisle, PA 17013****04/2015 - 12/2016****Senior Advisor on Engineering and Infrastructure****Duties, Accomplishments and Related Skills :**

Served as the Division chief with The United Nations, North Atlantic Treaty Organization, and Department of State, U.S. Agency for International Development ( USAID ) , U.S. Institute of Peace, and other interagency and non-governmental organizations on all matters dealing with Department of Defense Stability Operations and Disaster response and relief.

-Travelled to over 10 countries to plan and conduct integrated training and education to joint armed forces, interagency, intergovernmental, and multinational organizations.

-An advisor to over 1200 resident and non-resident students at the US Army War college and guest lecturer on engineering, disaster management, theater security cooperation in foreign countries and stability topics.

Supervisor : Colonel ( Retired ) Dan Pinnell ( 337-718-1818 )

US Army Central Command

7115 South Boundary Road, CCJ4 Engineers Division, Tampa, FL 33621

10/2012 - 03/2015

Deputy Command Engineer

Duties, Accomplishments and Related Skills :

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Supervisor : Colonel Alan Webster ( 703-963-0168 )

Georgia Army National Guard

100 Aquatic Circle

560th Battlefield Surveillance Brigade ( BFSB ) , Cumming, GA 30040

04/1996- 10/2012

Unit Commander and Senior Staff Officer, Brigade Commander

Duties, Accomplishments and Related Skills :

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- Recognized twice for valor in operations in Iraq and Afghanistan in dangerous, extreme conditions and high stress environments involving training and executing missions with local national forces.
  - Planned and executed multiple planning workshops to better synchronize all the interagency efforts in the region. Managed a \$10-Million-dollar budget for execution of these exercises.
  - Responsible for deliberate and crisis action planning activities in support of State emergency response operations plan ( OPLAN ) and the development and contingency operations, focused on engineer and policing support and responsible for over \$250 million in government equipment.
  - Responded to and supported the ice storms of 2014 as the lead military agency in the North Georgia Region. Conducted over 100 missions in support of civil authorities to the surrounding counties and state agencies.
- Supervisor : Brigadier General John King ( 770-318-3206 )

#### Early Career 1989 thru 1996

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SBA, Atlanta Georgia

- Conducted damage assessments in multiple states to assess individual needs for SBA loans after natural disasters.
- Produced reconstruction assessments evaluating the amount of Loan/Grant money that the applicant was applying for.
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Owner Plants By Design, Interior landscape company; July 1993 - January 2007

Douglasville, GA

30135

- Founded the Company in 1993 and grew to over 15 employees and gross sales of over \$1 million annually.
- Serviced the entire metro Atlanta Area ( a 6000 square mile footprint )

and provided interior landscaping and maintenance services for offices, restaurants and hotels as well as high end residential properties.  
- Responsible for a 40 acre, 10 ,000 square foot greenhouse operation with over \$2.5 Million in assets.

Education :

Shippensburg University Shippensburg, PA United States  
Master's Degree 12/2016 Major : Public Administration Minor : Local, State and Federal Government

US Army War College Carlisle, PA, United States  
Master's Degree 07/2012 Major : Strategic Studies Minor : Strategic Leadership

University of North Georgia Dahlonega, GA, United States  
Bachelor's Degree 06/1989 Major : Political Science Minor : History

Valley Forge Military Academy and College Wayne, PA, United States  
Some College Coursework Completed 06/1985

Job Related Training :

. Dual Status Command Certification, National Response Framework/Incident response ( 2014 )  
. US Army Joint Planning Course, Senior level staff and Civil Support Planning ( 2013 )  
. US Army Engineer Officer Advanced Course, Advanced Construction and Project Management Skills ( 1999 )

Language Skills :

Arabic-Lebanese : Novice Speaking skills

Affiliations :

-National and State Level National Guard Associations - Life Member  
-The Veteran of Foreign Wars - Life Member, Post Secretary and Quartermaster  
-Army Engineer Association ( AEA ) - Life Member  
-Valley Forge Military Academy Alumni Association - Senior Alumni Board Advisor

Professional Publications :

- Editor of the Stability Issue of the US Army Stability Operations Lessons Learned, August 2016 Issue  
- Contributing editorial provider to the US Army War College Parameters quarterly publication.  
- Guest Speaker on Stability, Transitions from Crisis to Steady State and Disaster Response at the Nigerian Defense University, Swedish Ministry of Defense, Naval Post Graduate School and U.S. Maneuver Center of Excellence, Fort Benning GA in 2015/2016

Additional Information :

- Top Secret ( SCI ) Security Clearance for over 15 years

- Winner of the 2014 Georgia Minute Man Award ( Employee of the Year ) , best National Guardsman in Georgia.
- Certified Civil-Military coordinator for the United Nations Humanitarian and Disaster operations
- Faculty Instructor for resident and distance education curriculum to students of the U.S Army War College ( Colonels in the Military ) and is the Humanitarian Assistance/Disaster relief subject matter expert and Middle Eastern area of operations expert.

**REFERENCES :**

Supervisor : Major General Walt Lord 717-645-1176 , waltlord65@gmail.com

Supervisor : Brigadier General John King ( 770-318-3206 ) , john.f.king.mil@mail.mil

PEER : Mr. Chris Voso 404-623-1400 , cvosol@gmail.com

PEER : Mr. Mark A. Merlino, 978.501.0486 ( cell ) , Mark.A.Merlino@raytheon.com

Subordinate : Mr James van Emburgh ( 770-634-7553 ) , ojt7@cdc.gov

Salary Requirements \$150K and Moving expenses from Pennsylvania

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

---

### Walt Lord

Relationship: Supervisor  
Years Known: 35

Phone: 717-645-1176

### John King

Relationship: supervisor  
Years Known: 20

Phone: 770-318-3206

### James vanemburgh

Relationship: Peer  
Years Known: 20

Phone: 770-634-7553

## Job Questions

City Manager 2019 |

**Question****Answer****Disqualifier?**

**What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Team Building among the city employees and providing professional services and High quality to our citizens

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

The ability to execute the manning requirements over 10K DoD personnel along the southwest border security mission working with the 54 states and territories

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

surprises coming out at city council meetings is the first mistake and should not be the norm. as a city manager working with initiatives from their inception to execution is all about consensus building and team work with the council members, employees and citizens. After that is accomplished if I still do not personally agree with the initiative I must step away from the personal view and look at this from the prospective of the citizen and long term strategic vision for the City an whats best. In the end in doing my due diligence execution of what is mandated is my job.

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

In all my endeavors being Professional, Ready and Relevant in all our actions. This not only takes care of our employees but serves the citizens and identifies out city as looking towards the future.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Employee interactions, emergency management, City services management, training programs and data collection and strategic planning.



## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	To be determined, ASAP	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	emergency management	
Describe any job-related training received in the United States military. *	US Army Engineer and construction management , senior officer training and instructor at the US army war college	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	-National and State Level National Guard Associations - Life Member -The Veteran of Foreign Wars - Life Member, Post Secretary and Quartermaster -Army Engineer Association (AEA) - Life Member -Valley Forge Military Academy Alumni Association - Senior	

## Alumni Board Advisor

## Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	N/A	
What type of computers and software have you used? *	Windows, Power point, excel, etc...	
Other qualifications specific to this position? *	N/A	
List any certifications you have received: *	emergency management courses	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	N/A	
State any additional information you feel may be helpful to us in considering your application *	N/A	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.		
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? *	Yes	

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing

authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Raymond D Bossert Jr

**Date:** 2019-12-29 09:22:58am

**IP Address:** 71.224.154.123

---

**Signature**

---

**Date**

MR. Raymond Dempsey Bossert JR., M.P.A, M.S.S  
1750 Rock Hill Lane  
Phoenixville, PA 19460  
Mobile : 484-803-2217  
Email : raybossert@comcast.net  
Availability : ASAP

SUMMARY OF QUALIFICATIONS : Accomplished professional with over thirty-five years of successful leadership in executive level management, policy development, international relations, engineering, facility management, fiscal oversight, security planning, emergency management and response, project management and training with multiple military and civilian organizations. Proven leader and experienced in team building, educational instruction, construction quality assurance, security and safety planning, emergency management and project management. Customer focused and results oriented team player with exemplary leadership, planning, training, organizational, and problem-solving abilities.  
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08/2017 - 09/2018

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Georgia Department of Defense  
Director on the Joint Staff for Strategy, Planning and Engagements  
1000 Halsey Ave, Joint Forces HQ, Marietta, GA 30060  
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J5 Director of Strategic Planning and Policy  
Duties, Accomplishments and Related Skills :  
Director of Strategic Plans and functions as the Georgia Department of Defense, Joint Forces Headquarters, principal staff officer in the areas of joint force development; supporting operational planning; joint doctrine; staff training and emergency management exercises.  
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Additional Information :

- Top Secret ( SCI ) Security Clearance for over 15 years
- Winner of the 2014 Georgia Minute Man Award ( Employee of the Year ) , best National Guardsman in Georgia.
- Certified Civil-Military coordinator for the United Nations Humanitarian and Disaster operations
- Faculty Instructor for resident and distance education curriculum to students of the U.S Army War College ( Colonels in the Military ) and is the Humanitarian Assistance/Disaster relief subject matter expert and Middle Eastern area of operations expert.

REFERENCES :

Supervisor : Major General Walt Lord 717-645-1176 , waltlord65@gmail.com

Supervisor : Brigadier General John King ( 770-318-3206 ) , john.f.king.mil@mail.mil

PEER : Mr. Chris Voso 404-623-1400 , cvosol@gmail.com

PEER : Mr. Mark A. Merlino, 978.501.0486 ( cell ) , Mark.A.Merlino@raytheon.com

Subordinate : Mr James van Emburgh ( 770-634-7553 ) , ojt7@cdc.gov

Salary Requirements \$150K and Moving expenses from Pennsylvania



**MR. Raymond Dempsey Bossert JR., M.P.A, M.S.S**

1750 Rock Hill Lane  
Phoenixville, PA 19460  
Mobile: 484-803-2217  
Email: raybossert@comcast.net  
**Availability: ASAP**

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**SUMMARY OF QUALIFICATIONS:** Accomplished professional with over thirty-five years of successful leadership in executive level management, policy development, international relations, engineering, facility management, fiscal oversight, security planning, emergency management and response, project management and training with multiple military and civilian organizations. Proven leader and experienced in team building, educational instruction, construction quality assurance, security & safety planning, emergency management and project management. Customer focused and results oriented team player with exemplary leadership, planning, training, organizational, and problem-solving abilities.

**SKILLS:** International engagements, policy writing and development, construction project management, fiscal management, emergency management/ response/planning, computer skills, Top Secret security clearance and extensive senior executive level engagement experience. Proven leader in stressful situations where solving for "Yes" was always the mission and the end state.

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**Work Experience:**

**Valley Forge Military Academy and College**

1001 Eagle Road  
Wayne, Pennsylvania 19087  
09/2018- Present

**Senior Tactical Officer (Dean of Students)**

**Duties, Accomplishments and Related Skills:**

Principal and Senior Tactical officer responsible for the supervision, care, discipline and training of 150 College cadets and the mentorship and training of another 200 Academy cadets. Responsible for daily formations, supervision of the housing areas, training of the cadets in all aspects of cadet life (safety, security, health care, academic mentorship, military training). **Supervisor:** Major General Walt Lord (717-645-1176)

---

**Work Experience:**

**The National Guard Bureau**

Chief of Strategic Planning and Policy for Human Capital Management  
111. S. George Mason Drive, Arlington VA 22204  
08/2017 – 09/2018

**National Guard Bureau Personnel and Manning Directorate**

**Duties, Accomplishments and Related Skills:**

Principal advisor to the J1 Director, Director of the Joint Staff, Vice CNGB and CNGB for all military personnel policy and issues. Responsible for the development, coordination, implementation and oversight of military personnel policies and guidance for the 460K members of the National Guard. Division Chief leading a ten-person Joint interagency team. Responsible to Inform, analyze, and provided NGB senior leaders on current and pending policies. Involved in promotion, retirement, payroll, service polices from development to implementation. Lead instructor for a civil support during domestic emergencies course taught quarterly to the States to improve their personnel and manning policies and procedures during emergencies. **Supervisor:** Major General Kevin McNeely (703-607-0780)

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**Georgia Department of Defense**

Director on the Joint Staff for Strategy, Planning and Engagements  
1000 Halsey Ave, Joint Forces HQ, Marietta, GA 30060  
01/2017 – 08/2017

**J5 Director of Strategic Planning and Policy**

**Duties, Accomplishments and Related Skills:**

Director of Strategic Plans and functions as the Georgia Department of Defense, Joint Forces Headquarters, principal staff officer in the areas of joint force development; supporting operational planning; joint doctrine; staff training and emergency management exercises.

- Conducted Bi-lateral engagements with the countries of Argentina and the Republic of Georgia building strategic plans, exercises and institutional development across their interagency's.
- Planned and executed a national level emergency management exercise focused on a level III hurricane devastating Georgia involving over 200 Local, State and Federal Agencies. **Supervisor:** Brigadier General John King (770-318-3206)

---

#### **Peacekeeping and Stability Operations Institute**

US Army War College, Upton Hall, Carlisle, PA 17013

04/2015 - 12/2016

#### **Senior Advisor on Engineering and Infrastructure**

##### **Duties, Accomplishments and Related Skills:**

Served as the Division chief with The United Nations, North Atlantic Treaty Organization, and Department of State, U.S. Agency for International Development (USAID), U.S. Institute of Peace, and other interagency and non-governmental organizations on all matters dealing with Department of Defense Stability Operations and Disaster response and relief.

-Travelled to over 10 countries to plan and conduct integrated training and education to joint armed forces, interagency, intergovernmental, and multinational organizations.

-An advisor to over 1200 resident and non-resident students at the US Army War college and guest lecturer on engineering, disaster management, theater security cooperation in foreign countries and stability topics.

**Supervisor:** Colonel (Retired) Dan Pinnell (337-718-1818)

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#### **US Army Central Command**

7115 South Boundary Road, CCJ4 Engineers Division, Tampa, FL 33621

10/2012 - 03/2015

#### **Deputy Command Engineer**

##### **Duties, Accomplishments and Related Skills:**

Developed and managed the civil engineer support plan which identified engineer support requirements, standards of construction, potential shortfalls in engineer capability, mitigating actions, and risk to 350 engineer projects valued at \$5.6 billion in 20 countries for the United States Central Command (USCENTCOM).

-Directed and supervised six senior-level managers and one mid-level manager in overseeing five programs consisting of 85 projects which supported the CENTCOM mission and developed engineering requirements in support of Combatant Command Theater Campaign Plan objectives and Long-Term Master Planning effort.

-Executed efforts in 20 countries: over 350 projects valued at \$5.6 billion: and supervised over 10,000 military engineers supporting 100,000 multi-national military personnel and government employees in the Middle East and South West Asia.

-Administered the \$1 Billion reconstruction budget and construction program for the AL Anbar Iraq region over a 12-month period dealing with the US military, Iraqi ministries and security forces as well as other governmental and non-governmental agencies.

-Responsible for the real estate management program for the 20 country South West Asia region and over 250 bases and camps as well as over \$ 2 million acres of US property being leased or managed in the region

**Supervisor:** Colonel Alan Webster (703-963-0168)

---

#### **Georgia Army National Guard**

100 Aquatic Circle

560th Battlefield Surveillance Brigade (BFSB), Cumming, GA 30040

04/1996- 10/2012

#### **Unit Commander and Senior Staff Officer, Brigade Commander**

##### **Duties, Accomplishments and Related Skills:**

Commanded, trained, and led various military organizations (Reconnaissance, Intelligence, Communications and Logistics) totaling over 2500 soldiers, and civilians in all facets of military operations, logistics, property accountability, equipment maintenance, and personnel administration.

- Recognized twice for valor in operations in Iraq and Afghanistan in dangerous, extreme conditions and high stress environments involving training and executing missions with local national forces.

- Planned and executed multiple planning workshops to better synchronize all the interagency efforts in the region. Managed a \$10-Million-dollar budget for execution of these exercises.
  - Responsible for deliberate and crisis action planning activities in support of State emergency response operations plan (OPLAN) and the development and contingency operations, focused on engineer and policing support and responsible for over \$250 million in government equipment.
  - Responded to and supported the ice storms of 2014 as the lead military agency in the North Georgia Region. Conducted over 100 missions in support of civil authorities to the surrounding counties and state agencies.
- Supervisor: Brigadier General John King (770-318-3206)**

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**Early Career 1989 thru 1996**

**US Army 82<sup>nd</sup> Airborne Division Engineer officer; June 1989- July 1993**

307<sup>th</sup> Engineer Battalion, Fort Bragg North Carolina

- Supervised from 30 to 200 soldiers in the Airborne Engineer Battalion and responsible for over \$50 million dollars of equipment.
- Deployed to numerous countries conducting engineer projects and involved in operational missions.
- Trained in qualifying soldiers to exit aircrafts in all conditions focused on enforcement of safety procedures and establishing unit policies. Recognized as a Master Parachutist and air movement and load specialist.
- Trained in establishing landing zones, runways and hasty runway repair to allow aircraft to enter the unconventional areas of operations.
- Deployed and directed engineer relief operations after Hurricane Andrew in Florida alleviating suffering and providing immediate engineer and security response to impacted populace in Homestead Florida area.

**Disaster Assessment Officer for the Small Business Administration; January 1994 – September 1994**

SBA, Atlanta Georgia

- Conducted damage assessments in multiple states to assess individual needs for SBA loans after natural disasters.
- Produced reconstruction assessments evaluating the amount of Loan/Grant money that the applicant was applying for.
- Individually deployed and responsible for my own travel budget and operational budget when the need called for an offsite local office to be established for disaster claim submissions.

**Owner Plants By Design, Interior landscape company; July 1993 – January 2007**

Douglasville, GA 30135

- Founded the Company in 1993 and grew to over 15 employees and gross sales of over \$1 million annually.
- Serviced the entire metro Atlanta Area (a 6000 square mile footprint) and provided interior landscaping and maintenance services for offices, restaurants and hotels as well as high end residential properties.
- Responsible for a 40 acre, 10,000 square foot greenhouse operation with over \$2.5 Million in assets.

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**Education:**

**Shippensburg University** Shippensburg, PA United States

Master's Degree 12/2016 Major: Public Administration Minor: Local, State and Federal Government

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**US Army War College** Carlisle, PA, United States

Master's Degree 07/2012 Major: Strategic Studies Minor: Strategic Leadership

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**University of North Georgia** Dahlonega, GA, United States

Bachelor's Degree 06/1989 Major: Political Science Minor: History

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**Valley Forge Military Academy and College** Wayne, PA, United States

Some College Coursework Completed 06/1985

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**Job Related Training:**

- Dual Status Command Certification, National Response Framework / Incident response (2014)
- US Army Joint Planning Course, Senior level staff and Civil Support Planning (2013)
- US Army Engineer Officer Advanced Course, Advanced Construction and Project Management Skills (1999)

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**Language Skills:**

Arabic-Lebanese: Novice Speaking skills

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**Affiliations:**

-National and State Level National Guard Associations - Life Member

- The Veteran of Foreign Wars - Life Member, Post Secretary and Quartermaster
  - Army Engineer Association (AEA) - Life Member
  - Valley Forge Military Academy Alumni Association - Senior Alumni Board Advisor
- 

**Professional Publications:**

- Editor of the Stability Issue of the US Army Stability Operations Lessons Learned, August 2016 Issue
  - Contributing editorial provider to the US Army War College "Parameters" quarterly publication.
  - Guest Speaker on Stability, Transitions from Crisis to Steady State and Disaster Response at the Nigerian Defense University, Swedish Ministry of Defense, Naval Post Graduate School and U.S. Maneuver Center of Excellence, Fort Benning GA in 2015/2016
- 

**Additional Information:**

- Top Secret (SCI) Security Clearance for over 15 years
  - Winner of the 2014 Georgia "Minute Man" Award (Employee of the Year), best National Guardsman in Georgia.
  - Certified Civil-Military coordinator for the United Nations Humanitarian and Disaster operations
  - Faculty Instructor for resident and distance education curriculum to students of the U.S Army War College (Colonels in the Military) and is the Humanitarian Assistance/Disaster relief subject matter expert and Middle Eastern area of operations expert.
- 

**REFERENCES:**

**Supervisor:** Major General Walt Lord 717-645-1176, [waltlord65@gmail.com](mailto:waltlord65@gmail.com)

**Supervisor:** Brigadier General John King (770-318-3206), [john.f.king.mil@mail.mil](mailto:john.f.king.mil@mail.mil)

**PEER:** Mr. Chris Voso 404-623-1400, [cvoso1@gmail.com](mailto:cvoso1@gmail.com)

**PEER:** Mr. Mark A. Merlino, 978.501.0486 (cell), [Mark.A.Merlino@raytheon.com](mailto:Mark.A.Merlino@raytheon.com)

**Subordinate:** Mr James van Emburgh (770-634-7553), [ojt7@cdc.gov](mailto:ojt7@cdc.gov)

Salary Requirements \$150K and Moving expenses from Pennsylvania





Homer Departments Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 25-Dec-2019

AAA

**George Cowan**

☎ (916) 365-6584  
✉ zbd34@yahoo.com  
📍 515 S. Fry Road Ste A PMB-242  
Katy, TX 77450  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Indeed - apply

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Eastern Power Group Ltd - Current Employer

**Job Title: CEO and Consultant**

**Dates Employed From:** Oct/2017  
**Dates Employed To:** Currently Employed  
**Employment Length:** 2 years, 3 months

**Duties:** Houston and Hong Kong, own company Operating Director, Developed & closed Waste to Energy deal in Taiwan, I-Squared Capital Oct 2017 - Present Eastern Power Group Ltd; CEO Houston, Hong Kong, Global • Role of Operating Director, Developed and closed Waste to Energy deal in Taiwan for I-Squared Capital, STG plant • Energy and

**Supervisor Name:**  
George Cowan

**Address:** Houston, TX, UNITED STATES

**Phone:** 916-365-6584

**Ending Rate of Pay:** 175000

**May We Contact?** Yes

Infrastructure Consulting; Operations, Development, Construction and Capital Expansion Projects. Own company.

Reason For Leaving: Currently Employed

## Equis Funds Group

**Job Title: Founding Partner**

Dates Employed From: Feb/2011

Dates Employed To: Oct/2017

Employment Length: 6 years, 8 months

Duties: based in Hong Kong Feb 2011 - Oct 2017 Equis; Founding Partner (Retired) Hong Kong, China, India, SE Asia • Partner in Equis, based in Hong Kong and China. Electric power, energy and infrastructure fund focused on Asia. • Retired due to liquidity event: USD 5 billion sell down of assets. • Closed deal and managed gas distribution company in China, 289 people total; 30 HQ staff. 13 assets across China. • Evaluated power generation, O&G, energy projects and related T&D for acquisition throughout East and South Asia. • Business development and due diligence on 16 hydroelectric projects in China and India. Result two closed deals. • Equis had 6.6GW of renewables in operation, construction and development in Asia.

Reason For Leaving: Retirement, sale of assets

**Supervisor Name: Jason Seah**

Address: Singapore, SINGAPORE

Phone: +852-6894-6883

Ending Rate of Pay: 300000

May We Contact? Yes

## Petrocom Energy Limited

**Job Title: Sr. Vice-President, Operations**

Dates Employed From: Sep/2010

Dates Employed To: Feb/2011

Employment Length: 0 years, 5 months

Duties: China • Responsible for Operations and Commercial Divisions of Petrocom. Was a start-up company.

Reason For Leaving: Joined Equis as a Partner

**Supervisor Name: David Moy**

Address: Hong Kong, HONG KONG

Phone: 852-9183-4115

Ending Rate of Pay: 150000

May We Contact? Yes

## Marubeni Power Asset Management Ltd

**Job Title: Director Asset Management, SE Asia**

Dates Employed From: Apr/2007

Dates Employed To: Sep/2010

Employment Length: 3 years, 5 months

Duties: Asset managed 5300 MW of power assets

Reason For Leaving: Joined Petrocom

**Supervisor Name: Tom Paul**

Address: Hong Kong, HONG KONG

Phone: 852-9304-5346

Ending Rate of Pay: 200000

May We Contact? Yes

## Macquarie Korean Opportunities Fund



**Job Title: COO, CTO & VP**

**Dates Employed From: Sep/2005**  
**Dates Employed To: Apr/2007**  
**Employment Length: 1 year, 7 months**

**Duties: Incheon & Seosan, Korea • Chief Operation Officer for a 92 MW / 840 t/hr Steam energy conversion facility for Samsung Total petrochemical complex in Daesan, Korea. Facility had 2 GTGs, 1 HRSG and 5 package boilers. 24/7 reliability was essential. • Remedied operational issues such as maintaining unit standalone reliability with circuit isolation to ensure trip redundancy, balancing steam and power loads, overseeing capital expansion projects and accuracy of metering. • Executive VP and Chief Technical Officer for POSCO Power Corp, at 1800 MW, LNG fired, combined cycle plant. Supervised department of 12 Engineers, tasked for capital expansion projects and evaluation of new technologies.**

**Reason For Leaving: Join Marubeni in Hong Kong**

**Supervisor Name: Peter Feltis**

**Address: Seoul, KOREA REPUBLIC OF**  
**Phone: +852-6894-6883**

**Ending Rate of Pay: 160000**

**May We Contact? Yes**

**Global Power Services/Meiya Power Co., Ltd**

**Job Title: Consulting Manager**

**Dates Employed From: Feb/2005**  
**Dates Employed To: Sep/2005**  
**Employment Length: 0 years, 7 months**

**Duties: Yulchon, Korea • Consulting Manager, 550 MW, LNG fired, Combined Cycle plant. • Capital expansion project; converted two Simple Cycle 501F GTGs to Combined Cycle, then Start-up and Commissioned**

**Reason For Leaving: Joined Macquaried in Korea**

**Supervisor Name: Mike Novelli**

**Address: Suncheon, Other, KOREA REPUBLIC OF**  
**Phone: +852-6894-6883**

**Ending Rate of Pay: 165000**

**May We Contact? Yes**

**Asiagen Power Group, Ltd**

**Job Title: VP Business Development**

**Dates Employed From: Feb/2004**  
**Dates Employed To: Feb/2005**  
**Employment Length: 1 year**

**Duties: Philippines • Business Development for Asiagen Power Group, Ltd, partnership. East Asia, primarily Philippines and China. • Own firm with two partners. Power projects primarily diesel engine or small gas turbine driven. Jun 2001 - Feb 2004 AES China, Bangladesh**

**Reason For Leaving: Steady paycheck**

**Supervisor Name: James Thomas**

**Address: Manila, PHILIPPINES**  
**Phone: +852-6894-6883**

**Ending Rate of Pay: 140000**

**May We Contact? Yes**

**AES Corporation**

**Job Title: Plant Manager, President and BOD Member China Assets**

**Supervisor Name: Bill Rucciis**

**Dates Employed From:** Sep/1999  
**Dates Employed To:** Jun/2001  
**Employment Length:** 1 year, 9 months

**Duties:** Director, Engineering & Construction, Bangladesh • Management and financial performance of 250 MW, pulverized coal fired, AES Jiaozuo power project in Henan Province, China. Most profitable plant in AES Orient and accounted for 55% of AES Orient's revenue. • Plant had aluminium smelter captive offtaker, took 86% of load. 24/7 reliability was essential. Ranked in global top decile for reliability and availability by both Navigant and Salomon assessment criteria. • BOD member representing AES interests in a 50 MW coal fired power plant in Chongqing Region of China. • Administration of two EPC contracts with Hyundai, totalling 810 MW Combined Cycle IPP plants, in Bangladesh. • Held contractor responsible for proper execution, determined milestone payments and any remedial works. • Haripur project, 360 MW, completed four months ahead of schedule, on budget, and added an unplanned US \$3.5 million to AES' bottom line from simple cycle operations. Then moved to manage power station in China.

**Reason For Leaving:** Formed own company in Philippines

**Address:** Jiaozuo, CHINA  
**Phone:** +852-6894-6883  
**Ending Rate of Pay:** 150000  
**May We Contact?** Yes

## BP Global Power

### **Job Title:** Director Business Development Far East

**Dates Employed From:** Sep/1996  
**Dates Employed To:** Sep/1999  
**Employment Length:** 3 years

**Duties:** East Asia, Lat Am • Development of integrated LNG and power projects China, Taiwan, Malaysia, Singapore, Korea and Japan. • Transition team for new partnership company in Argentina. Included Uruguay and Brazil. • Results in Malaysia were annual cost savings of approximately US\$ 3 million.

**Reason For Leaving:** Joined AES

### **Supervisor Name:** Sam Shepard

**Address:** Houston, TX, UNITED STATES  
**Phone:** 916-365-6584  
**Ending Rate of Pay:** 120000  
**May We Contact?** Yes

## Destec Energy, Inc

### Job Title: Business Manager/Asset Management

Dates Employed From: Dec/1991

Dates Employed To: Sep/1996

Employment Length: 4 years, 9 months

Duties: • Business management and financial performance of portfolio of gas-fired, gas turbine, PURPA, cogeneration projects. • Represented Destec's interests to the partnerships and to Destec Operating Company. Assets in California and Canada. • Prior to this, specified and purchased Destec's gas & steam turbines and black start generators. • Technical and trouble-shooting support of operating assets.

Reason For Leaving: Company sold, joined Amoco

Supervisor Name: Tom Skupnjak

Address: Houston, TX, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 120000

May We Contact? Yes

## Stewart & Stevenson, Inc

### Job Title: Product Support Supervisor

Dates Employed From: May/1986

Dates Employed To: Dec/1991

Employment Length: 5 years, 7 months

Duties: International • Supervised 25+ field personnel for installation and service of aeroderivative Gas Turbine/Generator sets in US and overseas. Projects in Italy, Israel, Iraq, Saudi Arabia, Egypt, and USA. Based in Houston, Texas.

Reason For Leaving: Joined Destec, largest client of S&S

Supervisor Name: Pete Watson

Address: Houston, TX, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 75000

May We Contact? Yes

## Amoco Corporation

### Job Title: Drilling Foreman/Company Man

Dates Employed From: May/1981

Dates Employed To: May/1986

Employment Length: 5 years

Duties: Australia, UAE Tunisia, Oman • Managed field drilling operations and planning. Executed drilling program in most cost-effective manner possible. • Both onshore and offshore international drilling. Placement of two drill ships in Morocco; Atlantic and Mediterranean.

Reason For Leaving: Returned to power business

Supervisor Name: George Boykin

Address: Houston, TX, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 68000

May We Contact? Yes

## General Electric Company

### Job Title: Field Engineer - General Electric Technical Services Company (GETSCO)

Dates Employed From: Jan/1980

Dates Employed To: May/1981

Supervisor Name: Mike Bradley

Address: Schenectady, NY, UNITED STATES

**Employment Length:** 1 year, 4 months**Phone:** 916-365-6584**Duties:** Field supervision, installation and troubleshooting of General Electric gas turbines worldwide; Mexico and Saudi Arabia.**Ending Rate of Pay:** 50000**Reason For Leaving:** Joined Amoco drilling**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

### University of Houston

**Degree:** Master of Business Administration  
**Major:** Business Administration

**Graduated?** Yes

### Texas A&M University

**Degree:** Bachelor of Science  
**Major:** Mechanical Engineering

**Graduated?** Yes

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
George Cowan Resume.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
65387101 - uploaded resume.doc	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

To whom it may concern,  
 Please find my resume attached for application to the City Manager position for the City of Homer. I am not a stranger to Alaska, as my nephew is in Beluga, on the west side of the Cook Inlet, and I visit him frequently.

I have considerable experience working with government authorities in stressful situations, having been brought in for "self-criticism sessions" in China on three occasions. I appreciate this opportunity to apply, and look forward to the chance to contribute to the smooth running and overall

good of the City of Homer. Thank you.  
Best regards,  
George Cowan

zbd34@yahoo.com  
George Cowan

(916)-365-6584  
Katy, TX 77450

CEO and Director Eastern Power Group Ltd  
October 2017 to Present  
Houston and Hong Kong, own company  
Operating Director, Developed & closed Waste to Energy deal in Taiwan,  
I-Squared Capital

Oct 2017 - Present Eastern Power Group Ltd; CEO Houston, Hong Kong,  
Global

- Role of Operating Director, Developed and closed Waste to Energy deal in Taiwan for I-Squared Capital, STG plant
- Energy and Infrastructure Consulting; Operations, Development, Construction and Capital Expansion Projects. Own company.

Founding Partner Equis Funds Group Singapore  
February 2011 to October 2017  
based in Hong Kong

Feb 2011 - Oct 2017 Equis; Founding Partner (Retired) Hong Kong,  
China, India, SE Asia

- Partner in Equis, based in Hong Kong and China. Electric power, energy and infrastructure fund focused on Asia.
- Retired due to liquidity event: USD 5 billion sell down of assets.
- Closed deal and managed gas distribution company in China, 289 people total; 30 HQ staff. 13 assets across China.
- Evaluated power generation, O&G, energy projects and related T&D for acquisition throughout East and South Asia.
- Business development and due diligence on 16 hydroelectric projects in China and India. Result two closed deals.
- Equis had 6.6GW of renewables in operation, construction and development in Asia.

Sr. Vice-President, Operations Petrocom Energy Limited Hong Kong, HK  
September 2010 to February 2011  
China

- Responsible for Operations and Commercial Divisions of Petrocom. Was a start-up company.

Director Asset Management, SE Asia Marubeni Power Asset Management Ltd Hong Kong, HK

April 2007 to September 2010

Board of Directors, Smithfield Power Partnership; NSW Australia

Apr 2007 - Sep 2010 Marubeni Power Asset Management, Ltd.; Hong Kong, SE Asia, Australia  
Director Asset Management

- Electric Power Asset Management, Regional Director for Southeast Asia and Australia.
- Assets managed generated USD 1.9 billion Revenue; contributed USD 170 million in Net Inc annually to Marubeni.
- Oversaw operations and P&L, for six electric power facilities, totalling 5300 MW. Plants included gas, geothermal, wind, hydro, coal and oil-fired facilities. Facilities in Thailand, Singapore, Indonesia & Australia
- Assessed gas turbine rotor cracking regimes, coal blending and combustion issues, feasibility of transformer rewinds vs purchase, transmission bottlenecks, transformer failure indications, metering accuracy, water treatment issues, as well as other operational, construction and project development issues.
- For Singapore Senoko, 3300 MW, negotiated O&M contract with Alstom, saving USD 12 million over a 6-yr period.
- Singapore Senoko: On planning and execution team for 840MW, USD 600 million, combined cycle capital expansion

Chief Operating Officer Seosan Power & Water Company

September 2005 to April 2007

Korea

Executive Vice President, Chief Technical Officer, POSCO Power Corp.; Korea

COO, CTO & VP Macquarie Korean Opportunities Fund

September 2005 to April 2007

Incheon & Seosan, Korea

- Chief Operation Officer for a 92 MW / 840 t/hr Steam energy conversion facility for Samsung Total petrochemical complex in Daesan, Korea. Facility had 2 GTGs, 1 HRSG and 5 package boilers. 24/7 reliability was essential.
- Remedied operational issues such as maintaining unit standalone reliability with circuit isolation to ensure trip redundancy, balancing steam and power loads, overseeing capital expansion projects and accuracy of metering.
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Supervised department of 12 Engineers, tasked for capital expansion

projects and evaluation of new technologies.

Consulting Manager Global Power Services/Meiya Power Co., Ltd  
February 2005 to September 2005  
Yulchon, Korea

- Consulting Manager, 550 MW, LNG fired, Combined Cycle plant.
- Capital expansion project; converted two Simple Cycle 501F GTGs to Combined Cycle, then Start-up and Commissioned

VP Business Development Asiagen Power Group, Ltd  
February 2004 to February 2005  
Philippines

- Business Development for Asiagen Power Group, Ltd, partnership. East Asia, primarily Philippines and China.
- Own firm with two partners. Power projects primarily diesel engine or small gas turbine driven.  
Jun 2001 - Feb 2004      AES      China, Bangladesh

Plant Manager, President and BOD Member China Assets  
September 1999 to June 2001  
Director, Engineering & Construction, Bangladesh

- Management and financial performance of 250 MW, pulverized coal fired, AES Jiaozuo power project in Henan Province, China. Most profitable plant in AES Orient and accounted for 55% of AES Orient's revenue.
- Plant had aluminium smelter captive offtaker, took 86% of load. 24/7 reliability was essential. Ranked in global top decile for reliability and availability by both Navigant and Salomon assessment criteria.
- BOD member representing AES interests in a 50 MW coal fired power plant in Chongqing Region of China.
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Director Business Development Far East BP Global Power Houston, TX  
September 1996 to September 1999  
East Asia, Lat Am

- Development of integrated LNG and power projects China, Taiwan, Malaysia, Singapore, Korea and Japan.
- Transition team for new partnership company in Argentina. Included

Uruguay and Brazil.

- Results in Malaysia were annual cost savings of approximately US\$ 3 million.

Business Manager/Asset Management Destec Energy, Inc Houston, TX

December 1991 to September 1996

- Business management and financial performance of portfolio of gas-fired, gas turbine, PURPA, cogeneration projects.
- Represented Destec's interests to the partnerships and to Destec Operating Company. Assets in California and Canada.
- Prior to this, specified and purchased Destec's gas & steam turbines and black start generators.
- Technical and trouble-shooting support of operating assets.

Product Support Supervisor Stewart & Stevenson, Inc Houston, TX

May 1986 to December 1991

International

- Supervised 25+ field personnel for installation and service of aeroderivative Gas Turbine/Generator sets in US and overseas. Projects in Italy, Israel, Iraq, Saudi Arabia, Egypt, and USA. Based in Houston, Texas.

Drilling Foreman/Company Man Amoco Corporation Houston, TX

May 1981 to May 1986

Australia, UAE

Tunisia, Oman

- Managed field drilling operations and planning. Executed drilling program in most cost-effective manner possible.
- Both onshore and offshore international drilling. Placement of two drill ships in Morocco; Atlantic and Mediterranean.

Field Engineer - General Electric Technical Services Company (GETSCO)

General Electric Company

January 1980 to May 1981

Field supervision, installation and troubleshooting of General Electric gas turbines worldwide; Mexico and Saudi Arabia.

Master of Business Administration Business Administration University of Houston

1996

Bachelor of Science Mechanical Engineering Texas A&M University

1979

Westchester High School  
Houston, TX



1975

Management, Powerpoint, Strategic Planning, budget, Team Building, Public Speaking, Operations, Negotiations, Leadership Experience

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

#### Tom Paul

Relationship: Supervisor  
Years Known: 10

Phone: 770-445-5713

#### Mark Clayton

Relationship: Professional Colleague  
Years Known: 48

Phone: 832-367-4067

#### David Peacock

Relationship: Friend  
Years Known: 52

Phone: 281-821-4000

### Job Questions

#### City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	1) Ability to work with people in all aspects and in all positions in Homer. Whether it is the fishing community or the City Council, the ability to work well with people in stressful situations is the most important. 2) Stay focused on the task at hand and not be distracted by side issues.	
Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250	1) Have turned around two businesses from making losses to being profitable. 2) Working with people and government officials in stressful situations. In China, as a plant manager, I inherited an arbitration with the	

words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Henan Power Bureau. By not giving up, I not only won the arbitration, but developed a good relationship with the Power Bureau.

1) Listen 2) Ask questions and discuss with the City Council in order to understand the new policy, and the regulations, thoughts and ideas that are driving it. 3) If the policy can be improved, or made more palatable, make the suggestions to the City Council. 4) If the City Council or public insists regardless, and the policy is implemented, then carry on and implement the new policy as per your duties.

I am a collaborative leader. I discuss with my team, seek their input and listen. Sometimes this will alter my decision. However, at the end of the day, I will make the decision, take full responsibility, and be held accountable for it.

1) Leadership. I have been in senior management positions for 18 years. 2) Focus. Staying focused on the ultimate goal of the issue at hand. 3) Negotiating skills. I realize that almost all of life is a negotiation, and most agreements are a compromise. 4) People skills. Listen and show respect to others, and they usually reciprocate. 5) Communications skills. Ability to communicate with people regardless of position or circumstances. 6) Management skills. Have been in management for at least 18 years.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) \*

No

On what date would you be available for work? \*

03 February 2020

Can you travel if the job requires it? \*

Yes

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) \*

No

If yes, Please explain This question was not answered.

Are you 18 years of age or older? \*

Yes

### Education |

Question	Answer	Disqualifier?
----------	--------	---------------

Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Registered Professional Engineer Texas #63429	
----------------------------------------------------------------------------------------------	-----------------------------------------------	--

Describe any job-related training received in the United States military. *	Leadership	
-----------------------------------------------------------------------------	------------	--

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	Sunday school teacher, leadership positions	
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------	--

### Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
----------	--------	---------------

Knowledge and Specialized Skills: *	Business management	
-------------------------------------	---------------------	--

What type of computers and software have you used? *	Microsoft office suite, laptops and desktops of various make	
------------------------------------------------------	--------------------------------------------------------------	--

Other qualifications specific to this position? *	Have run several business as well as held numerous supervisory positions	
---------------------------------------------------	--------------------------------------------------------------------------	--

List any certifications you have received: \* Engineers License

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \* N/A

State any additional information you feel may be helpful to us in considering your application \* N/A

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \* Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** George Allen Cowan

**Date:** 2019-12-25 10:13:12pm

**IP Address:** 65.78.163.242

---

Signature

---

Date



**GEORGE ALLEN COWAN**

**ADDRESS:** 515A S. Fry Road      **CONTACT DETAILS:** zbd34@yahoo.com  
Katy, TX 77450      Mobile: (916)-365-6584  
USA

**NATIONALITY:** USA  
Hong Kong: Permanent Resident Status  
Taiwan: Resident Permit

**EDUCATION:**  
1996      Master of Business Administration, *University of Houston*  
1979      Bachelor of Science, Mechanical Engineering, *Texas A&M University*  
1975      Westchester High School, *Houston, Texas*

**DOB:** 04 January 1957

**PROFESSIONAL PROFILE:**

- Energy industry professional with 39 years international and US domestic experience.
- Spent last 21 years responsible for the operations, P&L, development, assessment and construction of conventional and renewable power projects in South and East Asia.
- Partner, Equis, for six and one-half years. Equis had over 6 GW of renewable power under development, construction and operation throughout Asia, as well as various other conventional power and infrastructure projects.
- Closed gas deal in China; served on BOD Oriental Gas Ltd, which operated 13 natural gas distribution assets across China.
- Asset Management for Marubeni Power Asset Management, Ltd., as Regional Director for Southeast Asia, including Australia. Oversaw the P&L and Operations for 5300 MW of installed power capacity. Assets generated USD 1.93 billion in Revenue, contributing USD 170 million in Net Income annually, and included numerous capital improvement projects.
- Macquarie Bank's representative in the positions of COO for West Sea Power & Water Company, Ltd., and Executive Vice President / CTO for POSCO Power Corporation's 1800 MW, LNG fired combined cycle plant. Assets are located in Korea.
- AES, Mr Cowan managed a 250MW pulverized coal plant for AES in Henan Province, China from 2001-2004.
- Mr. Cowan has substantial Electric Power generation and system experience, as well as in Oil & Gas. His experience includes CEO, COO and BOD positions; power asset/portfolio management, plant manager, supervision of daily operations, managing and executing capital improvement projects, and troubleshooting operational, and development issues.
- Earlier in his career, Mr. Cowan gained experience with Amoco, General Electric and Destec in electric power and oil & gas

**KEY POSITIONS HELD:**

<b>Oct 2017 – Present</b>	<b>CEO and Director, Eastern Power Group Ltd; Houston and Hong Kong, own company</b>
<b>Feb 2011 – Oct 2017</b>	<b>Operating Director, Developed &amp; closed Waste to Energy deal in Taiwan, I-Squared Capital Founding Partner, Equis Funds Group, Singapore, based in Hong Kong</b>
<b>Sep 2010 – Feb 2011</b>	<b>Board of Directors, Oriental Gas Ltd; Beijing</b>
<b>Apr 2007 – Sep 2010</b>	<b>Sr. VP Operations, Petrocom Energy Limited; Hong Kong and China</b>
<b>Sep 2005 – Apr 2007</b>	<b>Director Asset Management, SE Asia, Marubeni Power Asset Management Ltd; Hong Kong</b>
<b>Feb 2004 – Sep 2005</b>	<b>Board of Directors, Smithfield Power Partnership; NSW Australia</b>
<b>Sep 1999 – Feb 2004</b>	<b>Chief Operating Officer, Seosan Power &amp; Water Company; Korea</b>
	<b>Executive Vice President, Chief Technical Officer, POSCO Power Corp.; Korea</b>
	<b>Manager/Consulting, Meiya Yulchon Generation Co., Ltd; Korea</b>
	<b>VP Business Development, Asiagen Power, Ltd; Philippines</b>
	<b>Plant Manager/President and Board of Directors, AES Jiaozuo Wan Fang Power Company, Ltd; Henan, China</b>
	<b>Director Engineering &amp; Construction, AES Haripur &amp; Meghnaghat; Bangladesh</b>

**DIRECTORSHIPS:** Equis Funds Group General Partner Ltd, and Special Limited Partner, Singapore  
Oriental Gas Ltd, Beijing, China  
Marubeni Smithfield Power Partnership; NSW, Australia  
AES Jiaozuo Wan Fang Power Company, Ltd.; Henan, China  
AES Nanchuan Aixi Power Company, Ltd; Chongqing, China





**Jun 2001 – Feb 2004**                      **AES**                                              **China, Bangladesh**  
**Sep 1999 – Jun 2001**                      **Plant Manager, President and BOD Member China Assets**  
**Director, Engineering & Construction, Bangladesh**

- Management and financial performance of 250 MW, pulverized coal fired, AES Jiaozuo power project in Henan Province, China. Most profitable plant in AES Orient and accounted for 55% of AES Orient's revenue.
- Plant had aluminium smelter captive offtaker, took 86% of load. 24/7 reliability was essential. Ranked in global top decile for reliability and availability by both Navigant and Salomon assessment criteria.
- BOD member representing AES interests in a 50 MW coal fired power plant in Chongqing Region of China.
- Administration of two EPC contracts with Hyundai, totalling 810 MW Combined Cycle IPP plants, in Bangladesh.
- Held contractor responsible for proper execution, determined milestone payments and any remedial works.
- Haripur project, 360 MW, completed four months ahead of schedule, on budget, and added an unplanned US \$3.5 million to AES' bottom line from simple cycle operations. Then moved to manage power station in China.

**Sep 1996 – Sep 1999**                      **BP Global Power (Originally Amoco Power)**                                              **Houston, Texas**  
**Director Business Development Far East**                                              **East Asia, Lat Am**

- Development of integrated LNG and power projects China, Taiwan, Malaysia, Singapore, Korea and Japan.
- Transition team for new partnership company in Argentina. Included Uruguay and Brazil.
- Results in Malaysia were annual cost savings of approximately US\$ 3 million.

**Dec 1991 – Sep 1996**                      **Dow Chemical/Destec Energy, Inc.**                                              **Houston, Texas**  
**Business Manager/Asset Management**

- Business management and financial performance of portfolio of gas-fired, gas turbine, PURPA, cogeneration projects.
- Represented Destec's interests to the partnerships and to Destec Operating Company. Assets in California and Canada.
- Prior to this, specified and purchased Destec's gas & steam turbines and black start generators.
- Technical and trouble-shooting support of operating assets.

**May 1986 – Dec 1991**                      **Stewart & Stevenson, Inc.**                                              **Houston, Texas**  
**Product Support Supervisor**                                              **International**

- Supervised 25+ field personnel for installation and service of aeroderivative Gas Turbine/Generator sets in US and overseas. Projects in Italy, Israel, Iraq, Saudi Arabia, Egypt, and USA. Based in Houston, Texas.

**May 1981 – May 1986**                      **Amoco Corporation**                                              **Houston, Texas**  
**Drilling Foreman/Company Man**                                              **Australia, UAE**  
**Tunisia, Oman**

- Managed field drilling operations and planning. Executed drilling program in most cost-effective manner possible.
- Both onshore and offshore international drilling. Placement of two drill ships in Morocco; Atlantic and Mediterranean.

**Jan 1980 – May 1981**                      **General Electric Company**                                              **International**  
**Field Engineer – General Electric Technical Services Company (GETSCO)**

- Field supervision, installation and troubleshooting of General Electric gas turbines worldwide; Mexico and Saudi Arabia.

**LANGUAGES:**                                      **English - (Fluent, written and spoken), Spanish - (Advanced, written and spoken)**  
**PROFESSIONAL LICENSES:**                      **Chinese - Mandarin (Intermediate, spoken)**  
**MILITARY EXPERIENCE:**                      **Registered Professional Engineer, Texas, License # 63429**  
**Lieutenant Commander, Strike Fighter Squadron 204, USNR**



To whom it may concern,  
Please find my resume attached for application to the City Manager position for the City of Homer. I am not a stranger to Alaska, as my nephew is in Beluga, on the west side of the Cook Inlet, and I visit him frequently.

I have considerable experience working with government authorities in stressful situations, having been brought in for "self-criticism sessions" in China on three occasions. I appreciate this opportunity to apply, and look forward to the chance to contribute to the smooth running and overall good of the City of Homer. Thank you.

Best regards,  
George Cowan

zbd34@yahoo.com  
George Cowan

(916)-365-6584  
Katy, TX 77450

CEO and Director Eastern Power Group Ltd  
October 2017 to Present  
Houston and Hong Kong, own company  
Operating Director, Developed && closed Waste to Energy deal in Taiwan, I-Squared Capital

Oct 2017 - Present Eastern Power Group Ltd; CEO Houston, Hong Kong, Global

- Role of Operating Director, Developed and closed Waste to Energy deal in Taiwan for I-Squared Capital, STG plant
- Energy and Infrastructure Consulting; Operations, Development, Construction and Capital Expansion Projects. Own company.

Founding Partner Equis Funds Group Singapore  
February 2011 to October 2017  
based in Hong Kong

Feb 2011 - Oct 2017 Equis; Founding Partner (Retired) Hong Kong, China, India, SE Asia

- Partner in Equis, based in Hong Kong and China. Electric power, energy and infrastructure fund focused on Asia.
- Retired due to liquidity event: USD 5 billion sell down of assets.
- Closed deal and managed gas distribution company in China, 289 people total; 30 HQ staff. 13 assets across China.
- Evaluated power generation, O&G, energy projects and related T&D for acquisition throughout East and South Asia.
- Business development and due diligence on 16 hydroelectric projects in China and India. Result two closed deals.

- Equis had 6.6GW of renewables in operation, construction and development in Asia.

Sr. Vice-President, Operations Petrocom Energy Limited Hong Kong, HK  
September 2010 to February 2011  
China

- Responsible for Operations and Commercial Divisions of Petrocom.  
Was a start-up company.

Director Asset Management, SE Asia Marubeni Power Asset Management Ltd  
Hong Kong, HK  
April 2007 to September 2010  
Board of Directors, Smithfield Power Partnership; NSW Australia

Apr 2007 - Sep 2010 Marubeni Power Asset Management, Ltd.; Hong Kong,  
SE Asia, Australia  
Director Asset Management

- Electric Power Asset Management, Regional Director for Southeast Asia and Australia.
- Assets managed generated USD 1.9 billion Revenue; contributed USD 170 million in Net Inc annually to Marubeni.
- Oversaw operations and P&amp;L, for six electric power facilities, totalling 5300 MW. Plants included gas, geothermal, wind, hydro, coal and oil-fired facilities. Facilities in Thailand, Singapore, Indonesia &amp; Australia
- Assessed gas turbine rotor cracking regimes, coal blending and combustion issues, feasibility of transformer rewinds vs purchase, transmission bottlenecks, transformer failure indications, metering accuracy, water treatment issues, as well as other operational, construction and project development issues.
- For Singapore Senoko, 3300 MW, negotiated O&amp;M contract with Alstom, saving USD 12 million over a 6-yr period.
- Singapore Senoko: On planning and execution team for 840MW, USD 600 million, combined cycle capital expansion

Chief Operating Officer Seosan Power & Water Company  
September 2005 to April 2007

Korea

Executive Vice President, Chief Technical Officer, POSCO Power Corp.;  
Korea

COO, CTO & VP Macquarie Korean Opportunities Fund  
September 2005 to April 2007  
Incheon &amp; Seosan, Korea

- Chief Operation Officer for a 92 MW / 840 t/hr Steam energy conversion facility for Samsung Total petrochemical complex in Daesan, Korea. Facility had 2 GTGs, 1 HRSG and 5 package boilers. 24/7 reliability was essential.
- Remedied operational issues such as maintaining unit standalone reliability with circuit isolation to ensure trip

redundancy, balancing steam and power loads, overseeing capital expansion projects and accuracy of metering.

- Executive VP and Chief Technical Officer for POSCO Power Corp, at 1800 MW, LNG fired, combined cycle plant. Supervised department of 12 Engineers, tasked for capital expansion projects and evaluation of new technologies.

Consulting Manager Global Power Services/Meiya Power Co., Ltd  
February 2005 to September 2005  
Yulchon, Korea

- Consulting Manager, 550 MW, LNG fired, Combined Cycle plant.
- Capital expansion project; converted two Simple Cycle 501F GTGs to Combined Cycle, then Start-up and Commissioned

VP Business Development Asiagen Power Group, Ltd  
February 2004 to February 2005  
Philippines

- Business Development for Asiagen Power Group, Ltd, partnership. East Asia, primarily Philippines and China.
  - Own firm with two partners. Power projects primarily diesel engine or small gas turbine driven.
- Jun 2001 - Feb 2004    AES    China, Bangladesh

Plant Manager, President and BOD Member China Assets  
September 1999 to June 2001  
Director, Engineering & Construction, Bangladesh

- Management and financial performance of 250 MW, pulverized coal fired, AES Jiaozuo power project in Henan Province, China. Most profitable plant in AES Orient and accounted for 55% of AES Orient\'s revenue.
- Plant had aluminium smelter captive offtaker, took 86% of load. 24/7 reliability was essential. Ranked in global top decile for reliability and availability by both Navigant and Salomon assessment criteria.
- BOD member representing AES interests in a 50 MW coal fired power plant in Chongqing Region of China.
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- Held contractor responsible for proper execution, determined milestone payments and any remedial works.
- Haripur project, 360 MW, completed four months ahead of schedule, on budget, and added an unplanned US \$3.5 million to AES\' bottom line from simple cycle operations. Then moved to manage power station in China.

Director Business Development Far East BP Global Power Houston, TX  
September 1996 to September 1999  
East Asia, Lat Am

- Development of integrated LNG and power projects China, Taiwan, Malaysia, Singapore, Korea and Japan.

- Transition team for new partnership company in Argentina. Included Uruguay and Brazil.
- Results in Malaysia were annual cost savings of approximately US\$ 3 million.

Business Manager/Asset Management Destec Energy, Inc Houston, TX  
December 1991 to September 1996

- Business management and financial performance of portfolio of gas-fired, gas turbine, PURPA, cogeneration projects.
- Represented Destec\'s interests to the partnerships and to Destec Operating Company. Assets in California and Canada.
- Prior to this, specified and purchased Destec\'s gas & steam turbines and black start generators.
- Technical and trouble-shooting support of operating assets.

Product Support Supervisor Stewart & Stevenson, Inc Houston, TX  
May 1986 to December 1991  
International

- Supervised 25+ field personnel for installation and service of aeroderivative Gas Turbine/Generator sets in US and overseas. Projects in Italy, Israel, Iraq, Saudi Arabia, Egypt, and USA. Based in Houston, Texas.

Drilling Foreman/Company Man Amoco Corporation Houston, TX  
May 1981 to May 1986  
Australia, UAE  
Tunisia, Oman

- Managed field drilling operations and planning. Executed drilling program in most cost-effective manner possible.
- Both onshore and offshore international drilling. Placement of two drill ships in Morocco; Atlantic and Mediterranean.

Field Engineer - General Electric Technical Services Company (GETSCO)  
General Electric Company  
January 1980 to May 1981  
Field supervision, installation and troubleshooting of General Electric gas turbines worldwide; Mexico and Saudi Arabia.

Master of Business Administration Business Administration University of Houston

1996

Bachelor of Science Mechanical Engineering Texas A&M University

1979

Westchester High School  
Houston, TX  
1975

Management, Powerpoint, Strategic Planning, budget, Team Building, Public Speaking, Operations, Negotiations, Leadership Experience

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Homer Departments Government



Documents Jobs Openings Helpful Links

### Employment Application | Submitted: 01-Jan-2020

AAA

**Jefferson Dubel**

**City Manager**

☎ (850) 464-3494  
✉ jkd1313@yahoo.com  
🏠 10720 Cameron Glen Dr  
Homer, AK 22030  
United States

**Job Location - Homer, AK**  
**Department - Administration**  
**Source - Indeed - apply**

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### United States Department of State

**Job Title: Deputy/Acting Director, Hostage Recovery Fusion Cell, FBI**

**Supervisor Name: Robert O'Brien**

**Dates Employed From: May/2015**  
**Dates Employed To: Dec/2019**  
**Employment Length: 4 years, 7 months**

**Address: Washington, DC, UNITED STATES**  
**Phone: 202 647 1000**

**Duties: The Deputy Director is a senior executive who provides policy and operational coordination among interagency participants by representing the Department of State at the Hostage Recovery Fusion Cell (HRFC) to coordinate highly sensitive hostage affairs issues. The**

**Ending Rate of Pay: 170000.00**  
**May We Contact? Yes**

Deputy will initiate actions to ensure the focus of the HRFC is on recovery, and the focus of effort for the HRFC members is on the most complex overseas hostage cases, with a secondary focus on equably supporting the families of hostages. Incumbent will ensure interagency partners all have the same awareness of situations, capabilities, and activities by implementing information sharing protocols within the HRFC. Incumbent will foster a spirit of creativity, ingenuity, and initiative that will incorporate all elements of national power in recovery options. Incumbent will initiate processes and procedures to ensure proposals, opportunities, and activities are coordinated within the HRFC and IA including planning, negotiating, diplomatic outreach, family engagement, operations, and reintegration. Incumbent will propose recovery strategies and will ensure coordination within the HRFC on analysis of proposed recovery options. Incumbent will show exceptional judgment when evaluating options. Incumbent will continue improving interagency activities to enhance U.S. and international management of hostage affairs.

**Reason For Leaving:** Retired

## National Defense University

**Job Title:** Counterterrorism Fellow

**Dates Employed From:** Aug/2014

**Dates Employed To:** Apr/2015

**Employment Length:** 0 years, 8 months

**Duties:** Masters student

**Reason For Leaving:** Graduated

**Supervisor Name:** Henry Enser

**Address:** Washington, DC, UNITED STATES

**Phone:** (202) 685-7784

**Ending Rate of Pay:** 167000.00

**May We Contact?** Yes

## US Special Operations Joint Task Force - Afghanistan

**Job Title:** Political Advisor for the Commander

**Dates Employed From:** Jul/2013

**Dates Employed To:** Jul/2014

**Employment Length:** 1 year

**Duties:** Political Advisor (POLAD) and Senior Civilian Representative (SCR) to the Special Operations Joint Task Force Afghanistan Commander ensured the integration and coordination of U.S./NATO Special Operations and U.S. Embassy policy and objectives. Provided written and verbal analysis of the complex political environment in Afghanistan leading up to their presidential election. Skillfully brokered an integrated counterinsurgency strategy among local Afghan tribal factions, the United Kingdom and U.S. Special Forces in a remote and volatile Southwest Afghanistan Province resulting in reduced violence while enabling a coalition military drawdown. Ensured regional conflict resolution through cross-cultural acumen and skilled negotiation tactics under austere and dangerous conditions. Senior Advisor for the

**Supervisor Name:** Major General Austin Scott Miller

**Address:** Kabul, AFGHANISTAN

**Phone:** 48 333333333

**Ending Rate of Pay:** 230000.00

**May We Contact?** Yes

Commander on Afghan Social and Political Affairs and their impact on USG objectives.

Reason For Leaving: Transferred to new assignment

## U.S. Embassy Kabul Afghanistan

**Job Title:** Deputy Political Counselor

**Dates Employed From:** Jun/2012

**Dates Employed To:** Jun/2013

**Employment Length:** 1 year

**Duties:** The Deputy Director handles all day to day management for the Political Section (POL), with responsibility for all administrative aspects of the section's operations, including staffing and personnel, reporting portfolios, and security, particularly ensuring the proper handling of classified information by all section staff. Develops the Embassy reporting plan and approves and edits all political reporting prior to release. Ensures the proper flow of information within and from the Political Section to the Executive Office and other offices and sections within Mission Kabul and International Security Afghanistan Forces (ISAF). Tracks assignments to the political section, delegates them appropriately throughout the staff, and ensures high quality, appropriate and timely action is taken. Assists the Political Counselor in strategic planning for the section. Monitors, analyzes, and reports to the Front Office and State Department on issues of crosscutting, strategic interest to Washington. Uses his proficiency in Dari to support POL's contact-building and public diplomacy outreach. Enhance coordination with the Embassy's Office of Interagency Provincial Affairs (IPA) to provide input to and ensure review of USG field presence reporting, provide opportunities for every POL officer to visit the field, and provide a debriefing forum for field officers when in Kabul.

Reason For Leaving: Transferred for a new assignment

## Dari Language Training, Foreign Service Institute

**Job Title:** Student

**Dates Employed From:** Aug/2011

**Dates Employed To:** May/2012

**Employment Length:** 0 years, 9 months

**Duties:** Dari language student.

Reason For Leaving: Transferred for new assignment

## U.S. Embassy Nassau, The Bahamas

**Job Title:** Political-Economic Counselor

**Supervisor Name:**  
Donald Blume

**Address:** Kabul, AFGHANISTAN

**Phone:** 93-0-700-10-8499

**Ending Rate of Pay:** 230000.00

**May We Contact?** Yes

**Supervisor Name:**  
Marsha Kaplan

**Address:** Arlington, VA, UNITED STATES

**Phone:** 202 647 1000

**Ending Rate of Pay:** 160000.00

**May We Contact?** Yes

**Supervisor Name:**  
Timothy Zuniga Brown

**Dates Employed From:** Jul/2008

**Dates Employed To:** Jul/2011

**Employment Length:** 3 years

**Duties:** Political/Economic/Commercial/Public Diplomacy Consular is the head of a combined section responsible for reporting and evaluating economic and political developments in The Bahamas, and advancing U.S. policy objectives. Functions as the post's Public Affairs Officer. Oversee Center for Disease Control (CDC) personnel in implementing U.S. President's Emergency Plan For AIDS Relief (PEPFAR) and the Ambassador's Fund. Manage all activities of the Political/Economic /Commercial/Public Diplomacy Section. Serve as political advisor to the Chief of Mission. Assists Ambassador in developing U.S. policies and programs for The Bahamas which take full account of social and political conditions and trends and are aimed at attaining U.S. objectives. Promote U.S. policy positions on bilateral, regional and multilateral issues through public diplomacy and engagement with specific ministries in the Government and people of the Commonwealth of the Bahamas. Structure public events schedule for multiple agencies at post to most effectively advance U.S. interests. Prepare speeches, opinion-editorials (op-eds), and talking points for use by the Ambassador and senior post personnel for official meetings and for public diplomacy outreach. Serve as Embassy spokesman and coordinate with local and international media to get maximum coverage of key U.S. initiatives. Oversee content on Embassy's website. Maintain close and effective contacts with influential members of the government, leading political parties, the media, business community and non-governmental organizations. Serve as Embassy Grants Officer to monitor and prepare grants in accordance with Federal and State Department regulations.

**Reason For Leaving:** Transferred to new assignment

**Address:** Nassau, BAHAMAS

**Phone:** 242-322-1181

**Ending Rate of Pay:** 150000.00

**May We Contact?** Yes

## Provincial Reconstruction Team Uruzghan Afghanistan

### Job Title: U.S. Senior Representative

**Dates Employed From:** Jun/2007

**Dates Employed To:** Jun/2008

**Employment Length:** 1 year

**Duties:** Senior USG Representative to a Dutch-led Provincial Reconstruction Team successfully advocated for integrated multilateral military operations involving U.S., Dutch, Australian, and Afghan forces during a period of intense insurgent activity to reclaim large portions of the Southern Afghan Province of Uruzgan. Collaborated with USAID and Australian Aid to provide alternative livelihoods to local villages involved in opium production. Worked closely with the Provincial Governor to reestablish local rule and governance in several districts through travel to isolated district centers and establishment of area-based development programs in coordination with military operations.

**Reason For Leaving:** Departed for a new assignment.

**Supervisor Name:**  
Robert Kemp

**Address:** Tarin Kowt,  
AFGHANISTAN

**Phone:** 93-0-700-10-8499

**Ending Rate of Pay:** 190,000.00

**May We Contact?** Yes

## U.S. Mission to the United Nations - Vienna

### Job Title: Political Military Officer/ Nuclear Advisor

Dates Employed From: Jun/2004

Dates Employed To: May/2007

Employment Length: 2 years, 11 months

Duties: While Political Military Officer and nuclear advisor to the U.S. Ambassador to the United Nations Mission to Vienna, successfully advocated for sanctions against Iran for their undisclosed nuclear program. Co-drafted and stewarded an International Atomic Energy Agency (IAEA) plan for Reliable Access to Nuclear Fuel to counter Iran's need for an indigenous nuclear fuel cycle. Managed the USG multi-million-dollar Nuclear Technical Cooperation Fund to ensure that recipients followed the IAEA's legal protocols.

Reason For Leaving: Transferred to new assignment

Supervisor Name: David Noble

Address: Vienna, AUSTRIA

Phone: 41-1-31339-74-3501

Ending Rate of Pay: 145000.00

May We Contact? Yes

## U.S. Consulate General Naha

### Job Title: Political Military Officer / Consular Chief

Dates Employed From: Mar/2002

Dates Employed To: May/2004

Employment Length: 2 years, 2 months

Duties: Sole Consular Officer and Post Security Officer responsible for a district with over 60,000 American Citizens. Prepared US Passport, Consular Reports of Birth, conducted American Citizen Services including emergency response and evacuations and conducted and issued US Immigrant and Non-immigrant Visas. As Post Security Officer responsible for the physical security of the US Consular and US Consulate personnel and housing. Certified as US Coast Guard Chemical Biological Radiological and Nuclear Strike Force First Responder.

Reason For Leaving: Transferred to new assignment.

Supervisor Name: Susan Reinart

Address: Naha, JAPAN

Phone: 098-876-4211

Ending Rate of Pay: 100000.00

May We Contact? Yes

## Japanese Language, Foreign Service Institute

### Job Title: Student

Dates Employed From: Aug/2001

Dates Employed To: Mar/2002

Employment Length: 0 years, 7 months

Duties: Japanese language student.

Reason For Leaving: Transferred to new assignment.

Supervisor Name: Stuart Hatcher

Address: Arlington, VA, UNITED STATES

Phone: 703 647 1000

Ending Rate of Pay: 60000.00

May We Contact? Yes

## U.S. Consulate General Krakow

**Job Title: Management Section Chief****Dates Employed From:** Jul/1999**Dates Employed To:** Jul/2001**Employment Length:** 2 years**Duties:** Responsible for the management and security of the US Consulate General and its personnel. Led and developed the first Surveillance Detection Team in Europe to identify threats to the US Consulate General. Sole Financial and Human Resources Officer at Post.**Reason For Leaving:** Transferred to new assignment**Supervisor Name:** Siria Lopez**Address:** Krakow, POLAND**Phone:** 048-12-429-6655**Ending Rate of Pay:** 45000.00**May We Contact?** Yes**Polish Language, Foreign Service Institute****Job Title: Student****Dates Employed From:** Jul/1998**Dates Employed To:** Jun/1999**Employment Length:** 0 years, 11 months**Duties:** Polish language student.**Reason For Leaving:** Transferred for new assignment**Supervisor Name:** Jim North**Address:** Arlington, VA, UNITED STATES**Phone:** 202 647 1000**Ending Rate of Pay:** 37000.00**May We Contact?** Yes**Florida Adventures International****Job Title: President****Dates Employed From:** Jun/1993**Dates Employed To:** Jun/1998**Employment Length:** 5 years**Duties:** Founder and President of an international full-service travel agency and conference organizer. Responsible for Human Resources, Financial Management, and Public Affairs.**Reason For Leaving:** Joined the US Department of State as a Foreign Service Officer**Supervisor Name:** Self**Address:** Miami, FL, UNITED STATES**Phone:** 305 663 1313**Ending Rate of Pay:** 50000.00**May We Contact?** Yes**United States Air Force HQ Fifth Air Force Yokota AB****Job Title: Chief Plans/Bilateral Exercises, 5th Air Force Yokota AFB, Japan****Dates Employed From:** Jun/1991**Dates Employed To:** Jun/1992**Employment Length:** 1 year**Duties:** Coordinated between US Military and the Japanese Military to organize and train for joint combat operations, reviewed US wartime deployment locations within Japan and insured they were capable to host US Forces. Planned and executed bilateral flying exercises within the**Supervisor Name:** Merrill Beyers**Address:** Tokyo, JAPAN**Phone:** 81 425 2251**Ending Rate of Pay:** 50000.00**May We Contact?** Yes



Pacific theater. Fifth Air Force Tactical Deception Officer responsible for planning and executing successful strategies for the deployment of US Forces.

**Reason For Leaving:** Departed from the US Air Force

### United States Air Force 479th TFTW Holloman AFB

**Job Title:** Chief Standardization and Evaluation Division, 479 TFTW

**Dates Employed From:** Jun/1989

**Dates Employed To:** Jun/1991

**Employment Length:** 2 years

**Duties:** Chief of the Standardization and Evaluation responsible for ensuring flight standards of all pilots and instructors in the 479th TFTW. Instructor Pilot and Flight Check Pilot. Aggressor Mission Commander.

**Reason For Leaving:** Transferred to new assignment.

**Supervisor Name:** Maury Forsyth

**Address:** Alamogordo, NM, UNITED STATES

**Phone:** 575-572-1110

**Ending Rate of Pay:** 48000.00

**May We Contact?** Yes

### United States Air Force 479 TTS Holloman AFB

**Job Title:** Instructor Flight Commander, 433 TTS

**Dates Employed From:** Jun/1988

**Dates Employed To:** Jun/1989

**Employment Length:** 1 year

**Duties:** Instructor Pilot and Flight Commander in AT-38 Fighter Lead-In Instructor Pilot Training Squadron. Responsible for 30 Instructor Pilots and students undergoing transition into fighter aircraft.

**Reason For Leaving:** Transferred to a new assignment.

**Supervisor Name:** Unknown

**Address:** Alamogordo, NM, UNITED STATES

**Phone:** 575-572-1110

**Ending Rate of Pay:** 45000.00

**May We Contact?** Yes

### United States Air Force 12th Tactical Fighter Squadron Kadena AB

**Job Title:** Flight Commander F-15

**Dates Employed From:** Jun/1985

**Dates Employed To:** Jun/1988

**Employment Length:** 3 years

**Duties:** Fighter Pilot and Mission Commander in a F-15 Fighter Squadron. Life Support Officer responsible for crew training and Weapons Officer.

**Reason For Leaving:** Transferred to a new assignment

**Supervisor Name:** Larry Hess

**Address:** Kadena, JAPAN

**Phone:** 01181611-734-1110

**Ending Rate of Pay:** 38000.00

**May We Contact?** Yes

### United States Air Force Undergraduate Pilot Training Columbus AFB

**Job Title:** Student and Top Graduate, Undergraduate Pilot Training

**Dates Employed From:** Jun/1983

**Supervisor Name:** Unknown

**Address:** Columbus, MS, UNITED STATES

**Dates Employed To:** Jun/1985  
**Employment Length:** 2 years  
**Duties:** Student Pilot, graduated as the Top Graduate.  
**Reason For Leaving:** Transferred to a new assignment

**STATES**  
**Phone:** (662) 434-1110  
**Ending Rate of Pay:** 35000.00  
**May We Contact?** Yes

### United States Air Force Clark AFB

**Job Title:** F-4 Instructor Weapons System Officer  
**Dates Employed From:** Jun/1980  
**Dates Employed To:** Jun/1983  
**Employment Length:** 3 years  
**Duties:** Navigator and Instructor Weapons System Officer in F-4 Fighter Squadron. Qualified in Special Weapons delivery and laser designation.  
**Reason For Leaving:** Transferred to a new assignment

**Supervisor Name:** Bill Mathis  
**Address:** Angeles City, PHILIPPINES  
**Phone:** 000000  
**Ending Rate of Pay:** 28000.00  
**May We Contact?** Yes

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

---

### National Defense University, College of International Security Affairs | Graduate School

**Degree:** Masters of Strategic Studies **Graduated?** Yes  
**Major:** Strategic Studies

### Joint Command and Staff College | College or University

**Degree:** Joint Senior Command **Graduated?** Yes  
**Major:** International Security

### University of Oklahoma | College or University

**Degree:** Non Degree **Graduated?** Yes  
**Major:** Public Policy

### University of Florida | College or University

**Degree:** Bachelor of Arts **Graduated?** Yes  
**Major:** Economics

### Resume



You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Jefferson K Dubel City Manager Homer Alaska Cover Letter copy.docx	<a href="#">Q Preview</a> <a href="#">Download</a>
Jefferson_Dubel.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
Dubel Resume 2018 v1.docx	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

JEFFERSON K. DUBEL (850) 464-3494  
54317 Frontier Lane, Homer AK 99603 jkd1313@yahoo.com

CITY MANAGER CITY OF HOMER ALASKA

December 22, 2019  
Homer City Hall  
401 East Pioneer Ave.  
Homer, AK 99603

Dear Hiring Committee:

As a Counterterrorism Policy and Intelligence Community Executive with over 35 years' U.S. Government experience, and a reputation for directing global initiatives and programs, I'm confident I possess the expertise required to excel in the role of the City Manager. I am now extremely pleased to call Homer my new home and desire to see that it remains a quality place to live for many generations.

Throughout my career, I've demonstrated the agility and leadership required to rapidly respond and adapt to emerging threats and risks. I have successfully led high-profile task forces, departments, and global initiatives to protect United States interests (both domestically and abroad). I'm an effective collaborator and team builder who reliably garners consensus and buy-in among multiple agencies and groups. I am culturally sensitive with a long record of mentoring and counselling individuals to reach their potential. For example:

- Responsible to the President of the United States for the coordination of all U.S. Government efforts and policies to facilitate the safe recovery of American citizens held hostage overseas.
- Successfully Advocated Hostage Policy to Members of Congress and select Congressional Committees.

- Developed and launched the U.S Government's first Hostage Recovery Fusion Cell (HRFC) and handpicked by the White House to serve as the first Deputy Director; established all Standard Operating Procedures (SOPs) that remain in use today.
- Led U.S. Government Strategic Policy development on nuclear related issues, including international Reliable Access to Nuclear Fuel through the International Atomic Energy Agency (IAEA) managed fuel bank and compliance with non-proliferation protocols.
- Developed and executed comprehensive crisis management plans, including deployment of operational and intelligence assets in support of major national and international events.
- Oversaw and managed the U.S. Governments 106 million dollar Technical Cooperation Fund contribution to the United Nations' International Atomic Energy Agency.

Additionally, my Executive experience is complemented by a distinguished military career, a Master of Strategic Studies (National Defense University), and current Top Secret/Sensitive Compartmented Information (TS/SCI) security clearances.

Please see my attached resume for further details about my skills and qualifications. I would welcome the opportunity to meet with you to discuss your needs and answer any questions you may have about my experience.

You can reach me at: (850) 464-3494.

Sincerely,

Jefferson K. Dubel

jkdl313@yahoo.com

Jefferson Dubel

Deputy/Acting Director, Hostage Recovery Fusion Cell, FBI - Department of State

Highly accomplished, strategic, and decisive leader possessing more than 34 years of combined United States Military, Foreign Policy, and Intelligence Community experience in collaboration against global and regional risks in both strategic planning and operational execution. Distinguished career leading and championing global initiatives across the United States Interagency including Foreign Affairs, Intelligence Community, Law Enforcement, and Private Sector; using strategic vision to create and execute on that vision by empowering the strength of multiple teams to achieve a common goal of protecting Americans and United States interests in an ever-changing environment.

Demonstrated ability to lead large, complex government institutions, engage effectively in high-level political endeavors, tackle numerous challenges with great intellectual acumen and clearly articulate U.S. government policy. Experienced leadership in directing national and international operations, and managing risk-based allocation of resources—fiscal and

personnel—to mitigate security risks, leverage global relationships, and lead cooperation among diplomatic and intelligence officials with foreign governments and non-state actors to create scalable and sustainable global solutions. Effectively provided international political and security assessments that helped shape U.S. policy in Afghanistan and on nuclear matters. A persuasive and skilled communicator experienced in advocating strategies to senior National Security Council staff.

(850) 4643494  
Homer, AK 99603

Deputy/Acting Director, Hostage Recovery Fusion Cell, FBI Department of State Washington, DC  
May 2015 to Present

Counterterrorism Fellow National Defense University Washington, DC  
August 2014 to April 2015

Political Advisor for the Commander  
July 2013 to July 2014

Deputy Political Counselor U.S. Embassy Kabul, AF  
June 2012 to June 2013

Student Dari Language, Foreign Service Institute Arlington, VA  
August 2011 to May 2012

Political-Economic Counselor U.S. Embassy Nassau, The Bahamas  
July 2008 to July 2011

U.S. Senior Representative Provincial Reconstruction Team  
June 2007 to June 2008

Political Military Officer/ Nuclear Advisor U.S. Mission Vienna, AT  
June 2004 to May 2007

Political Military Officer / Consular Chief U.S. Consulate General Naha JP  
March 2002 to May 2004

Student Japanese Language, Foreign Service Institute Arlington, VA  
August 2001 to March 2002

Management Section Chief U.S. Consulate General Krakow PL  
July 1999 to July 2001

Student Polish Language, Foreign Service Institute Arlington, VA  
July 1998 to June 1999

President Florida Adventures International Miami, FL  
June 1993 to June 1998

KEY STRATEGIC, OPERATIONAL, and ORGANIZATIONAL EXPERIENCES

- Deputy Director of the Hostage Recovery Fusion Cell (HRFC) an interagency U.S. Government (USG) organization responsible to the President of the United States for the coordination of all USG efforts and policies to facilitate the safe recovery of American citizens held hostage overseas. Responsible for the direct oversight and management of intelligence coordination, operational response, family engagement, and external engagement to include media and legislative affairs. Tasked both with implementing operational requirements of a whole of government based strategy while building the structure and standard operating procedures of the fifty-member plus task force. Authored recovery strategies and risk assessments for National Security Council approval. Provided strategic vision as both the Deputy Director and Acting Director since the HRFC's inception in June 2015 and instrumental in its establishment as an operational body.
- Political Advisor (POLAD) and Senior Civilian Representative (SCR) to the Special Operations Joint Task Force Afghanistan Commander responsible for ensuring the integration and coordination of U.S./NATO Special Operations and U.S. Embassy policy and objectives. Provided written and verbal analysis of the complex political environment in Afghanistan leading up to their presidential election. Skillfully brokered an integrated counterinsurgency strategy among local Afghan tribal factions, the United Kingdom and U.S. special forces in an remote and volatile Southwest Afghanistan Province.
- Deputy Political Counselor at U.S. Embassy Kabul responsible for the day to day operations of one of the largest overseas political sections in the Department of State. Provided direct supervision and mentoring to fifteen political officers under an extremely demanding and high-threat conditions
- As an Air Force Officer served in a variety of positions including Fifth Air Force Chief of Plans and Exercises

Chief Plans/Bilateral Exercises, 5th Air Force Yokota AFB, Japan United States Air Force  
June 1991 to June 1992

Chief Standardization and Evaluation, 479 TFTW Holloman AFB, NM  
June 1989 to June 1991

Instructor Flight Commander, 433 TTS Holloman AFB, NM  
June 1988 to June 1989

Flight Commander US Air Force Okinawa, JP  
June 1985 to June 1988

Top Graduate, Undergraduate Pilot Training Columbus AFB Columbus, MS  
June 1983 to June 1985

F-4 Instructor Weapons System Officer Clark AFB Mather, CA  
June 1980 to June 1983  
02/79 - 06/80

Masters of Strategic Studies Strategic Studies National Defense University,  
College of International Security Affairs

2015

Joint Command and Staff College  
Maxwell AFB, AL  
1992

Public Policy University of Oklahoma  
Okinawa, JP  
1987

Bachelor of Arts Economics University of Florida  
Gainesville, FL  
1978

Commercial Pilot / Instrument Rated  
Present

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

Robert Saale

**Relationship: Former Colleague**  
**Years Known: 3**

**Phone: 571 970-8949**

**Pete Doty**

**Relationship: Former Colleague**  
**Years Known: 3**

**Phone: 703 901-4137**

**Sandrea Hwang**

**Relationship: Former Colleague**  
**Years Known: 5**

**Phone: 202 456-9369**

**Job Questions**

**City Manager 2019 |**

**Question**

**Answer**

**Disqualifier?**

**What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

In order to respond to the needs of the city population while maintaining the available resources at hand, an effective City Manager must first be able to listen to the community, fully understand the limits of the budget while preparing for unexpected circumstances, and most importantly know how and when to prioritize strategies that will ensure that the city will survive and continue. This requires the ability to help build consensus among differing opinions and views. As such, it requires excellent communication skills, compassion, and the ability to build strong partnerships. The most important elements would be strong communicative skills, experience managing large budgets, and proven team building experience. Compassion is especially important in a community, that is experiencing a fragile economic stratus and a percentage of its population that lives on the margins. A City Manager must have a strong vision of what infrastructure the community should be investing in for its future survival including preparing for potential emergencies. Finally, the City Manager should have experience being fiscally responsible while managing a large public budget.

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have over thirty years leading and building large organizations with multi-million dollar budgets. I have built consensus among international partners, differing United States Government agencies and departments, among staff members with opposing methods to achieve our goals to accomplish national security objectives. Some examples include: - Implemented and oversaw the U.S. Government's 106 million dollar Technical Cooperation Fund contribution to the United Nations' International Atomic Energy Agency to ensure that the funds were used to advance our national objectives while building strong partnerships with our international partners. - Led a multinational Provincial Reconstruction Team in the most remote and dangerous provinces in Southern Afghanistan at the height of the resurgence of the Taliban, resulting in the return of security and Afghan Government legitimacy to the area within one year. - Built and led a highly respected and successful Hostage Recovery Fusion Cell from inception as its first Director resulting in the safe return of over 150 Americans held Hostage abroad.

First, I would learn as much about the proposed policy to better understand the rationale for a change. I would consult with other council members and those in the community that would be impacted by the new policy to learn their opinions and determine the positive and negative impact on the community. I would attempt to make a determination of both the impact the new policy be approved as well impact if the policy is not. If I was still of the belief that the policy would have a negative or neutral impact at a significant cost I would seek, first, to see if the policy could be modified to better accommodate the problem or needs that that prompted a policy change. If that was not possible I would consult with other council members to advocate against the new policy by building a rational case why the new policy would not be in the best interest of the community to gain their support against the policy. If the majority

still favored the policy, I would accept their decision and either do my best to implement and support the new policy or if I strongly believed the policy was detrimental to the community I would step down from my position.

**What is your leadership philosophy?  
\*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Throughout my career I have sought to lead by example. First, I strive to be a subject matter expert but realize that other team members may have greater expertise on specific issues and I would take advantage of their expertise. Second, believe that honesty and integrity are essential elements of leadership. This includes being honest to myself and admitting when I am wrong or have made a mistake. As a leader, you must take responsibility for failures in order to be able to fully understand what went wrong so that it can be corrected. I have always tried to build teams by clearly expressing what our objectives are and empowering team members to achieve them. This requires strong and continued mentorship to give team members the tools to achieve these goals not by directing them how. This allows the team to be creative and have ownership in the project. Finally, I believe that leadership is hands-on and requires you to know your team and its strengths and weaknesses.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

- Responsible to the President of the United States for the coordination of all U.S. Government efforts and policies to facilitate the safe recovery of American citizens held hostage overseas.
- Successfully Advocated Hostage Policy to Members of Congress and select Congressional Committees.
- Developed and launched the U.S. Government's first Hostage Recovery Fusion Cell (HRFC) and handpicked by the White House to serve as the first Deputy Director; established all Standard Operating Procedures (SOPs) that remain in use today.
- Led U.S. Government Strategic Policy development on nuclear related issues, including international Reliable Access to Nuclear Fuel through the International Atomic Energy Agency (IAEA) managed fuel bank and compliance with non-proliferation



protocols. • Developed and executed comprehensive crisis management plans, including deployment of operational and intelligence assets in support of major national and international events. • Oversaw and managed the U.S. Governments 106 million dollar Technical Cooperation Fund contribution to the United Nations' International Atomic Energy Agency.

## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	January 2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-	Leadership Training in the US Military and as a Foreign Service Officer. Senior	

**curricular activities. \***  
 Management and EEO Training at various levels in the US State Department. Certified First Responder and Security Officer. USG Contacting Officer Training. Commercial Pilot License with Instrument Rating (non-current). Combat First Aid trained.

**Describe any job-related training received in the United States military. \***  
 Leadership trains at Squadron Officers School and Air Command and Staff College both at Maxwell Air Force Base.

**List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \***  
 Veterans of Foreign Wars member.

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
<b>Knowledge and Specialized Skills: *</b>	Trained Budgeting Officer, Human Resource Officer. Graduated first in Senior Leadership Professional Military Education at National War College. Skilled writer and editor,	
<b>What type of computers and software have you used? *</b>	With PC and Mac, Word suite, including Excel and Access.	
<b>Other qualifications specific to this position? *</b>	Experienced in drafting and implementing Emergency Planning Documents to USG standards.	
<b>List any certifications you have received: *</b>	US Coast Guard Strike Force Hazardous Material First Responder, US Air Force Navigator, US Air Force Instructor Pilot. Commercial Pilot Licence (Non-current).	
<b>List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *</b>	None	

State any additional information you feel may be helpful to us in considering your application \*  None

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*  Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager,

coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Jefferson Kennedy Dubel

**Date:** 2020-01-01 10:22:39am

**IP Address:** 66.230.97.105

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Signature

---

Date

**CITY MANAGER CITY OF HOMER ALASKA**

December 22, 2019  
Homer City Hall  
401 East Pioneer Ave.  
Homer, AK 99603

Dear Hiring Committee:

As a Counterterrorism Policy and Intelligence Community Executive with over 35 years' U.S. Government experience, and a reputation for directing global initiatives and programs, I'm confident I possess the expertise required to excel in the role of the City Manager. I am now extremely pleased to call Homer my new home and desire to see that it remains a quality place to live for many generations.

Throughout my career, I've demonstrated the agility and leadership required to rapidly respond and adapt to emerging threats and risks. I have successfully led high-profile task forces, departments, and global initiatives to protect United States interests (both domestically and abroad). I'm an effective collaborator and team builder who reliably garners consensus and buy-in among multiple agencies and groups. I am culturally sensitive with a long record of mentoring and counselling individuals to reach their potential. For example:

- **Responsible to the President of the United States for the coordination of all U.S. Government efforts and policies to facilitate the safe recovery of American citizens held hostage overseas.**
- **Successfully Advocated Hostage Policy to Members of Congress and select Congressional Committees.**
- **Developed and launched the U.S. Government's first Hostage Recovery Fusion Cell (HRFC) and handpicked by the White House to serve as the first Deputy Director; established all Standard Operating Procedures (SOPs) that remain in use today.**
- **Led U.S. Government Strategic Policy development on nuclear related issues, including international Reliable Access to Nuclear Fuel through the International Atomic Energy Agency (IAEA) managed fuel bank and compliance with non-proliferation protocols.**
- **Developed and executed comprehensive crisis management plans, including deployment of operational and intelligence assets in support of major national and international events.**
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Additionally, my Executive experience is complemented by a distinguished military career, a Master of Strategic Studies (National Defense University), and current Top Secret/Sensitive Compartmented Information (TS/SCI) security clearances.

Please see my attached resume for further details about my skills and qualifications. I would welcome the opportunity to meet with you to discuss your needs and answer any questions you may have about my experience.

You can reach me at: (850) 464-3494.

Sincerely,

Jefferson K. Dubel



# Jefferson Dubel

**Deputy/Acting Director, Hostage Recovery Fusion Cell, FBI - Department of State**

Homer, AK 99603

jdk1313@yahoo.com

(850) 4643494

Highly accomplished, strategic, and decisive leader possessing more than 34 years of combined United States Military, Foreign Policy, and Intelligence Community experience in collaboration against global and regional risks in both strategic planning and operational execution. Distinguished career leading and championing global initiatives across the United States Interagency including Foreign Affairs, Intelligence Community, Law Enforcement, and Private Sector; using strategic vision to create and execute on that vision by empowering the strength of multiple teams to achieve a common goal of protecting Americans and United States interests in an ever-changing environment.

Demonstrated ability to lead large, complex government institutions, engage effectively in high-level political endeavors, tackle numerous challenges with great intellectual acumen and clearly articulate U.S. government policy. Experienced leadership in directing national and international operations, and managing risk-based allocation of resources—fiscal and personnel—to mitigate security risks, leverage global relationships, and lead cooperation among diplomatic and intelligence officials with foreign governments and non-state actors to create scalable and sustainable global solutions. Effectively provided international political and security assessments that helped shape U.S. policy in Afghanistan and on nuclear matters. A persuasive and skilled communicator experienced in advocating strategies to senior National Security Council staff.

Authorized to work in the US for any employer

## Work Experience

### **Deputy/Acting Director, Hostage Recovery Fusion Cell, FBI**

Department of State - Washington, DC

May 2015 to Present

### **Counterterrorism Fellow**

National Defense University - Washington, DC

August 2014 to April 2015

### **Political Advisor for the Commander**

July 2013 to July 2014

### **Deputy Political Counselor**

U.S. Embassy - Kabul, AF

June 2012 to June 2013

### **Student**

Dari Language, Foreign Service Institute - Arlington, VA

August 2011 to May 2012

### **Political-Economic Counselor**

U.S. Embassy Nassau, The Bahamas  
July 2008 to July 2011

**U.S. Senior Representative**

Provincial Reconstruction Team  
June 2007 to June 2008

**Political Military Officer/ Nuclear Advisor**

U.S. Mission - Vienna, AT  
June 2004 to May 2007

**Political Military Officer / Consular Chief**

U.S. Consulate General Naha - JP  
March 2002 to May 2004

**Student**

Japanese Language, Foreign Service Institute - Arlington, VA  
August 2001 to March 2002

**Management Section Chief**

U.S. Consulate General Krakow - PL  
July 1999 to July 2001

**Student**

Polish Language, Foreign Service Institute - Arlington, VA  
July 1998 to June 1999

**President**

Florida Adventures International - Miami, FL  
June 1993 to June 1998

**KEY STRATEGIC, OPERATIONAL, and ORGANIZATIONAL EXPERIENCES**

- Deputy Director of the Hostage Recovery Fusion Cell (HRFC) an interagency U.S. Government (USG) organization responsible to the President of the United States for the coordination of all USG efforts and policies to facilitate the safe recovery of American citizens held hostage overseas. Responsible for the direct oversight and management of intelligence coordination, operational response, family engagement, and external engagement to include media and legislative affairs. Tasked both with implementing operational requirements of a whole of government based strategy while building the structure and standard operating procedures of the fifty-member plus task force. Authored recovery strategies and risk assessments for National Security Council approval. Provided strategic vision as both the Deputy Director and Acting Director since the HRFC's inception in June 2015 and instrumental in its establishment as an operational body.
- Political Advisor (POLAD) and Senior Civilian Representative (SCR) to the Special Operations Joint Task Force Afghanistan Commander responsible for ensuring the integration and coordination of U.S./ NATO Special Operations and U.S. Embassy policy and objectives. Provided written and verbal analysis of the complex political environment in Afghanistan leading up to their presidential election. Skillfully brokered an integrated counterinsurgency strategy among local Afghan tribal factions, the United Kingdom and U.S. special forces in a remote and volatile Southwest Afghanistan Province.
- Deputy Political Counselor at U.S. Embassy Kabul responsible for the day to day operations of one of the largest overseas political sections in the Department of State. Provided direct supervision and mentoring to fifteen political officers under an extremely demanding and high-threat conditions



• As an Air Force Officer served in a variety of positions including Fifth Air Force Chief of Plans and Exercises

**Chief Plans/Bilateral Exercises, 5th Air Force Yokota AFB, Japan**

United States Air Force

June 1991 to June 1992

**Chief Standardization and Evaluation, 479**

TFTW - Holloman AFB, NM

June 1989 to June 1991

**Instructor Flight Commander, 433**

TTS - Holloman AFB, NM

June 1988 to June 1989

**Flight Commander**

US Air Force - Okinawa, JP

June 1985 to June 1988

**Top Graduate, Undergraduate Pilot Training**

Columbus AFB - Columbus, MS

June 1983 to June 1985

**F-4 Instructor Weapons System Officer**

Clark AFB - Mather, CA

June 1980 to June 1983

02/79 - 06/80

**Education**

**Masters of Strategic Studies in Strategic Studies**

National Defense University, College of International Security Affairs

2015

Joint Command and Staff College - Maxwell AFB, AL

1992

**Public Policy**

University of Oklahoma - Okinawa, JP

1987

**Bachelor of Arts in Economics**

University of Florida - Gainesville, FL

1978

**Certifications and Licenses**

**Commercial Pilot / Instrument Rated**

Present



# Jefferson Kennedy Dubel

[jkdubel@dubelsecurityconsulting.com](mailto:jkdubel@dubelsecurityconsulting.com)  
54317 Frontier Lane, Homer, AK 99603

(850) 464-3494

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Highly accomplished, strategic, and decisive leader possessing more than 35 years of combined U.S. military, foreign policy, and intelligence community experience in collaboration against global and regional risks in both strategic planning and operational execution. Distinguished career leading and championing global initiatives across the U.S. interagency using strategic vision to create and execute on that vision by empowering the strength of multiple teams to achieve a common goal of protecting Americans and U.S. interests in an ever-changing environment. Demonstrated ability to lead large, complex institutions, engage effectively in high-level political endeavors, tackle numerous challenges with great intellectual acumen and clearly articulate U.S. government policy. Experienced leadership in directing national and international operations and managing risk-based allocation of resources to mitigate security risks, leverage global relationships, and lead cooperation among diplomatic and intelligence officials with foreign governments and non-state actors to create scalable and sustainable global solutions. A persuasive and skilled communicator experienced in advocating strategies to senior National Security Council staff. Recognized hostage resolution specialist.

## PROFESSIONAL EXPERIENCE

### Department of State, Foreign Service Officer

1998 - 2019

- Deputy Director, Hostage Recovery Fusion Cell, Federal Bureau of Investigations, Washington, D.C.
- Counterterrorism Fellow, National Defense University, Washington, DC
- Political Advisor for the Commander, Special Operations Joint Task Force, Afghanistan
- Deputy Political Counselor, U.S. Embassy Kabul, Afghanistan
- Political-Economic Counselor, U.S. Embassy Nassau, The Bahamas
- U.S. Senior Representative, Provincial Reconstruction Team, Uruzgan Afghanistan
- Political Military Officer / Nuclear Advisor, U.S. Mission to the UN Vienna, Austria
- Political Military Officer / Consular Chief, U.S. Consulate General Naha, Japan
- Management Section Chief / Security Officer, U.S. Consulate Krakow, Poland

### United States Air Force, Major, Command Pilot

1979 - 1992

- Chief Plans / Bilateral Exercises, 5<sup>th</sup> Air Force Yokota AFB, Japan
- Chief Standardization and Evaluation, 479 Tactical Fighter Wing, Holloman AFB, NM
- Instructor Flight Commander, 433 Tactical Training Squadron, Holloman AFB, NM
- Mission Commander F-15, 12 Tactical Fighter Squadron, Okinawa, Japan
- Top Graduate, Undergraduate Pilot Training, Columbus AFB, Columbus, MS
- F-4 Instructor Weapons System Officer, 3 Tactical Fighter Squadron, Clark AFB, Philippines
- Distinguished Graduate, Undergraduate Navigator Training, Mather AFB, CA

### Private Sector, Miami, Florida

1993 - 1998

- President, Florida Adventures International, Miami, FL

## KEY ACCOMPLISHMENTS

- Deputy Director of the Hostage Recovery Fusion Cell (HRFC), an interagency U.S. Government (USG) organization, responsible to the President of the United States for the coordination of all USG efforts and policies to facilitate the safe recovery of American citizens held hostage overseas. Overcame individual agency equities to coordinate all intelligence, operational response, family engagement, and external communication to include media and legislative affairs. Implemented operational requirements of a whole of society strategy while building the structure and standard operating procedures of the fifty-member plus task force. Developed and implemented recovery strategies and risk assessments resulting in the recovery of over 200 Americans held hostage abroad. Provided strategic vision as both the first Deputy Director and

Acting Director since the HRFC's inception. Instrumental in its establishment from a policy concept to a sustainable internationally recognized operational body.

- Political Advisor and Senior Civilian Representative to the Special Operations Joint Task Force Afghanistan Commander ensured the integration and coordination of U.S./NATO Special Operations and U.S. Embassy policy and objectives. Provided written and verbal analysis of the complex political environment in Afghanistan leading up to their presidential election. Skillfully brokered an integrated counterinsurgency strategy among local Afghan tribal factions, the United Kingdom and U.S. Special Forces in a remote and volatile Southwest Afghanistan Province resulting in reduced violence while enabling a coalition military drawdown. Ensured regional conflict resolution through cross-cultural acumen and skilled negotiation tactics under austere and dangerous conditions.
- Led day-to-day operations of one of the largest overseas political sections in the Department of State, U.S. Embassy Kabul, to achieve a coherent analysis of the volatile political and social landscape. South Central Asia regional expert responsible for the Embassy's reconciliation and peace process, Bilateral Security Agreement negotiations, and integration of the satellite Consulates and Provincial Reconstruction Teams into the Political Section. Supervised and mentored fifteen political officers under extremely demanding and high-threat conditions to ensure a broad and honest political assessment inside and outside of the capital. Extensive successful advocacy and diplomacy with foreign partners, including elements of the insurgency, to gain support for the USG proposal for persistent international presence in Afghanistan.
- Senior USG Representative to a Dutch-led Provincial Reconstruction Team successfully advocated for integrated multilateral military operations involving U.S., Dutch, Australian, and Afghan forces during a period of intense insurgent activity to reclaim large portions of the Southern Afghan Province of Uruzgan. Collaborated with USAID and Australian Aid to provide alternative livelihoods to local villages involved in opium production. Worked closely with the Provincial Governor to reestablish local rule and governance in several districts through travel to isolated districts and establishment of local development programs in coordination with military operations.
- Political Military Officer and nuclear advisor to the U.S. Ambassador to the United Nations Mission to Vienna, successfully advocated for sanctions against Iran for their undisclosed nuclear program. Co-drafted and stewarded an International Atomic Energy Agency (IAEA) plan for Reliable Access to Nuclear Fuel to counter Iran's need for an indigenous nuclear fuel cycle. Managed the USG multi-million-dollar Nuclear Technical Cooperation Fund to ensure that recipients complied with IAEA's legal protocols.
- Oversaw security at two separate Consulates as Post Security Officer. Trained and deployed the first Surveillance Detection Teams at both posts, Standard Operating Procedures were adopted across similar Consulates.
- Air Force Major served in a variety of positions including Fifth Air Force Chief of Plans and Tactical Deception, Chief of Wing Standardization and Evaluation, Mission Commander, Flight Commander, and Instructor Pilot. Fighter Pilot with over 2500 hours in F-15, F-4, and F-5 aircraft qualified in variety of air to air and air to ground missions including special weapons delivery. Honors included Wing Top Gun two years in a row, Top Flying Award, Commanders Trophy and Top Graduate in Pilot Training.

## **EDUCATION**

**Master of Strategic Studies, Distinguished Graduate, National Defense University, College of International Security Affairs, Washington, D.C. 2015**

**Bachelor of Arts, Economics, University of Florida, Gainesville, Florida 1978**

## **CLEARANCES**

**Current Top Secret/Sensitive Compartmented Information (TS/SCI)**



Homer Departments Government



Departments Job Openings Helpful Links

### Employment Application | Submitted: 03-Jan-2020

AAA

#### Greg Hill

☎ (303) 570-2639  
✉ greg@englewoodcapital.com  
📍 6036 Blue Ridge Drive, Unit C  
Highlands Ranch, CO 80130  
United States

#### City Manager

Job Location - Homer, AK  
Department - Administration  
Source - City of Homer Alaska Website

#### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Englewood Capital, LLC - Current Employer

##### Job Title: President

Dates Employed From: Oct/2014  
Dates Employed To: Currently Employed  
Employment Length: 5 years, 3 months  
Duties: Financial advisory services and investments  
Reason For Leaving: Currently Employed

##### Supervisor Name: Self

Address: Highlands Ranch, CO,  
UNITED STATES  
Phone: (303) 570-2639  
Ending Rate of Pay: 1  
May We Contact? Yes

#### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

### Harvard University | Graduate School

Degree: MBA  
Major: Management and finance

Graduated? Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

#### File Name

#### Link

Greg Hill - resume.docx

[Q Preview](#) [Download](#)

### Text Only Resume

I am responding to your City Manager search.

I am presently consulting as President of Englewood Capital, LLC. I was previously Chief Financial Officer of a public company. I also served as Treasurer of the City of Centennial, Colorado (population 110,000) and a member of the Audit Committee.

I have extensive leadership experience in diverse organizations (non profit and for profit) with responsibilities for financial management, strategy, capital raising, financial reporting, accounting, developing alliances and strategic partnerships, treasury and cash management, government relations, insurance and risk management, financial analysis, budgeting, forecasting, negotiations, contracts, IT and accounting systems, receivables, payables, human resources and payroll, facilities, internal controls, tax, legal and audits.

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

Available on request

Relationship: self  
Years Known: 1

Phone: 3035702639

Available on request

Relationship: self  
Years Known: 1

Phone: 3035702639

Available on request

Relationship: self  
Years Known: 1

Phone: 3035702639

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>The most important elements are to work closely with the Mayor and Council to implement their decisions as elected representatives and to bring issues to their attention.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I have provided leadership in diverse organizations (non profit and for profit) to assist in carrying out their objectives.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>If asked by the Council, I would express my position and reasons why I disagreed. Otherwise, I would visit with members of the Council outside of the meeting to discuss the matter.</p>	

**What is your leadership philosophy?  
 \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

My philosophy is that leadership should be based on collaboration that uses the talents and abilities of all those who work for the city.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Leadership, financial management, capital raising, accounting, reporting, human resources, budgeting and forecasting, tax, legal, audits, relationships with the Mayor and Council members, city employees and constituents

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	as soon as needed	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	



## Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Multiple	
Describe any job-related training received in the United States military. *	not a veteran	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	City Treasurer, Centennial, Colorado	

## Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Multiple	
What type of computers and software have you used? *	Multiple	
Other qualifications specific to this position? *	Multiple	
List any certifications you have received: *	n/a	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	n/a	
State any additional information you feel may be helpful to us in considering your application *	n/a	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.	Yes	

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \***

## **Applicant Statement**

**I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.**

**I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.**

**I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.**

**This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.**

**I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.**

**The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

**In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.**

I agree to the above.

**Signature: Greg Hill**

**Date: 2020-01-03 01:04:07pm**

**IP Address: 73.243.62.32**



**Signature**



**Date**



**GREG HILL**  
**6036 Blue Ridge Drive, Unit C**  
**Highlands Ranch, CO 80130**  
**303 771-5305**  
**greg@englewoodcapital.com**

## **SUMMARY**

CFO with Harvard MBA and extensive leadership experience in global financial management and reporting, capital raising, M&A and negotiations for technology, mining, oil and gas, manufacturing and consumer product companies.

## **EXPERIENCE**

### **PRESIDENT**

*Englewood Capital, LLC, Centennial, CO, 2014-Present.* Financial advisory services and investments.

- Capital raising and financial management for companies in variety of industries to increase growth.

### **EXECUTIVE VICE PRESIDENT & CHIEF FINANCIAL OFFICER**

*Geovic Mining Corp., Denver, CO, 2006-2014.* Financial leadership for international resources company with large cobalt-nickel-manganese project in Cameroon, Africa. Consulted as Acting CFO beginning in 2006, joined company as SVP/CFO in 2007, promoted to EVP in 2009.

- Led IPO in 2006 through reverse takeover on Toronto Venture Exchange, graduated to TSX in 2007.
- Completed two follow-on equity offerings raising in excess of Cdn\$100 million.
- Chairman of Board of Geovic Cameroon S.A., managed government relations.
- Negotiated strategic partner and joint venture transactions in China and Korea.
- Managed project financing including engagement of financial advisors and relationships with financial institutions/investors developed through meetings, road shows and conferences.
- Responsible for SEC registration, SEC and Canadian reporting, local statutory audits and SOX.

### **PRESIDENT**

*Englewood Capital, LLC, Centennial, CO, 2001-2007.* Financial advisory services and investments.

- Acting CFO for emerging broadcast and telecom company, raised \$35 million.
- CFO of disruptive technology company in global oil services, sold to large public company.
- City Treasurer and Audit Committee member for Centennial, Colorado (population 110,000)
- Acting CFO of medical device company, led successful turnaround and SEC/FDA filings.

### **SENIOR VICE PRESIDENT, CHIEF FINANCIAL OFFICER AND TREASURER**

*Lineo, Inc., Lindon, UT, 1999-2001.* Provided leadership and built financial infrastructure for emerging software developer of open source embedded systems. Prepared for IPO, raised capital and developed systems.

- Led team that filed S-1 registration statement and amendment with SEC.
- Negotiated and closed four private financing rounds. Raised more than \$60 million from international strategic and venture capital investors. Increased valuation from \$15 million to more than \$300 million.
- Participated in M&A transactions involving seven startup technology companies.

### **CHIEF FINANCIAL OFFICER**

*Sensorium Software, Inc., Chicago, IL, 1997-98.* Led finance and administrative functions for startup business intelligence software company. Responsible for accounting, tax, facilities, human resources, insurance and treasury.

- Prepared for IPO including establishing relationships with financial institutions.
- Managed venture capital funding and equity issuance.

### **TREASURER**

*Quark, Inc., Denver, CO, 1995-97.* Managed global treasury functions for privately-held multinational desktop publishing software company preparing for IPO.

- Restructured short-term investments to increase annual income by more than \$1 million.
- Designed and implemented foreign exchange risk management system. Negotiated \$300 million of foreign exchange facilities and initiated program that improved results by \$2 million.

#### **VICE PRESIDENT AND TREASURER**

*Tyco Toys, Inc., Mount Laurel, NJ, 1993-95.* Directed worldwide treasury through successful turnaround including capital raising, corporate finance, cash management, investments and foreign exchange.

- Negotiated \$290 million multinational refinancing with \$200 million five-year securitization and three revolving credit agreements. New credit facilities reduced annual interest expense by \$2 million.
- Managed foreign exchange exposure with forwards, swaps and options to reverse previous losses.
- Structured four amendments of \$275 million asset-based credit agreement with fifteen banks.

#### **FINANCIAL CONSULTANT**

*Orem, UT, 1991-93.*

- Developed foreign exchange management system for large multinational software company.
- Formulated funding strategies for industrial products corporation.

#### **VISITING ASSOCIATE PROFESSOR / ADJUNCT ASSISTANT PROFESSOR**

*Marriott School of Management - Brigham Young University, Provo, UT, 1989-91.* Taught graduate and undergraduate courses in international and corporate finance, investment strategy and marketing.

*Phillips Petroleum Company, 1980-88*

**CHAIRMAN / CFO OF EKOFISK PROJECT FINANCE COMMITTEE, Bartlesville, OK, 1987-88**

**DIRECTOR - FINANCE AND FOREIGN EXCHANGE, Stavanger, Norway, 1986-87**

**DIRECTOR - FOREIGN EXCHANGE AND INVESTMENTS, London, England, 1984-86**

**SENIOR TREASURY ANALYST, Bartlesville, OK, 1981-84**

**DIRECTOR - STRATEGIC PLANNING AND BUDGETING, Albuquerque, NM, 1980-81**

Foreign and U.S. assignments with increasing responsibilities including corporate finance, foreign exchange, loan/bond administration and Ekofisk project, a multinational joint venture of 12 companies with \$8.5 billion assets.

- Negotiated DM100 million revolver for Norsea Gas A/S with lowest margins and fees ever for Ekofisk.
- Negotiated \$550 million eight year committed credit facilities with twenty-two banks.
- Directed \$5 billion of annual foreign exchange transactions throughout Europe, Africa and Middle East.
- Managed short-term investments and commercial paper program, each in excess of \$1.25 billion.
- Participated in \$300 million and \$250 million 30 year bond issues and \$500 million shelf registration.
- Called for early redemption three Eurobond issues, saving \$1.5 million.

#### **FINANCIAL ANALYST / TREASURER**

*Freeport Minerals Company / Freeport Queensland Nickel, New York, NY, 1977-80.* Formulated innovative financial strategies for domestic and international minerals and chemicals projects.

- Completed negotiations and documentation for restructuring \$400 million multicurrency project financing of Greenvale nickel-cobalt joint venture in Australia.
- Negotiated \$50 million project financing of oil to coal conversion for Greenvale joint venture with annual savings of \$20 million. Participated in negotiating coal, railroad and construction contracts.

#### **ANALYST**

*Morgan Guaranty Trust Company, New York, NY, 1976-77.* Completed six month credit program.

- International Banking Group implementation of global risk management system.

#### **EDUCATION**

**Harvard Graduate School of Business Administration, Boston, MA.** Master in Business Administration in 1976.

**Albert-Ludwigs Universität, Freiburg, Germany.** Graduate fellowship during 1973-74.

**Massachusetts Institute of Technology, Cambridge, MA.** Bachelor of Science in 1973.

# HOMER

## ALASKA

[Homer](#)
[Departments](#)
[Government](#)

[Documents](#)
[Job Openings](#)
[Helpful Links](#)

### Employment Application | Submitted: 09-Jan-2020

**AAA**
**DARRYL NETTLES**

☎ (706) 339-1970  
 ✉ dnettles3@gmail.com  
 📍 1021 D antignac Street  
 Augusta, GA 30901  
 United States

**City Manager**

Job Location - Homer, AK  
 Department - Administration  
 Source - City of Homer Alaska Website

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Augusta University

**Job Title: Research Operations Coordinator  
(Building Manager)**

**Dates Employed From:** Feb/2006  
**Dates Employed To:** Jan/2020  
**Employment Length:** 13 years, 11 months

**Duties:** Maintained Vendor Service Contracts; Served as a Liaison for various campus departments; Compliance contact person for Environmental Health & Safety Division; Contact for METASYS Equipment Alarm Services Installation; Served as Administrative

**Supervisor Name:**  
Christopher Middleton

**Address:** Augusta, GA, UNITED STATES

**Phone:** (706) 721-5611

**Ending Rate of Pay:** 60,000

**May We Contact?** Yes



functions/processes: work orders, purchase orders, and equipment rentals; Maintains Safety & Compliance standards; Orders all large equipment and computer purchases as well as responsible for routine maintenance; etc.

**Reason For Leaving:** Still employed

## Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

---

### Valdosta State University | Graduate School

**Degree:** Doctorate

**Graduated?** Yes

**Major:** Public Administration

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
DARRYL ANGELO NETTLE1.doc	<a href="#">Q Preview</a> <a href="#">Download</a>
DARRYL ANGELO NETTLES.doc	<a href="#">Q Preview</a> <a href="#">Download</a>
Darryl Angelo NettlesResume.05.16.19.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

DARRYL ANGELO NETTLES

1021 D'antignac Street  
Augusta, GA 30901  
( 706 ) 339-1970  
dnettles3@gmail.com

INSTRUMENTATION SKILLS :

GAS CHROMATOGRAPH/MASS SPECTROMETER  
INDUCTIVELY COUPLED PLASMA/MASS SPECTROMETER  
HIGH PRESSURE LIQUID CHROMATOGRAPH



SPECTROPHOTOMETERS  
 FTIR  
 RAMAN SPECTROPHOTOMETER  
 THERMOGRAVIMETRIC ANALYZER/MASS SPECTROMETER  
 GAS CHROMATOGRAPH  
 MICROWAVES  
 ICP-IRIS  
 DISTILLATION APPARATUS  
 TURBIDIMETERS  
 HYDROGEN COLLECTION APPARATUS  
 FURNACES  
 ETC.

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

### William Hatcher

Relationship: Committee member  
 Years Known: 2

Phone: 7066674423

### James Peterson

Relationship: Committee Chair  
 Years Known: 3

Phone: 2292532873

### Gerald Merwin

Relationship: Program Director  
 Years Known: 3

Phone: 2292532873

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate	I believe the most important elements are that the City Manager is capable/qualified and has adequate resources to manage/administer the municipality with efficiency/effectiveness.	

attachment as you would your resume or cover letter) \*

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have recently completed my Doctorate of Public Administration degree. My dissertation was "Comparison of the Bond Ratings of Municipalities with City Managers and Municipalities without City Managers". I am very interested in economic development. During my tenure of study, I have proven that I can achieve academically. Now, if given the opportunity, I would like to prove myself in my chosen profession.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I would attempt to speak with each council member individually prior to the policy getting to the floor for discussion or even adoption.

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have integrity, and I am a leader who coaches/mentors. I believe in creating leaders who are better leaders than I am.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I bring my years of academic stewardship, along with vast research prowess and management experience as a departmental building manager in Georgia.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	

<b>If yes, Please give dates:</b>	This question was not answered.
<b>Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *</b>	No
<b>On what date would you be available for work? *</b>	02/08/2020
<b>Can you travel if the job requires it? *</b>	Yes
<b>Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *</b>	No
<b>If yes, Please explain</b>	This question was not answered.
<b>Are you 18 years of age or older? *</b>	Yes

**Education |**

Question	Answer	Disqualifier?
<b>Describe any specialized training, apprenticeship, skills and extra-curricular activities. *</b>	Honda All-Star Challenge Team, NAACP, UNCF, Student Government, and the Yearbook Staff	
<b>Describe any job-related training received in the United States military. *</b>	N/A	
<b>List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *</b>	Neighborhood Association officer and organizational board member	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
<b>Knowledge and Specialized Skills: *</b>	Public Policy and International Relations/Studies	
<b>What type of computers and software have you used? *</b>	Dell (Microsoft Office Suite, Powerpoint, Access, Excel, SPSS, Pagemaker, and Publisher)	

**Other qualifications specific to this position? \***

My dissertation topic focused on city government (city manager and economic development).

**List any certifications you have received: \***

N/A

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \***

N/A

**State any additional information you feel may be helpful to us in considering your application \***

I am the best person for this position, because of my passion for this role.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \***

Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

Signature: Darryl Angelo Nettles

Date: 2020-01-09 10:19:46am

IP Address: 158.93.6.11

---

Signature

---

Date



## DARRYL ANGELO NETTLES

1021 D'antignac Street  
Augusta, GA 30901  
(706) 339-1970  
dnettles3@gmail.com

### **EXPERIENCE:**

*December 2006 – Present*

Hazardous Materials Technician at the Medical College of Georgia,  
Assisted in performing lab safety inspections/audits, safety equipment inspection/certifications,  
chemical exposure monitoring, chemical spill clean-up, laboratory closure/clearance operations;  
assisted in the collection, transport, segregation, storage, disposal, and/or recycling of hazardous  
waste; assisted in conducting job specific hazard assessments; assisted in monitoring working  
conditions in labs, storage facilities, and/or other workplaces; assisted with the Chemical  
Management Program, and Hazard Communication Right-to-Know Program in accordance with  
federal, state, and local rules and regulations and MCG policies and procedures.  
Augusta, GA

*February 2006 – December 2006*

Radiation Safety Technician I at the Medical College of Georgia,  
Conducted Department of Corrections Medical Facility Survey Visits for Georgia.  
Augusta, GA

*August 2005 – February 2006*

Mathematics faculty member at George P. Butler High School,  
Taught Algebra I and Advanced Algebra II to students (9<sup>th</sup> – 12<sup>th</sup> grades).  
Augusta, GA

*March 2000 – July 2005*

Chemist at Westinghouse Savannah River Company,  
Maintained and operated a radiological laboratory as an analytical chemist. Calibrated, repaired  
and conducted analyses using GC/MS, TGA-MS, and ICP-MS instrumentation. Conducted  
laboratory data validation and verification for environmental compliance. Reviewed data and  
served as project lead for new installations. Designed and presented various technical and non-  
technical presentations  
Mobilized and loaded environmental monitoring data for the Soil and Groundwater Closure  
Projects.  
Aiken, SC

*August 2001 – Present*

Adjunct Faculty at Aiken Technical College,  
Developed course syllabus and taught basic college mathematics and algebra.  
Aiken, SC

*September 1999 – March 2000*

Chemical Evaluation Technician at Sony Magnetic Products of America,  
Maintained and operated an analytical laboratory analyzing various multimedia products.  
Calibrated, repaired and conducted analyses using GC/MS. Presented analytical results in  
weekly update using PowerPoint, Excel, and Access.  
Dothan, AL

*December 1998 – September 1999*

Documentation Assistant Director at Resource and Financial Management Systems,  
Designed and wrote documentation for company software. Organized and scheduled national  
and international training classes.  
Tuscaloosa, AL

*Summer 1998*

Chemist Intern at Hunt Refining Company,  
Maintained and operated a Petroleum Products Analytical Laboratory. Calibrated, repaired and  
conducted analyses using GC/MS. Created and loaded data into a new company database.  
Tuscaloosa, AL

*January 1997 – May 1998*

Math teacher at Central High School – West,  
Taught high school basic mathematics and pre-algebra. Served as faculty sponsor for after-  
school programs.  
Tuscaloosa, AL

*Fall 1996*

Chemistry Department Graduate Teaching Assistant at University of Alabama,  
Taught freshman general chemistry laboratories  
Tuscaloosa, AL

*Summer 1996*

Analyzer Chemist at the Ciba Corporation,  
Maintained and operated an analytical laboratory for the Brightener Business Unit. Calibrated,  
repaired and conducted analyses using GC/MS.  
McIntosh, AL

*Summer 1995*

Research Intern at Massachusetts Institute of Tech.,  
Conducted research at the Massachusetts Eye and Ear Infirmary, related to a cure for deafness.  
Cambridge, MA

*Summer 1994*

Research Associate at GTE Laboratories,  
Maintained and operated an environmental analytical laboratory. Calibrated, repaired and  
conducted analyses using GC/MS.  
Waltham, MA  
UNCF Research Intern at GTE Laboratories,  
Conducted research in an environmental analytical laboratory, related to telephone pole  
pollutants. Organized and presented an oral presentation on research. Calibrated, repaired and  
conducted analyses using GC/MS.  
Waltham, MA

*Fall 1993*

Shift chemist/Cooperative education program at Ciba Corporation,  
Maintained and operated an analytical laboratory for the Brightener Business Unit. Calibrated,  
repaired and conducted analyses using GC/MS.  
McIntosh, AL

**EDUCATION:** B.S. in chemistry, Stillman College – Tuscaloosa, AL (1996)  
G.P.A. – 3.81 (Magna cum laude)  
Masters in Public Administration, Augusta State University – Augusta, GA(2008)

**BOARD MEMBERSHIP:** Citizen's Advisory Board to the Department of Energy at SRS



# DARRYL ANGELO NETTLES

1021 D'antignac Street  
Augusta, GA, 30901

706.339.1970  
[dnettles3@gmail.com](mailto:dnettles3@gmail.com)

## **OBJECTIVES**

- To obtain a fulfilling and rewarding career position within your organization

## **QUALIFICATIONS**

- Over twenty years of diverse administrative experience with outstanding organizational skills
- Experience scheduling detailed itineraries and coordinating special events
- Dedicated and hard-working team player that can multi-task efficiently in a pressured environment
- Professional demeanor that remains approachable
- Creative problem solving abilities

## **PROFESSIONAL SKILLS**

### ***Administrative and organizational skills***

- Coordinated travel and establish detailed itineraries for executives and administrative staff
- Prepared accurate and timely travel expense statements
- Provided direct supervision of office, clerical and administrative support staff
- Planned and coordinated numerous company employee functions and business seminars within budget

### ***Interpersonal and teamwork skills***

- Entrusted to process confidential employee records such as salary changes, vacation/absenteeism reports, benefit changes and performance appraisals for companies with 500+ employees
- Positively interacted with a wide variety of personalities while assisting visitors to the Life Science Innovation Center as well as scheduling meetings/appointments and making travel arrangements for executives
- Entrusted to make deposits on behalf of local company's account

## **PROFESSIONAL PUBLICATIONS**

- Liberia: Study of Liberian Government and its Relationship to American Government

## **EDUCATION**

- 2019      *Doctorate in Public Administration, Valdosta State University (Valdosta, GA)*
- 2009      *Masters in Public Administration, Augusta University (Augusta, GA)*
- 1996      *Bachelors of Science, Stillman College (Tuscaloosa, AL); Magna cum laude*  
Major - Chemistry

## **EMPLOYMENT HISTORY**

**2012 – Present** *Research Operations Coordinator (Building Manager), Georgia Cancer Center at Augusta University (Augusta, GA)* Maintained Vendor Service Contracts; Served as a Liaison for various campus departments; Compliance contact person for Environmental Health & Safety Division; Contact for METASYS Equipment Alarm Services Installation; Served as Administrative functions/processes: work orders, purchase orders, and equipment rentals; Maintains Safety & Compliance standards; Orders all large equipment and computer purchases as well as responsible for routine maintenance; etc.

**2010 – 2012** *Outreach Development Coordinator, Center of Innovation (COI) for Life Sciences (Augusta, GA)*  
Involved with business and entrepreneurial development as it pertains to the COI and the Life Science Business Development Center located on the campus of MCG/GHSU. Manage daily operations of the business incubator including recruiting new staff and technology.

*Adjunct Faculty, Augusta Technical College (Augusta, GA)*  
College Algebra Professor in the General Education and Learning Support Department

*Adjunct Faculty, Strayer University (Augusta, GA)*  
Contemporary International Issues (POL300) and U.S. Government (POL110)  
Professor in the Political Science Department; Developmental Mathematics (MAT090)  
Professor in the Mathematics Department

**2006 – 2009** *Hazardous Material Technician, MCG/GHSU (Augusta, GA)*  
Ensure that campus wide adherence to local, state and federal regulation pertaining to hazardous materials. Assist in educating staff of MCG policies and procedures

**2006-2009** *Radiation Safety Technician I, MCG/GHSU (Augusta, GA)*  
Conduct Department of Corrections Medical Facility Survey visits for Georgia

**2000 – 2005** *Chemist, Westinghouse Savannah River Company (Aiken, SC)*  
Project leader for new installations and radiological laboratory. Ensure compliance with environmental regulations. Design and present various technical/non-technical presentations.

**2001 – 2009** *Adjunct Faculty, Aiken Technical College (Aiken, SC)*  
College Algebra Professor in the Mathematics Department

**Board Membership:**

Citizen's Advisory Board to the Department of Energy (Savannah River Site)

**References:** (Available Upon Request)

## **DARRYL ANGELO NETTLES**

1021 D'antignac Street  
Augusta, GA 30901  
(706) 339-1970  
dnettles3@gmail.com

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### **INSTRUMENTATION SKILLS:**

GAS CHROMATOGRAPH/MASS SPECTROMETER  
INDUCTIVELY COUPLED PLASMA/MASS SPECTROMETER  
HIGH PRESSURE LIQUID CHROMATOGRAPH  
SPECTROPHOTOMETERS  
FTIR  
RAMAN SPECTROPHOTOMETER  
THERMOGRAVIMETRIC ANALYZER/MASS SPECTROMETER  
GAS CHROMATOGRAPH  
MICROWAVES  
ICP-IRIS  
DISTILLATION APPARATUS  
TURBIDIMETERS  
HYDROGEN COLLECTION APPARATUS  
FURNACES  
ETC.





Homer Departments Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 14-Jan-2020

AAA

**Eric Osterberg**

☎ (970) 412-1798  
✉ osterbergeric91@gmail.com  
🏠 21541 East Portland Place  
Aurora, CO 80016  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Other - ICMA Job Center

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### City of Lone Tree - Current Employer

**Job Title: Management Analyst**

**Dates Employed From:** Aug/2017  
**Dates Employed To:** Currently Employed  
**Employment Length:** 2 years, 5 months

**Duties:** Led the launch team for Link on Demand, a multiple award winning, Mobility on Demand Service that has served as both a national and regional model for the future of public transit. Recovered nearly 6 million in funds for regional recreation service due to astute financial analysis skills. Developed the citys legislative program, advocating its

**Supervisor Name:** Jeff Holwell

**Address:** Lone Tree, CO, UNITED STATES

**Phone:** (720) 509-1289

**Ending Rate of Pay:** 50000

**May We Contact?** Yes

interests on over 50 pieces of legislation. Achieves grant and partnership opportunities for city goals. Attracted employment diversification by leveraging strategic economic analysis.

**Reason For Leaving:** Currently Employed

## ADAMS COUNTY GOVERNMENT

### Job Title: Management Analyst Intern

**Dates Employed From:** Jan/2016

**Dates Employed To:** Jun/2017

**Employment Length:** 1 year, 5 months

**Duties:** Negotiated an intergovernmental agreement with Ralston House to provide child victim advocacy services. Led a cross-functional team through an RFP process to select a vendor for the multi-building security assessment. Authored the countys open data policy from comparative and best practice research. Managed the implementation of performance measurements and strategic planning to improve the organizations efficiency. Assisted with training, maintenance and supervision related to the implementation of the countys first performance management program. Assists in guidance of the countys innovation efforts through supervision of the 2016 innovation fund project milestones and budget.

**Reason For Leaving:** Internship coming to a close

**Supervisor Name:** Todd Leopold

**Address:** Brighton, CO, UNITED STATES

**Phone:** (303) 659-2120

**Ending Rate of Pay:** 45000

**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

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### UNIVERSITY OF COLORADO DENVER | College or University

**Degree:** Masters of Public Policy Candidate 2020 (Pending Thesis)

**Graduated?** No

**Major:** Local Government Administration

### COLORADO STATE UNIVERSITY | College or University

**Degree:** BA

**Graduated?** Yes

**Major:** Econ/PoiSci

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

---

*Click on the link to open the resume file if you wish to print the formatted resume.*

**File Name**

**Link**

Osterberg CV.pdf

[Q Preview](#)

[Download](#)

**Text Only Resume**

Eric

Osterberg

Ten year customer service veteran turned emerging leader in local government administration with a commitment to innovation, equity, empowerment, continuous improvement, diversity and empathy. Experienced in program management, contract management, policy development and implementation, performance metrics, data analytics, and strategic planning.

**PROFESSIONAL COMPETENCIES**

- Listening
- Conflict Resolution
- Criticism Responsive
- Relationship Building
- Purchasing and Contract Management
- Public Speaking
- Project Management
- Executive Presentations
- Data Driven Decision Making
- Data Visualization
- Microsoft, Adobe and Cloud Suites
- Invoice Processing

**PROFESSIONAL EXPERIENCE**

**CITY OF LONE TREE**

Management Analyst , 8/17 - Present

Led the launch team for Link on Demand, a multiple award winning, Mobility on Demand Service that has served as both a national and regional model for the future of public transit. Recovered nearly \$6 million in funds for regional recreation service due to astute financial analysis skills.

Developed the city's legislative program, advocating its interests on over 50 pieces of legislation.

Achieves grant and partnership opportunities for city goals.

Attracted employment diversification by leveraging strategic economic analysis.

**ADAMS COUNTY GOVERNMENT****Management Analyst Intern , 1/16-6/17**

Negotiated an intergovernmental agreement with Ralston House to provide child victim advocacy services.

Led a cross-functional team through an RFP process to select a vendor for the multi-building security assessment.

Authored the county's open data policy from comparative and best practice research.

Managed the implementation of performance measurements and strategic planning to improve the organization's efficiency.

Assisted with training, maintenance and supervision related to the implementation of the county's first performance management program.

Assists in guidance of the county's innovation efforts through supervision of the 2016 innovation fund project milestones and budget.

**EDUCATION**

UNIVERSITY OF COLORADO DENVER, Denver,  
CO Masters of Public Policy Candidate, 2020  
Cathy Shipley Best and Brightest Program 2016  
COLORADO STATE UNIVERSITY, Fort Collins, CO  
BA : Economics and Political Science, 2016

**AWARDS**

City of Lone Tree Gold Cup Award : Legislative Work  
Smart Cities Connect Smart 50 Award - Link on Demand  
DRCOG Metro Vision Award - Link on Demand  
Metro Innovative Solutions Award - Link on Demand

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.

**Seth Hoffman**

Relationship: City Manager - Lone Tree  
Years Known: 2

Phone: 3037081818

**Kristin Baumgartner**



Relationship: Deputy City Manager - Lone Tree  
Years Known: 2

Phone: 303-708-1818

Todd Leopold

Relationship: Former Supervisor - Adams County Manager  
Years Known: 4

Phone: 7203942375

### Job Questions

#### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>A focus on collaborative leadership; a strong preference for coordinating teams to research and deliver solutions over being inflexible in the decision-making process. Patience and earnestness in their approach to leadership. A We over Me attitude.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I've observed that City Managers are tasked with providing innovative solutions to navigating unfamiliar situations. I demonstrated this best when tasked with developing a transportation service without any prior experience. I moved the program from the pilot phase to a permanent service during which we tripled ridership and became a national model for micro-transit; winning multiple awards.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>The role of the city manager is to provide and coordinate the technical knowledge and resources to implement council policy. If there is a disagreement, it should be along feasibility or ethical lines. These reasons should be expressed respectfully, rigorously and concisely. If there is still the desire to move forward, it is the job of the city manager to move forward with the policy despite disagreements. Ultimately it is about working together as a team.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Leadership is the courage to inspire and move initiatives forward against the obstacles that present themselves. That being said, it must be first about empowering the experience of others and being</p>	

your resume or cover letter) \*

intentional about developing relationships. Leadership in small to mid-size communities means being highly engaged and visble.

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I have extensive experience as a policy professional, with the demonstrated ability of quickly establishing knowledge about complex policy issues involving the interaction of state legislation and municipal authority. One of my strengths is being able to break down complex issues into easily understandable pieces of information.

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	Yes	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	Yes	
On what date would you be available for work? *	2/1/2019	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	Yes	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

#### Education |

Question	Answer	Disqualifier?
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Describe any specialized training, apprenticeship, skills and extra-curricular activities. \*

Economic Development Training Emerging Managers Program

Describe any job-related training received in the United States military. \*

NA

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

ICMA Student Chapter Member

### Additional Information |

Please enter N/A if the field is not applicable.

**Question**

**Answer**

**Disqualifier?**

**Knowledge and Specialized Skills: \***

Contract Management

**What type of computers and software have you used? \***

Adobe and Microsoft Suites

**Other qualifications specific to this position? \***

NA

**List any certifications you have received: \***

NA

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \***

NA

**State any additional information you feel may be helpful to us in considering your application \***

NA

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Yes

**Are you capable of performing in a reasonable manner, with or without**

reasonable accommodation, the activities described in the job description for which you have applied? \*

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Eric Osterberg

**Date:** 2020-01-14 03:18:38pm

**IP Address:** 50.225.153.210

---

---

**Signature**

---

**Date**



# Eric Osterberg

*Ten year customer service veteran turned emerging leader in local government administration with a commitment to innovation, equity, empowerment, continuous improvement, diversity and empathy. Experienced in program management, contract management, policy development and implementation, performance metrics, data analytics, and strategic planning.*

## PROFESSIONAL COMPETENCIES

- Listening
- Conflict Resolution
- Criticism Responsive
- Relationship Building
- Purchasing and Contract Management
- Public Speaking
- Project Management
- Executive Presentations
- Data Driven Decision Making
- Data Visualization
- Microsoft, Adobe and Cloud Suites
- Invoice Processing

## PROFESSIONAL EXPERIENCE

### CITY OF LONE TREE

*Management Analyst | 8/17 – Present*

- Led the launch team for Link on Demand, a multiple award winning, Mobility on Demand Service that has served as both a national and regional model for the future of public transit.
- Recovered nearly \$6 million in funds for regional recreation service due to astute financial analysis skills.
- Developed the city's legislative program, advocating its interests on over 50 pieces of legislation.
- Achieves grant and partnership opportunities for city goals.
- Attracted employment diversification by leveraging strategic economic analysis.

### ADAMS COUNTY GOVERNMENT

*Management Analyst Intern | 1/16-6/17*

- Negotiated an intergovernmental agreement with Ralston House to provide child victim advocacy services.
- Led a cross-functional team through an RFP process to select a vendor for the multi-building security assessment.
- Authored the county's open data policy from comparative and best practice research.
- Managed the implementation of performance measurements and strategic planning to improve the organization's efficiency.
- Assisted with training, maintenance and supervision related to the implementation of the county's first performance management program.
- Assists in guidance of the county's innovation efforts through supervision of the 2016 innovation fund project milestones and budget.

## EDUCATION

**UNIVERSITY OF COLORADO DENVER, Denver, CO**  
Masters of Public Policy Candidate, 2020  
Cathy Shipley Best and Brightest Program 2016

**COLORADO STATE UNIVERSITY, Fort Collins, CO**  
BA: Economics and Political Science, 2016

## AWARDS

City of Lone Tree Gold Cup Award: Legislative Work  
Smart Cities Connect Smart 50 Award - Link on Demand  
DRCOG Metro Vision Award – Link on Demand  
Metro Innovative Solutions Award – Link on Demand







[Documents](#) [Job Openings](#) [Helpful Links](#)

## Employment Application | Submitted: 20-Dec-2019

AAA

**Robbie Panter**

☎ (325) 812-4774  
✉ rpanter@suddenlink.net  
📍 3002 woodland cir.  
San Angelo, TX 76904  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Indeed - apply

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Allsup's - Current Employer

**Job Title: Full Time/Special Project Director**

**Dates Employed From:** Feb/2019  
**Dates Employed To:** Currently Employed  
**Employment Length:** 0 years, 11 months

**Duties:** Working with the CFO, Accounting Department, Money Order programs (Audits), Directing the Fuel Accounting System (Fire stream)

**Reason For Leaving:** Currently Employed

**Supervisor Name:** david potter

**Address:** Clovis, NM, UNITED STATES

**Phone:** (575) 769-2311

**Ending Rate of Pay:** 125,000

**May We Contact?** Yes

**Allsup's Conv. Stores****Job Title: Contractor****Dates Employed From:** Jul/2018**Dates Employed To:** Feb/2019**Employment Length:** 0 years, 7 months**Duties:** Working with the CFO- Special Projects in the Accounting Department**Reason For Leaving:** hire on**Supervisor Name:** david potter**Address:** Clovis, NM, UNITED STATES**Phone:** (575) 769-2311**Ending Rate of Pay:** 120,000**May We Contact?** Yes**Southwest Convenience Stores, LLC****Job Title: Senior Controller - Accounting****Dates Employed From:** May/2008**Dates Employed To:** Jun/2018**Employment Length:** 10 years, 1 month**Duties:** • Largest 7-Eleven Licensee in the Nation with 309 stores from Waco, Texas to Albuquerque, New Mexico. • Supervise 30 employees in two accounting offices - Odessa and Abilene, Texas. • Manage the PDI accounting system for 100 stores and the Retalix accounting system for 209 stores • Recently switch all 309 to a new store back office (Pinnacle) • Prepare the financial reports, cash flow statements and budgets for the retail division. • Manage all property taxes for 298 locations across Texas and New Mexico. • Coordinate annually with outside big 5 audit firm and representatives • Review policies and procedures with Chief Compliance Officer on Money Service Business**Reason For Leaving:** company sold**Supervisor Name:** yossi lipman**Address:** odessa, TX, UNITED STATES**Phone:** (432) 458-4500**Ending Rate of Pay:** 140,000**May We Contact?** Yes**town and country****Job Title: Senior Director - Accounting****Dates Employed From:** Nov/2005**Dates Employed To:** May/2008**Employment Length:** 2 years, 6 months**Duties:** • Head of Accounting Division including 25-30 employees in Gasoline Accounting, Store Accounting, Accounts Payable, Accounts Receivable, General Ledger Accounting, Cash Management, Mail room/Switchboard, and Custodial Departments. • Responsible for all monthly and annual financial statements for company grossing over \$780 million annually. • Manage all fixed asset accounts and property taxes for 175 locations across Texas and New Mexico. • Coordinate annually with outside big 5 audit firm and representatives. • File all federal and state fuel tax reports**Reason For Leaving:** company sold**Supervisor Name:** tom winter**Address:** San Angelo, TX, UNITED STATES**Phone:** (325) 655-0676**Ending Rate of Pay:** 100,000**May We Contact?** Yes

Town & Country Food Stores, Inc

Job Title: Controller- Accounting

Dates Employed From: Apr/1994

Dates Employed To: Nov/2005

Employment Length: 11 years, 7 months

Duties: Duties same as Senior Director above

Reason For Leaving: company sold

Supervisor Name: tom winter

Address: san angelo, TX, UNITED STATES

Phone: (325) 655-0676

Ending Rate of Pay: 100,000

May We Contact? Yes

Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

Angelo State University

Degree: BA

Major: Accounting

Graduated? Yes

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Robbie Ray Panter current.doc	Q Preview Download
Robbie Ray Panter-profile.doc	Q Preview Download
65252186 - uploaded resume.doc	Q Preview Download

Text Only Resume

rpanter@suddenlink.net  
Robbie Panter

(325) 812.4774  
San Angelo, TX 76904

Full Time/Special Project Director Allsup's

February 2019 to Present

Working with the CFO, Accounting Department, Money Order programs (Audits),  
Directing the Fuel Accounting System (Fire stream)

Contractor Allsups Conv. Stores Clovis, NM

July 2018 to February 2019

Working with the CFO- Special Projects in the Accounting Department

Senior Controller - Accounting Southwest Convenience Stores, LLC Odessa, TX  
May 2008 to June 2018

- Largest 7-Eleven Licensee in the Nation with 309 stores from Waco, Texas to Albuquerque, New Mexico.
- Supervise 30 employees in two accounting offices - Odessa and Abilene, Texas.
- Manage the PDI accounting system for 100 stores and the Retailix accounting system for 209 stores
- Recently switch all 309 to a new store back office (Pinnacle)
- Prepare the financial reports, cash flow statements and budgets for the retail division.
- Manage all property taxes for 298 locations across Texas and New Mexico.
- Coordinate annually with outside big 5 audit firm and representatives
- Review policies and procedures with Chief Compliance Officer on Money Service Business

Senior Director - Accounting Town & Country Food Stores, Inc San Angelo, TX  
November 2005 to May 2008

- Head of Accounting Division including 25-30 employees in Gasoline Accounting, Store Accounting, Accounts Payable, Accounts Receivable, General Ledger Accounting, Cash Management, Mail room/Switchboard, and Custodial Departments.
- Responsible for all monthly and annual financial statements for company grossing over \$780 million annually.
- Manage all fixed asset accounts and property taxes for 175 locations across Texas and New Mexico.
- Coordinate annually with outside big 5 audit firm and representatives.
- File all federal and state fuel tax reports

Controller- Accounting Town & Country Food Stores, Inc San Angelo, TX  
April 1994 to November 2005

Duties same as Senior Director above

Assistant Controller - Accounting Town & Country Food Stores, Inc San Angelo, TX

January 1982 to April 1994

District Manager Town & Country Food Stores, Inc Lubbock, TX  
September 1979 to January 1982

Store Manager Town & Country Food Stores, Inc Lubbock, TX  
September 1977 to September 1979

Clerk Town & Country Food Stores, Inc Lubbock, TX  
January 1977 to September 1977

BA Accounting Angelo State University

1999

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

**scott prall**

Relationship: co-workere  
Years Known: 12

Phone: 4325590112

**david potter**

Relationship: boss  
Years Known: 12

Phone: 5757692311

**melanie wilson**

Relationship: coworker  
Years Known: 12

Phone: 4329675092

## Job Questions

### City Manager 2019 |

**Question**

**Answer**

**Disqualifier?**

What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question

Manage the city. But take of the people

responses as a separate attachment as you would your resume or cover letter) \*

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Been invovled in many united way agencies. Making sure the agencies stay to budget

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Understand the new policy, and compromise if i need too

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Train the employee and let them develop and grow

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

Been a controller for more than 30 years and managed many departments

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	

If yes, Please give dates:

This question was not answered.

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) \*

No

On what date would you be available for work? \*

12/30/2019

Can you travel if the job requires it? \*

Yes

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) \*

No

If yes, Please explain

This question was not answered.

Are you 18 years of age or older? \*

Yes

### Education |

Question

Answer

Disqualifier?

Describe any specialized training, apprenticeship, skills and extra-curricular activities. \*

adjust to any type of work

Describe any job-related training received in the United States military. \*

n/a

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

work with united way agencies

### Additional Information |

Please enter N/A if the field is not applicable.

Question

Answer

Disqualifier?

Knowledge and Specialized Skills: \*

worked with many different soft ware

What type of computers and software have you used? \*

all types

**Other qualifications specific to this position? \*** love to work and enjoy working with people and want a long term job

**List any certifications you have received: \*** n/a

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*** n/a

**State any additional information you feel may be helpful to us in considering your application \*** willing to relocate

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*** Yes

### **Applicant Statement**

**I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.**

**I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.**

**I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.**

**This application for employment shall be considered active for a period of time not to exceed one year. If the**



applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

Signature: robbie panter

Date: 2019-12-20 06:37:14am

IP Address: 63.239.2.98

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Robbie Ray Panter**

---

3002 Woodland Cir., San Angelo, Texas 76904

(325) 812.4774

[rpanter@suddenlink.net](mailto:rpanter@suddenlink.net)

### **Experience:**

#### **02/01/2019-Present-Full Time/Special Project Director**

**Working with the CFO, Accounting Department, Money Order programs (Audits),  
Directing the Fuel Accounting System (Firestream)**

#### **07/06/2018 to 02/01/2019-Contractor for Allsup's Conv. Stores Corporate Headquarters, Clovis, New Mexico**

**Working with the CFO- Special Projects in the Accounting Department**

#### **05/2008 to June 8<sup>th</sup>, 2018 –Senior Controller – Accounting, Southwest Convenience Stores, LLC.**

Corporate Headquarters, Odessa, Texas

- Largest 7-Eleven Licensee in the Nation with 309 stores from Waco, Texas to Albuquerque, New Mexico.
- Supervise 30 employees in two accounting offices – Odessa and Abilene, Texas.
- Manage the PDI accounting system for 100 stores and the Retailix accounting system for 209 stores
- Recently switch all 309 to a new store back office (Pinnacle)
- Prepare the financial reports, cash flow statements and budgets for the retail division.
- Manage all property taxes for 298 locations across Texas and New Mexico.
- Coordinate annually with outside big 5 audit firm and representatives
- Review policies and procedures with Chief Compliance Officer on Money Service Business

#### **11/2005 to 05/2008 – Senior Director – Accounting, Town & Country Food Stores, Inc.**

Corporate Headquarters, San Angelo, Texas

- Head of Accounting Division including 25-30 employees in Gasoline Accounting, Store Accounting, Accounts Payable, Accounts Receivable, General Ledger Accounting, Cash Management, Mail room/Switchboard, and Custodial Departments.

- Responsible for all monthly and annual financial statements for company grossing over \$780 million annually.
- Manage all fixed asset accounts and property taxes for 175 locations across Texas and New Mexico.
- Coordinate annually with outside big 5 audit firm and representatives.
- File all federal and state fuel tax reports

**04/1994 to 11/2005 – Controller- Accounting, town & Country Food Stores, Inc.**  
Corporate Headquarters, San Angelo, Texas

- Duties same as Senior Director above

**01/1982 to 04/1994- Assistant Controller – Accounting, Town & Country Food Stores, Inc.**  
Corporate Headquarters, San Angelo, Texas

**09/1979 to 01/1982 – District Manager, Town & Country Food Stores, Inc. - Lubbock, Texas**

**09/1977 to 09/1979 – Store Manager – Town & Country Food Stores, Inc. – Lubbock, Texas**

**01/1977 to 09/1977- Clerk – Town & Country Food Stores, Inc. – Lubbock, Texas**

**Volunteer Service:**

Treasurer, San Angelo Day Nursery  
 Coach, volleyball and Basketball, YMCA, San Angelo, Texas  
 President and Treasurer, Lakeview Little League, San Angelo, Texas  
 Loaned Executive, United Way of the Concho Valley, San Angelo, Texas

**Education:**

1999- BA Accounting, Angelo State University

## ***Robbie Ray Panter***

**Current job: Special Project Director at Allsup's Conv. Stores, Duties are the following: working close to the CFO with projects(Money order Audits/Texas, New Mexico Banking Division and other projects), In charge of the Fuel Accounting system at Allsup's(preparing the fuel p&l's for the Company). I believe that with the background I have, I can do most anything I am ask of from my CFO. There for I feel that I could be a CFO anywhere I go.**

Senior Controller- Accounting- Southwest Convenience Stores, LLC and Skinny's, LLC

I managed the accounting operation for 309 convenience stores and supervises 30 employees in 2 accounting offices and prepared the financial reports, cash flow statements and budgets for the retail division. Managed all property taxes for the 309 locations across Texas and New Mexico, and reviewed policies and procedures with Chief Compliance Officer on the Money Service Business.

### **Experience:**

I had been in this role as Senior Controller since 2008.

I began my career in 1977 as a store clerk for Town & Country Food Stores, Inc. and was promoted to store manager, district manager, Assistant Controller, Controller and Senior Director of Accounting in my 31 years there. Town and Country sold their 168 stores allowing myself to come to Alon Brands. Then Alon Brands sold the 309 stores to Delek, so I had to move to Allsup's. Delek moved all accounting management to Tennessee

### **Accomplishments:**

- Obtained a BA Accounting degree from Angelo State University
- The liaison between the retail and wholesale divisions
  
- Coordinated the implementation of a new accounting system (Pinnacle) for Retailix and PDI for the 309 stores

### **Strengths:**

- My whole career has been in the convenience store industry and understand the operation from the ground up.
- My supervisory skills are excellent. I encourage the "team mentality" and allows my staff to excel to their full potential.
- I strive to work professionally with all the departments within a Company

**Special Skills:**

- Delegate as much as possible of accounting, such as audits, month closing and incorporating new software.
- Engage anyone in conversation and set the mood for a good meeting.
- Feel comfortable to adapt to various accounting systems simultaneously.

With my background and able to adjust to different positions, and willing to relocate, I believe I would be perfect for this position

rpanter@suddenlink.net  
Robbie Panter

(325) 812.4774  
San Angelo, TX 76904

Full Time/Special Project Director Allsup\'s  
February 2019 to Present  
Working with the CFO, Accounting Department, Money Order programs  
(Audits), Directing the Fuel Accounting System (Fire stream)

Contractor Allsups Conv. Stores Clovis, NM  
July 2018 to February 2019  
Working with the CFO- Special Projects in the Accounting Department

Senior Controller - Accounting Southwest Convenience Stores, LLC Odessa,  
TX

May 2008 to June 2018

- Largest 7-Eleven Licensee in the Nation with 309 stores from Waco, Texas to Albuquerque, New Mexico.
- Supervise 30 employees in two accounting offices - Odessa and Abilene, Texas.
- Manage the PDI accounting system for 100 stores and the Retailix accounting system for 209 stores
- Recently switch all 309 to a new store back office (Pinnacle)
- Prepare the financial reports, cash flow statements and budgets for the retail division.
- Manage all property taxes for 298 locations across Texas and New Mexico.
- Coordinate annually with outside big 5 audit firm and representatives
- Review policies and procedures with Chief Compliance Officer on Money Service Business

Senior Director - Accounting Town & Country Food Stores, Inc San Angelo, TX

November 2005 to May 2008

- Head of Accounting Division including 25-30 employees in Gasoline Accounting, Store Accounting, Accounts Payable, Accounts Receivable, General Ledger Accounting, Cash Management, Mail room/Switchboard, and Custodial Departments.
- Responsible for all monthly and annual financial statements for company grossing over \$780 million annually.
- Manage all fixed asset accounts and property taxes for 175 locations across Texas and New Mexico.
- Coordinate annually with outside big 5 audit firm and representatives.
- File all federal and state fuel tax reports

Controller- Accounting Town & Country Food Stores, Inc San Angelo, TX  
April 1994 to November 2005

Duties same as Senior Director above

Assistant Controller - Accounting Town & Country Food Stores, Inc San  
Angelo, TX  
January 1982 to April 1994

District Manager Town & Country Food Stores, Inc Lubbock, TX  
September 1979 to January 1982

Store Manager Town & Country Food Stores, Inc Lubbock, TX  
September 1977 to September 1979

Clerk Town & Country Food Stores, Inc Lubbock, TX  
January 1977 to September 1977

BA Accounting Angelo State University

1999





**Homer Departments Government**



[Documents](#) [Job Openings](#) [Helpful Links](#)

## Employment Application | Submitted: 02-Jan-2020

AAA

**James Weyermann**

☎ (408) 386-6525  
✉ jweyermann@msn.com  
📍 737 Se E Street  
Madras, OR 97741  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Indeed - apply

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### MAC Recreational District - Current Employer

**Job Title: Executive Director**

**Dates Employed From:** Oct/2018  
**Dates Employed To:** Currently Employed  
**Employment Length:** 1 year, 3 months

**Duties:** Established in 2008, the MAC Recreational District is responsible for the delivery of a variety of sporting, aquatic and recreational activities throughout Jefferson County. It is a young recreational district based in the City of Madras, Oregon and serves a very diverse population. The Recreational District works in collaboration with the local school

**Supervisor Name:** Board Chairperson

**Address:** Madras, OR, UNITED STATES  
**Phone:** 541-475-4253

**Ending Rate of Pay:** 90,000

**May We Contact?** No

districts, the City and County Parks Departments, the Native American Recreational Center and other local community groups. Keeping everyone active is the simple mission. Providing for healthy lifestyles and activities for all ages.

**Reason For Leaving:** Currently Employed

### 3 Ball USA

#### **Job Title:** COO

**Dates Employed From:** Feb/2017

**Dates Employed To:** Sep/2018

**Employment Length:** 1 year, 7 months

**Duties:** 3BALL USA is the nation's first professional 3x3 basketball league(both men's and women's).&nbsp;3x3 basketball developed over the past 10 years by the international Basketball Federation, (FIBA), has been officially added to the Olympic Games and will debut in 2020 (Tokyo).&nbsp;3BALL USA will be using FIBA 3x3basketball basketball game rules (same as the Olympics rules), which have been designed to enhance the game as spectator sport:&nbsp;faster pace, shorter games and maximum intensity.&nbsp;Our teams, which will feature outstanding young basketball talent, will also be competing for the right to represent America and win a Gold medal at the Olympic games.

**Reason For Leaving:** New Position

**Supervisor Name:** Mike Wranovick

**Address:** San Jose, CA, UNITED STATES

**Phone:** 408-386-6525

**Ending Rate of Pay:** 120,000

**May We Contact?** No

### Golden State Warriors

#### **Job Title:** Vice President New Franchise Development

**Dates Employed From:** Jun/2011

**Dates Employed To:** Jan/2017

**Employment Length:** 5 years, 7 months

**Duties:** Interim CMO of the Golden State Warriors: responsible for all marketing, advertising, website and game presentation for the Golden State Warriors Professional Basketball team. VP of New Franchise Development: Charged with acquisition of the Dakota Wizards, NBA D League for relocation to Santa Cruz. President of the Santa Cruz Warriors: Responsible for all aspects of the team's business operations and launch. Managed the unique challenge of collaborating with local government to construct a new arena to host the Santa Cruz Warriors. Responsible for designing and implementing the team's launch marketing and communications plan which establish new League-wide revenue records. Became the first team to exceed 1m in season ticket sales through an innovated marketing/sales plan driven by unique combination of social media and public affairs. NBA Franchised recognized with 15 marketing and sales awards during four-year period.

**Reason For Leaving:** New Job

**Supervisor Name:** Kirk Lacob

**Address:** Oakland, CA, UNITED STATES

**Phone:** (510) 867-4763

**Ending Rate of Pay:** 265,000

**May We Contact?** Yes

## San Jose Giants

### Job Title: President

**Dates Employed From:** Oct/2005

**Dates Employed To:** Jun/2011

**Employment Length:** 5 years, 8 months

**Duties:** As President, was responsible for the comprehensive management of the franchise. Including, authoring the five-year business plan, and the corresponding integrated marketing and public affairs campaign. Conducting a comprehensive analysis of operational capabilities and the related capital investments required in support of our business objectives. Use of creative financing options to fund required improvements such as the use of 2.5 million dollars in government redevelopment capital granted to the team through a rigorous competitive process. The results included, setting attendance records during four consecutive seasons while becoming the top revenue producing team in our league. Those accomplishments propelled the franchise valuation from 52k per unit to 85k per unit, resulting in the sale of majority ownership to the SF Giants in 2010. The On-Field and business success was recognized through the following results, franchise won a record Four California League Championships in six seasons; was awarded the President's Trophy for Best Franchise in all of minor league baseball (162 teams) in 2010 and was awarded Baseball America's National award for the top operating franchise in Class A minor league baseball 2010. Selected Earlier Positions Held:

**Reason For Leaving:** New Job

**Supervisor Name:** Rich Kelley

**Address:** San Jose, CA, UNITED STATES

**Phone:** 408-297-1453

**Ending Rate of Pay:** 167,000

**May We Contact?** Yes

## Stanford University

### Job Title: Director of Marketing and Development

**Dates Employed From:** Jul/2002

**Dates Employed To:** Oct/2005

**Employment Length:** 3 years, 3 months

**Duties:** Responsible for the national launch of this organization with Hall of Fame Coach Phil Jackson. Wrote Grants, launched a membership program and handled corporate sponsorship programs. Our mission was to create a positive youth sports experience for all kids through the training of positive Coaches. PCA has become one of the nation's top youth sports organizations.

**Reason For Leaving:** New Job

**Supervisor Name:** Jim Thompson

**Address:** Palo Alto, OR, UNITED STATES

**Phone:** (408) 386-6525

**Ending Rate of Pay:** 100,000

**May We Contact?** Yes

## EMP Museum

### Job Title: Director of External Affairs

**Dates Employed From:** Mar/1999

**Supervisor Name:** Jody Allen

**Address:** Seattle, WA, UNITED STATES

**Dates Employed To:** Jun/2002  
**Employment Length:** 3 years, 3 months

**Duties:** Designed and implemented a national and international marketing/PR/Sales launch of Paul Allen's Experience music project in Seattle. The campaign was highly successful and awarded a national award for best PR campaign of the year. Handled all development activity including grant writing, membership drive, annual fund campaign and corporate partnerships.

**Reason For Leaving:** New Job

**STATES**  
**Phone:** 206-684-7200  
**Ending Rate of Pay:** 105,000  
**May We Contact?** Yes

## Seattle Center

**Job Title:** Deputy Director

**Dates Employed From:** Mar/1985  
**Dates Employed To:** Jun/1996  
**Employment Length:** 11 years, 3 months

**Duties:** Seattle Center is the 72-acre site of the 1960 World's Fair, mostly recognized today as the home to the Space Needle and the Experience Music Project. It is a collection of 28 facilities which hosts over 500 events each year including professional sports, family touring shows, concerts and a number of Seattle's top arts organizations. As Deputy Director, I was charged with the event marketing, production, Sales and servicing of events at Seattle Center. Since it is a department of the City of Seattle, we reported to the Mayor and City Council, which included writing new legislation that would allow for events and activities not covered by the existing laws. Worked with a vast variety of commercial promoters, community organizations and non-profits during this 10-year period.

**Reason For Leaving:** New Job

**Supervisor Name:**  
 Virginia Anderson  
**Address:** Seattle, WA, UNITED STATES  
**Phone:** 206-684-7200  
**Ending Rate of Pay:** 89,000  
**May We Contact?** Yes

## Seattle Children's Theatre

**Job Title:** Managing Director

**Dates Employed From:** Jun/1982  
**Dates Employed To:** Mar/1985  
**Employment Length:** 2 years, 9 months

**Duties:** Joined the theatre when it was in a major operating deficit; Redesigned the business model and marketing. It is now the second largest theatre in the country for young audiences.

**Reason For Leaving:** New Job

**Supervisor Name:** Board Chairperson  
**Address:** Seattle, OR, UNITED STATES  
**Phone:** (408) 386-6525  
**Ending Rate of Pay:** 85,000  
**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

# Pacific Lutheran University

**Degree:** Bachelor of Arts

**Graduated?** Yes

**Major:** Marketing/Communications/Public Administration

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
James_Weyermann.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
Copy of Fundraising History - 2018 - ED_5267_.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
pressclippings.doc2.doc	<a href="#">Q Preview</a> <a href="#">Download</a>
65518821 - uploaded resume.doc	<a href="#">Q Preview</a> <a href="#">Download</a>

## Text Only Resume

Attachment: Non-Profit and Government related experience  
 Non-Profit and Government Senior Management Positions  
 Board Member, Woodland Park Zoo, Seattle Washington: 1986-1992 (Chair of the Marketing, Fundraising and Finance Committees respectively, member of the Executive Committee. Chairperson, Annual Fund major Fundraising Event)  
 Managing Director of the Seattle Children's Theatre: 1982-1985  
 Deputy Director of the Seattle Center under three different Mayor in Seattle: 1985-1996  
 Director of External Affairs, Paul Allen's Experience Music Project: 1999-2002  
 Director of Development and Communications, Positive Coaching Alliance, Stanford University: 2002-2005  
 United States Senate Staff member: United States Senator Warren Magnuson, President Pro-Temp of the Senate; Chair Appropriations Committee (Staffed the process to create the Senate Budget Version for the United States of America. 1979-1980  
 Major Communication Campaigns  
 International launch of Experience Music project: In addition to designing the national and international Public information campaigns, handle key messages for principals, including Microsoft Co-Founder Paul Allen, Jody Patton and all senior executives.  
 Communications plan for the successful passage of Seattle Center 80m Redevelopment Bond Issue. Prepared Key messages and speeches for mayor,

Department Heads, led public meetings and marketing campaign.  
National Campaign for Seattle Children's Theatre and the Stage debut of NBA great Bill Russell

Launch Campaign for the Golden Baseball League

Launch Campaign for the Santa Cruz Warriors

National launch campaign for Positive Coaching Alliance

Relaunch campaign for the San Jose Giants

Fundraising Experience Summary Report Available

I bring 15 years' direct experience in managing non-profit or government organizations. Responsible of all business operations including, writing grants and corporate sponsorships at the national, regional, county and City levels. I have success in applying for federal, State and City programs; corporate sponsorships with most of the largest companies in the United States. I have designed and implement a variety of membership and other fundraising special events.

Designed and lunched membership/donor campaigns for Experience Music Project, Seattle Children's Theatre, Positive Coaching Alliance, Stanford University.

Raised capital funds for 5 building campaigns

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I have done over 1000 speeches in my career and designed hundreds of presentations to a variety of audiences. Rotary groups, Lions Clubs and service organizations of all types and sizes; Board Meetings; Press Conferences; Investor meetings; Corporate sponsorship proposals; Webinars to clients and prospective clients; trade shows; training videos; Industry panel discussions, just to name a few. Unique presentation experience to government organizations and elected officials. Strong track record in getting key legislation passed at the local, regional and national levels.  
Government

Having spent 13 years in government, at a variety of different levels, I have learned how the process works. This has helped me to be very successful in this arena. I have direct experience in writing legislation, lobbying for specific changes to the laws and getting things accomplished in a very difficult arena.

Unique Revenue and/or Fundraising Events:

Woodland Park Zoo Safari. Annual Summer Fundraising Event.

"Draw the Elephants New Home", Woodland Park Zoo capital drive for new Elephant house.

Safari Treasure Map, Woodland Park Zoo Children's interactive educational guide, with prizes for the kids.

Dinner with the Director...made and served by the Director. SCT Fundraising event.

Backstage Celebration. Annual Winter fundraising Event for the national equity theatre, Seattle Children's Theatre.

Meet the Team. Golden State warriors.

Casino Night, Golden State Warriors Foundation

Pearl Jam in the Park. City of Seattle Homeless Shelter

Grateful Dead Downtown. City of Seattle, "Fill the Potholes" Concert.

Opening Weekend of Experience Music Project. Paul Allen, Co-Founder

Microsoft. 8 stages, 360 musicians, three days of music. Seattle Center



### Social Media

Used all avenues of available social media channels in my previous positions. Producing specific programming elements for each option, Instagram, Facebook, Twitter, google ad words, use of Google Analytics, search engine key words, just to name a few. Ensure that website design and function also work in these areas.

jweyermann@msn.com  
James Weyermann  
Executive Director

408-386-6525  
Madras, OR

Executive Director MAC Recreational District Madras, OR  
October 2018 to Present

Established in 2008, the MAC Recreational District is responsible for the delivery of a variety of sporting, aquatic and recreational activities throughout Jefferson County. It is a young recreational district based in the City of Madras, Oregon and serves a very diverse population. The Recreational District works in collaboration with the local school districts, the City and County Parks Departments, the Native American Recreational Center and other local community groups. Keeping everyone active is the simple mission. Providing for healthy lifestyles and activities for all ages.

COO 3 Ball USA San Jose, CA

February 2017 to September 2018

3BALL USA is the nation's first professional 3x3 basketball league (both men's and women's). 3x3 basketball developed over the past 10 years by the international Basketball Federation, (FIBA), has been officially added to the Olympic Games and will debut in 2020 (Tokyo). 3BALL USA will be using FIBA 3x3 basketball game rules (same as the Olympics rules), which have been designed to enhance the game as spectator sport: faster pace, shorter games and maximum intensity. Our teams, which will feature outstanding young basketball talent, will also be competing for the right to represent America and win a Gold medal at the Olympic games.

Vice President New Franchise Development Golden State Warriors Oakland, CA  
June 2011 to January 2017

Interim CMO of the Golden State Warriors: responsible for all marketing, advertising, website and game presentation for the Golden State Warriors Professional Basketball team.

VP of New Franchise Development: Charged with acquisition of the Dakota Wizards, NBA D League for relocation to Santa Cruz.

President of the Santa Cruz Warriors: Responsible for all aspects of the team's business operations and launch. Managed the unique challenge of collaborating with local government to construct a new arena to host the

Santa Cruz Warriors. Responsible for designing and implementing the team's launch marketing and communications plan which establish new League-wide revenue records. Became the first team to exceed 1m in season ticket sales through an innovated marketing/sales plan driven by unique combination of social media and public affairs. NBA Franchised recognized with 15 marketing and sales awards during four-year period.

President San Jose Giants San Jose, CA  
October 2005 to June 2011

As President, was responsible for the comprehensive management of the franchise. Including, authoring the five-year business plan, and the corresponding integrated marketing and public affairs campaign. Conducting a comprehensive analysis of operational capabilities and the related capital investments required in support of our business objectives. Use of creative financing options to fund required improvements such as the use of 2.5 million dollars in government redevelopment capital granted to the team through a rigorous competitive process. The results included, setting attendance records during four consecutive seasons while becoming the top revenue producing team in our league. Those accomplishments propelled the franchise valuation from 52k per unit to 85k per unit, resulting in the sale of majority ownership to the SF Giants in 2010. The On-Field and business success was recognized through the following results, franchise won a record Four California League Championships in six seasons; was awarded the President's Trophy for Best Franchise in all of minor league baseball (162 teams) in 2010 and was awarded Baseball America's National award for the top operating franchise in Class A minor league baseball 2010.

Selected Earlier Positions Held:

Director of Marketing and Development Stanford University Stanford, CA  
July 2002 to October 2005

Responsible for the national launch of this organization with Hall of Fame Coach Phil Jackson. Wrote Grants, launched a membership program and handled corporate sponsorship programs. Our mission was to create a positive youth sports experience for all kids through the training of positive Coaches. PCA has become one of the nation's top youth sports organizations.

Director of External Affairs EMP Museum Seattle, WA  
March 1999 to June 2002

Designed and implemented a national and international marketing/PR/Sales launch of Paul Allen's Experience music project in Seattle. The campaign was highly successful and awarded a national award for best PR campaign of the year. Handled all development activity including grant writing, membership drive, annual fund campaign and corporate partnerships.

Deputy Director Seattle Center Seattle, WA  
March 1985 to June 1996

Seattle Center is the 72-acre site of the 1960 World's Fair, mostly recognized today as the home to the Space Needle and the Experience Music



Project. It is a collection of 28 facilities which hosts over 500 events each year including professional sports, family touring shows, concerts and a number of Seattle's top arts organizations. As Deputy Director, I was charged with the event marketing, production, Sales and servicing of events at Seattle Center. Since it is a department of the City of Seattle, we reported to the Mayor and City Council, which included writing new legislation that would allow for events and activities not covered by the existing laws. Worked with a vast variety of commercial promoters, community organizations and non-profits during this 10-year period.

Managing Director Seattle Children's Theatre Seattle, WA

June 1982 to March 1985

Joined the theatre when it was in a major operating deficit; Redesigned the business model and marketing. It is now the second largest theatre in the country for young audiences.

Bachelor of Arts Marketing/Communications/Public Administration Pacific Lutheran University  
Tacoma, WA

Business Stanford Business School regarding sports management  
Seattle, WA

Specialty Skills/Corporate Sponsorships/Fundraising Development and Implementation of Strategic Business Plans (National Awards: President's Trophy MiLB; Freitas Award Baseball America; PR's National Campaign Award)) Successful Fundraiser having written over 200 grants to National, regional and local government and Foundations. Designed and implemented membership campaigns and fundraising special events. Single largest grant secured was 1 million dollars from Safeway. Design and implementation of Complex Integrated Marketing Programs (National Award for the launch of the Experience Music Project in Seattle, WA) Executive Management/Management of Complex Cross-Functional Teams: Government Departments/Cultural organizations/large corporate structures. Three of my previous positions are now Stanford Business School case studies. Built and Launched three major facilities: Key Arena, KP Arena and Experience Music Project Highly successful corporate sponsorship Programs: Including but not limited to: Nike, Adidas, Kaiser Permanente, Apple, Google, E-Bay, Chevron, Comerica, Safeway, Wells Fargo, Lucky, 7-11, Taco Bell, Alaska Airlines, Labor Unions, Redevelopment Funding: City of San Jose (2.5 million-dollar grant) (10+ years), Marketing, Strategic Planning, budget, training, Powerpoint, Word, retail sales

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

**Kirk Lacob**

Relationship: Former partner  
Years Known: 15

Phone: 650-380-4444

**Brandon Schneider**

Relationship: Co Woker at GSW  
Years Known: 7

Phone: 510-867-4763

**Rich Kelley**

Relationship: Friend/Former Boss  
Years Known: 15

Phone: 650-323-8491

**Job Questions**

**City Manager 2019 |**

**Question**

**Answer**

**Disqualifier?**

What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Integrity Person of their word  
Honest/Trustworthy Creative problem solver  
Leads by example Represents the interests of the entire community

Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Mercury News Story San Jose wins Johnson Trophy; Chattanooga Wins MacPhail Trophy by Kevin Reichard on November 11, 2009 in Minor-League Baseball, News The San Jose Giants and the Chattanooga Lookouts are the winners of two of Minor League Baseball's major awards: the John H. Johnson President's Trophy and Larry MacPhail Trophy, respectively. The San Jose Giants and the Chattanooga Lookouts are the winners of two of Minor League Baseball's major awards: the John H. Johnson President's Trophy and Larry MacPhail Trophy, respectively. John H. Johnson President's Trophy – San Jose Giants The President's Trophy, Minor League Baseball's top award, is presented annually to honor the complete baseball franchise-based on

franchise stability; contributions to league stability; contributions to baseball in the community; and promotion of the baseball industry. The San Jose Giants completed their 31st consecutive season in the California League in 2009. Despite playing in one of the older Minor League ballparks, and the presence of two Major League clubs in adjacent markets, San Jose attracted over 220,000 fans, including playoffs. It marked the fourth straight year the Giants have set a regular season attendance record, and the first time the club has topped the 200,000 mark. San Jose, who claimed their third league title in the last five years this season, also experienced record revenues and net profits in 2009. "This has been a magical season and our fans deserve so much of the credit," said San Jose President and CEO Jim Weyermann. "To be honored by our peers with this prestigious award is the greatest single achievement in our franchise history. It places the San Jose Giants in elite company alongside previous winners and we thank Pat O'Conner for his recognition of the outstanding baseball community that resides in Santa Clara County." San Jose, which has been affiliated with the San Francisco Giants since 1988, continued its long history of supporting community endeavors, as the club raised over \$400,000 for youth sports organizations, schools and other non-profit organizations in their area. The club also stepped in when the city of San Jose's official July 4th celebration was cancelled, raising the necessary funds and coordinating the event in less than a week so it could be held as originally scheduled. Weyermann and his staff also made Municipal Stadium available at no cost for other community initiatives, such as free movie nights and anti-gang programs, throughout the year.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\*  
(Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would**

**Staff's job is to provide the Council and Mayor with the best information available to make the tough decisions. In that report, the staff's recommendation can be outlined but if the elected officials decide to move in a different direction, the City Manager must bring together the community resources to**

your resume or cover letter) \*

accomplish the goals provided.

What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Compare yourself to the best operated Cities in America, determine where you have to improve and set your sights on becoming one of the top recognized operations across the country.

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Comprehensive experience in operations, capital projects, open space and recreational programs. Major fundraising experience and deep ties to professional baseball and the NBA.

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	After 2 weeks notice and relocation.	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	

Are you 18 years of age or older? \* Yes

Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Wide variety of volunteer Board positions.	
Describe any job-related training received in the United States military. *	N/A	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	Listed in previous handout	

Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Worked for a U.S. Senator and three Seattle Mayors. Expertise in budgeting, capital projects, sponsorships, fundraising, speeches, master planning, community out reach, ordinance process, government budgeting etc.	
What type of computers and software have you used? *	Microsoft Office	
Other qualifications specific to this position? *	San Jose wins Johnson Trophy; Chattanooga Wins MacPhail Trophy by Kevin Reichard on November 11, 2009 in Minor-League Baseball, News The San Jose Giants and the Chattanooga Lookouts are the winners of two of Minor League Baseball's major awards: the John H. Johnson President's Trophy and Larry MacPhail Trophy, respectively. The San Jose Giants and the Chattanooga Lookouts are the winners of two of Minor League Baseball's major awards: the John H. Johnson President's Trophy and Larry MacPhail Trophy, respectively. John H. Johnson President's Trophy – San Jose Giants The President's Trophy, Minor League Baseball's top award, is presented annually to honor the complete baseball franchise-based on	

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**List any certifications you have received: \***

N/A

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including**

N/A

stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

State any additional information you feel may be helpful to us in considering your application \* N/A

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \* Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other

protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

Signature: James Weyermann

Date: 2020-01-02 12:55:04pm

IP Address: 12.198.168.57

---

Signature

---

Date



Attachment: Non-Profit and Government related experience  
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Microsoft. 8 stages, 360 musicians, three days of music. Seattle Center Social Media

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jweyermann@msn.com

James Weyermann

Executive Director

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Madras, OR

Executive Director MAC Recreational District Madras, OR

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Tacoma, WA

Business Stanford Business School regarding sports management  
Seattle, WA

Specialty Skills/Corporate Sponsorships/Fundraising Development and Implementation of Strategic Business Plans (National Awards: President\'s Trophy MiLB; Freitas Award Baseball America; PR\'s National Campaign Award)) Successful Fundraiser having written over 200 grants to National, regional and local government and Foundations. Designed and implemented membership campaigns and fundraising special events. Single largest grant secured was 1 million dollars from Safeway. Design and implementation of Complex Integrated Marketing Programs (National Award for the launch of the Experience Music Project in Seattle, WA) Executive Management/Management of Complex Cross-Functional Teams: Government Departments/Cultural organizations/large corporate structures. Three of my previous positions are now Stanford Business School case studies. Built and Launched three major facilities: Key Arena, KP Arena and Experience Music Project Highly successful corporate sponsorship Programs: Including but not limited to: Nike, Adidas, Kaiser Permanente,

Apple, Google, E-Bay, Chevron, Comerica, Safeway, Wells Fargo, Lucky, 7-11, Taco Bell, Alaska Airlines, Labor Unions, Redevelopment Funding: City of San Jose (2.5 million-dollar grant) (10+ years), Marketing, Strategic Planning, budget, training, Powerpoint, Word, retail sales

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*Press Stories from My Career:*

December, 2019

# Warriors turned Surf City into Hoop City

By Maria Gaura

Published 3:50 pm PST, Friday, November 14, 2014

Santa Cruz bills itself as Surf City and has a reputation for being tough on developers. So there were plenty of scoffers when sports promoter Jim Weyermann showed up at City Hall in 2012 and proposed building a basketball arena, downtown, on borrowed land, before the end of the year.

Weyermann's employer, the NBA's Golden State Warriors, was in the process of moving its Development League team from North Dakota to California, and Weyermann was determined that Santa Cruz would be its new home.

The city officials in the room were less than enthusiastic.

"The reaction I got ranged from skepticism to outright disdain," says

Weyermann, president of the team now known as the Santa Cruz Warriors.

"There was an assumption that sports weren't a good fit, that things like this can't happen in Santa Cruz. But I knew this city would be a perfect fit for our team. I was willing to stake my career on it. Somehow, the impossible happened. The 2,500-seat Kaiser Permanente Arena, a towering, tent-style facility, was built in 78 days, opening in time for the Santa Cruz Warriors' first home game on Dec. 23, 2012.

# Santa Cruz Warriors open just-built arena

SANTA CRUZ WARRIORS

By **Rusty Simmons**

Updated 11:42 pm PST, Saturday, December 22, 2012

When more than 2,500 swarm into Kaiser Permanente Arena on Sunday, **Jim Weyermann** will have every right to pump out his chest and mock each naysayer who said that erecting the structure would be impossible.

But the Santa Cruz Warriors' president will be focused on something much more important than his own pride when Golden State's **NBA Development League** team makes its home debut in an improbable structure that was built in an improbable time frame.

"It's going to be a very powerful moment," said Weyermann, who left the San Jose Giants to join the Warriors. "I'm a huge believer in minor-league sports as a quality-of-life-changer for a community. What we were able to do here will bring families together, and the price point is low enough that there aren't economic, race or class barriers. ...can't wait to see a community that's never had a professional team come together and celebrate that identity. You don't get many opportunities to witness these kinds of things in life."

Santa Cruz is the quintessential California beach town, about 75 miles south of San Francisco. Sitting between thickly wooded mountains and the beach, it has maintained a 1960s feel that makes it the only city in California where folks might "proudly wear Warriors superhero capes around town," Weyermann joked. But Weyermann has projected much more for the city since spending time there in 1998, when Santa Cruz hosted an exhibition game between the **American Basketball League's San Jose Lasers** and Seattle Reign. Tickets for the 1,110-seat Civic Auditorium were being scalped for four times face value.

Weyermann and general manager **Kirk Lacob** presented Golden State owners **Joe Lacob** and **Peter Guber** with a plan Jan. 28 to move the Warriors' D-League



team from Bismarck, N.D., to Santa Cruz. Everything sounded great, except for the biggest of buts: no arena.

They researched the air tent option used for basketball games at the **London Olympics** and thought the technology and fast timetable were a perfect fit. But the idea had never been tested in professional sports, and doubters multiplied because of political and building permit restrictions in California.

"We did what most people said couldn't be done," Weyermann said. "I take tremendous pride in that we weren't constricted by conventional wisdom and that we weren't constricted by the past." In February, the Warriors presented the plan to Santa Cruz and got the city's backing for two-thirds of the cost and help with building restrictions. Weyermann said they had to work on everything at once and adjust to real-time events, instead of using a sequential schedule. The facility has a 15-year warranty, but it was deemed to be temporary, so the team didn't have to deal with the **California Coastal Commission**. Also, with 80 percent support for the project among Santa Cruz residents, the team had political cover when it hit rough patches.

The Warriors were able to erect a \$5.6 million facility, including a 29,000-square-foot arena, having cleaned the vacant lot on which it sits between downtown and the Santa Cruz Beach Boardwalk less than three months ago. There are 25-foot steel walls that hold a fabric roof, and covered walkways lead to the locker rooms and public restrooms.

"It's not a tent," Kirk Lacob said. "It's an arena. You get inside of it in and you think, 'How did they do this?' I think it will get really loud and build a lot of energy, because every seat feels like a courtside seat."

The Warriors sold out Sunday evening's opener in 41 minutes. They've sold close to 1,000 season tickets, making them second in the league in total season-ticket revenue to the **Texas Legends**, who play in an arena that has almost as many parking spots as the Warriors have seats.

The Santa Cruz squad runs about 90 percent of the same offensive sets as the big club, uses the same terminology and demands the same defensive principles. The synergy went a step further on the teams' recent seven-game road trips.

After a listless Golden State team lost by 14 points in Orlando on Dec. 14, Santa Cruz lost by the same margin a couple hours later in Idaho. After Golden State

responded with a 115-93 victory over Atlanta the next night, Santa Cruz finished its trip with the exact same winning score.

The entire Lacob family will be in Santa Cruz for the opener, Golden State President **Rick Welts** will be in town, and four Golden State players have asked for tickets. Kirk Lacob said he hopes **Kent Bazemore** and/or Jeremy Tyler will be in the lineup on assignment from the big club.

"Hopefully, all of the electrical (system) works, so we have a scoreboard and the pregame show goes off just right," Weyermann said. "But even if we just went in and threw the ball up ... this city would feel as if it had accomplished something really special."

Rusty Simmons is a **San Francisco Chronicle** staff writer. E-mail: [rsimmons@sfnchronicle.com](mailto:rsimmons@sfnchronicle.com) Twitter: [@Rusty\\_SFChron](https://twitter.com/@Rusty_SFChron)

## *Santa Cruz Warriors' Jim Weyermann and team shake up Surf City*

By J.M. BROWN | Santa Cruz Sentinel

*SANTA CRUZ — Surf City became Hoops Central in 2012 as a proposed relocation of the Golden State Warriors' Development League basketball team went from pipe dream to reality in just nine months.*

In April, Jim Weyermann, who would become president of the newly minted Santa Cruz Warriors, announced plans to re-brand the North Dakota Wizards and construct a new arena on a vacant lot near downtown Santa Cruz. Just six days ago, the team played its home opener in the Kaiser Permanente Arena on Front Street to a sold-out crowd of 2,500.

*Getting a 30,000-square-foot building up in about 80 days — even a temporary one with a canvas top — is a feat many would have thought impossible in a town known for slow-paced, contentious development projects. Convincing city officials to loan \$4 million to the project took the moxie of a determined salesman.*

For the excitement the team stirred and for his doggedness to stick with an unlikely vision, the Sentinel staff has selected Weyermann and the Warriors as 2012 Newsmakers.

“He maintained an intensity required of this project and just kept at it and kept at it at a high level of energy that most people don’t have the capacity for,” said Councilman Don Lane, who served for most of 2012 as mayor.

A former Capitola resident now living in Santa Clara, Weyermann said he believed Santa Cruz was right for the team because there was an unmet need for professional sports “coupled with an incredibly strong basketball community that you wouldn’t know if you hadn’t lived here.”

When City Hall first got wind of the plans in October 2011, Weyermann had been with the Golden State Warriors only for four months, having joined that June as vice president of new franchise development — a title he still holds. He believed in the idea enough to start moving the team to California in 2012 even when push-and-pull over financial aspects threatened the deal.

The Warriors have since taken in nearly \$1 million in total ticket sales, just \$100,000 shy of projections for the entire 24-game season. The team is second in the 16-member league for season ticket revenue and sold \$60,000 in merchandise in December alone, which is notable for a town with a long history of championing peace, not warriors.

“It’s an indication that the identity is something that for the fans was easy for to accept,” Weyermann said.

The 55-year-old veteran sports and entertainment executive is skilled at building a brand.

He was president of the San Jose Giants, a minor league baseball team connected to the San Francisco Giants, for six years before joining the Warriors — a period that saw the Giants win four championships and set attendance and revenue records.

#### **A LOT AT STAKE**

Money is important to the Santa Cruz deal, for the city and the Warriors.

The Golden State Warriors are investing a lot in growing its own brand and improving its chances for a championship. Planning a big move to San Francisco is part of that, as was the development of the Santa Cruz team as a training ground for the big league, Weyermann said.

“There was a lot of pressure to validate the boldness of what the Warriors organization is selling,” Weyermann said of the Santa Cruz deal.

Driving over Highway 17 frequently to attend to the Santa Cruz project, he turned to the same playlist of 63 tunes to relax. Appropriately for the former rock show producer, the list included The Rolling Stones' "Beast of Burden," Lynyrd Skynyrd's "Freebird" and Poison's "Every Rose Has Its Thorns."

The pressure was felt by the city, too.

As Lane pointed out during his closing remarks as mayor, City Manager Martín Bernal and his staff were also critical to sealing the deal. The project was Job No. 1 at City Hall for months.

Not only did the city and Warriors overcome disagreements about how to finance the plan, they handled late-hour neighborhood concerns about traffic and parking, hung on during a protracted lease process with Santa Cruz Seaside Co. and processed permits at unheard-of speed.

In many ways, the project is a statement about the changing dynamics of Santa Cruz politics.

Eager for economic development, the council demonstrated with a unanimous vote that city leaders are interested in trying new things — new efforts to bring vitality to a town that, perhaps to a lesser extent each year, is still heavily dependent on tourism.

#### TIME WILL TELL

When approved by the City Council in September, the project was expected to cost \$5.4 million, but cost overruns and delays are expected to push the cost past \$6 million — a cost largely born by the Warriors until agreements were finalized a month ago and city loan funds were made available.

As part of a seven-year deal, the city agreed to loan the Warriors \$4.1 million in public trust funds — money that is restricted to economic investment — to be repaid through regular payments from the team, concessions revenue and other sources.

If the Warriors prove to be a success here, the city and team could negotiate for a more permanent site.

"We don't know what this is going to look like two years from now," Weyermann said. "But if the San Jose Giants and their 60-plus years are any indication of what you can build, it's my personal feeling that (the Warriors) could have that longevity here."

Follow Sentinel reporter J.M. Brown on Twitter at [Twitter.com/jmbrownreports](https://twitter.com/jmbrownreports)

# San Jose wins Johnson Trophy; Chattanooga Wins MacPhail Trophy

by Kevin Reichard on November 11, 2009 in Minor-League Baseball, News

The San Jose Giants and the Chattanooga Lookouts are the winners of two of Minor League Baseball's major awards: the John H. Johnson President's Trophy and Larry MacPhail Trophy, respectively. The San Jose Giants and the Chattanooga Lookouts are the winners of two of Minor League Baseball's major awards: the John H. Johnson President's Trophy and Larry MacPhail Trophy, respectively.

## **John H. Johnson President's Trophy — San Jose Giants**

The President's Trophy, Minor League Baseball's top award, is presented annually to honor the complete baseball franchise—based on franchise stability; contributions to league stability; contributions to baseball in the community; and promotion of the baseball industry. The San Jose Giants completed their 31st consecutive season in the California League in 2009. Despite playing in one of the older Minor League ballparks, and the presence of two Major League clubs in adjacent markets, San Jose attracted over 220,000 fans, including playoffs. It marked the fourth straight year the Giants have set a regular season attendance record, and the first time the club has topped the 200,000 mark. San Jose, who claimed their third league title in the last five years this season, also experienced record revenues and net profits in 2009.

“This has been a magical season and our fans deserve so much of the credit,” said San Jose President and CEO Jim Weyermann. “To be honored by our peers with this prestigious award is the greatest single achievement in our franchise history. It places the San Jose Giants in elite company alongside previous winners and we thank Pat O’Conner for his recognition of the outstanding baseball community that resides in Santa Clara County.” San Jose, which has been affiliated with the San Francisco Giants since 1988, continued its long history of supporting community endeavors, as the club raised over \$400,000 for youth sports organizations, schools and other non-profit organizations in their area. The club also stepped in when the city of San Jose’s official July 4th celebration was cancelled, raising the necessary funds and coordinating the event in less than a week so it could be held as originally scheduled.

Weyermann and his staff also made Municipal Stadium available at no cost for other community initiatives, such as free movie nights and anti-gang programs, throughout the year.



## JANSSEN & ASSOCIATES - DEVELOPMENT HISTORY

NAME:

DATE:

Please complete this form on-line and return to Janssen & Associates, via [jay@janssenrecruiting.com](mailto:jay@janssenrecruiting.com). Not all categories may apply to you or to the organization. E.g., an agency's direct mail appeal may have been the same as its annual appeal. Note that the first line under each category serves as an example. When called for, approximations are sufficient. Where it calls for "Gift Range in Dollars" please include Smallest and Largest. For grants, please include the largest you helped:

<b>INDIVIDUAL GIVING:</b>			
Org:	Gift Range in Dollars	Who Did The Ask	Your Role (Other Than Ask)
ABC non-profit	\$10 - \$250	Me, and board members	Oversee updating of list
Seattle's Children's Theatre	\$10-\$50,000	Me, and board members	Prospect/Contact/Schedule/Presentation
EMP	\$10-1,000,000	Me	Prospect/Contact/Schedule/Presentation
Positive Coaching Alliance	\$10-\$1,000,000	Founder and me	Prospect/Contact/Schedule/Presentation
Woodland Park Zoo	\$25,000 plus	Me (Board member), staff	Presentation
Org:			
<b>DIRECT MAIL:</b>			
Org:	Approx. # of Names on List	Frequency Of Mailings	Gift Range in Dollars / Average
ABC non-profit	2,500	Spring and Fall	\$10 - \$250 / \$75
Seattle's Children's Theatre	25,000	Summer	\$250.00
EMP	750,000	One time (for me)	\$100.00
Positive Coaching Alliance	50,000	Once per year	\$100.00
Org:			
Org:			
<b>ANNUAL APPEALS:</b>			
Org:	Approx. # of Donors	Gift Range in Dollars / Average	Your Role
ABC non-profit	2,500	\$25 - \$500 / \$100	
Org:			
Org:	Included in the direct mail section. Social media not prevalent during these periods of time		
Org:			
Org:			
<b>MAJOR GIFTS:</b>			
Org:	Approx. # of Donors Considered as Major	Gift Range in Dollars / Average	Frequency of Ask
ABC non-profit	100	\$500 - \$10,000 / \$3,000	Annually
Org:			
Org:	Included in the Individual Giving section		
Org:			
Org:			
Org:			
<b>SPECIAL EVENTS:</b>			
Org:	Type of Event / Frequency	Number of Attendees	Gross Cost of Event
ABC non-profit	Wine auction / Annually	250	\$150,000
Seattle Children's Theatre	Backstage Celebration	500	\$175,000
Woodland Park Zoo	Annual Safari	1,000	\$200,000
Children's Services	Pearl Jam In the Park	25,000	\$180,000
Potholes	Grateful Dead Downtown	200,000	N/A



<b>FOUNDATION GRANTS:</b>			
	Foundation Name	Amount Requested	Amount Granted
Org: ABC non-profit	Bay Area Foundation	\$100,000	\$80,000
SCT	Ford Foundation	\$50,000	\$50,000
SCT	Kreshimer Foundation	\$15,000	\$15,000
SCT	Bagley Wright Foundation	\$35,000	\$35,000
PCA	Nike Foundation		
<b>GOVERNMENT GRANTS:</b>			
	Government Source	Your Role	Amount Requested
Org: ABC non-profit	Dept. of Housing/Urban Development	Wrote proposal with consultant	\$500,000
National Endowment for the Arts	National Endowment for the Arts	soup to nuts	\$100,000
Seattle Arts Commission	Seattle Arts Commission	soup to nuts	\$25,000
King County Arts Commission	King County Arts Commission	soup to nuts	\$35,000
City of San Jose: Redevelopment	City of San Jose: Redevelopment	soup to nuts	\$2,500,000
<b>CORPORATE GRANTS:</b>			
	Name of Corporation	Your Role	Amount Requested
Org: ABC non-profit	XYZ, Inc.	Wrote proposal	\$25,000
SCT	Bon Marche	soup to nuts	\$50,000
Seattle Center	Coke	soup to nuts	\$35,000
Seattle Reign	AT&T	soup to nuts	\$50,000
Santa Cruz Warriors	Kaiser Permanente	soup to nuts	2,500,000
<b>PLANNED GIVING:</b>			
	Your Role	Anticipated Gift Range in Dollars	Actual Gifts During Your Tenure? Amount?
Org: ABC non-profit	With board member, met the donor	\$25,000 - \$2,000,000	One, for \$500,000
Org:	None		
Org:			
Org:			
<b>CAPITAL CAMPAIGNS</b>			
	Purpose	Your Role	Gift Range
Org: ABC non-profit	Renovate Community Center	With board member, met the donor	\$250 - \$20,000
Key Arena	Renovate Large Arena	Ran public bond campaign	Tax Assessment
EMP	Build New Music Museum	Corporate Partners	\$50,000-1,000,000
Boys and Girls Club	New Building	Corporate Partners	\$5,000-\$50,000
Santa Cruz Arena	New Arena		





ns where you worked. Or, there may be some overlap in categories.  
 mpleting this, be sure to put the name of the organization where you were employed.  
 to acquire. Thank you!

Estimated Career Total Raised	Comments, if Any
\$1,500,000	
\$4,000,000	1983-86
\$3,500,000	2002 launch Year
\$2,300,000	2002-2005
\$5,000,000	1986-93
N/A	

Your Role	Estimated Career Total Raised	Comments, if Any
Wrote appeal letter	\$500,000	
Wrote appeal letter/Designed b	\$750,000	1983-86
Wrote letter/designed brochure	\$240,000	2002
Wrote letter/designed brochure	\$165,000	2003-2005
	N/A	
	N/A	

Estimated Career Total Raised	Comments, if Any
\$1,750,000	
N/A	
N/A	
N/A	
N/A	
N/A	

Typical Number of Donors Per Year	Your Role. Did you do Ask?	Estimated Career Total Raised	Comments, if Any
25	Coordinated w/Devel. Comm.	\$2,500,000	

Estimated Net Proceeds	Your Role	Estimated Career Total Raised	Comments, if Any
\$125,000	Coordinated with Event Committee	\$950,000	
\$725,000	Producer	\$2,175,000	Three Years
\$800,000	Board Member/table and individual sa	\$2,400,000	Three Years
\$250,000	Producer	\$250,000	One Time
\$250,000	Co-Producer	\$250,000	One Time

Year/Role	Estimated Career Total Raised	Comments, if Any
Wrote grant	\$2,350,000	
Soup to nuts	\$50,000	Special Program Fund
Soup to nuts	\$45,000	Three Year Grant
Was introduced	\$70,000	2 year debt Relief

Amount Granted	Purpose	Estimated Career Total Raised	Comments, if Any
\$450,000	Construct housing	\$3,500,000	One of only 5 grants in Calif. in 2014
\$100,000	Adapt books for the stage	\$450,000	3 Year Grant
\$25,000	Operating funds	\$75,000	3 year Grant
\$35,000	Support touring to King County	\$105,000	3 year Grant
\$2,500,000	Renovation allocation for stadium	\$2,500,000	One time

Amount Granted	Estimated Career Total Raised	Comments, if Any
\$25,000	\$150,000	
\$50,000	\$150,000	Three year grant
\$35,000	\$35,000	Goodwill Games
\$50,000	\$150,000	Camps
2,500,000	\$2,500,000	5 year deal

Comments, if Any
Board was skeptical at first

Estimated Career Total Raised	Comments, if Any
\$850,000	Campaign lasted two years
\$	
\$70,000,000	Public Money via tax
\$10,500,000	500 million dollar building
\$250,000	25 million dollar building
\$6,500,000	One Donor



# James Weyermann

## **Executive Director**

Madras, OR

jweyermann@msn.com

408-386-6525

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

### **Executive Director**

MAC Recreational District - Madras, OR

October 2018 to Present

Established in 2008, the MAC Recreational District is responsible for the delivery of a variety of sporting, aquatic and recreational activities throughout Jefferson County. It is a young recreational district based in the City of Madras, Oregon and serves a very diverse population. The Recreational District works in collaboration with the local school districts, the City and County Parks Departments, the Native American Recreational Center and other local community groups. Keeping everyone active is the simple mission. Providing for healthy lifestyles and activities for all ages.

### **COO**

3 Ball USA - San Jose, CA

February 2017 to September 2018

3BALL USA is the nation's first professional 3x3 basketball league(both men's and women's). 3x3 basketball developed over the past 10 years by the international Basketball Federation, (FIBA), has been officially added to the Olympic Games and will debut in 2020 (Tokyo). 3BALL USA will be using FIBA 3x3basketball game rules (same as the Olympics rules), which have been designed to enhance the game as spectator sport: faster pace, shorter games and maximum intensity. Our teams, which will feature outstanding young basketball talent, will also be competing for the right to represent America and win a Gold medal at the Olympic games.

### **Vice President New Franchise Development**

Golden State Warriors - Oakland, CA

June 2011 to January 2017

Interim CMO of the Golden State Warriors: responsible for all marketing, advertising, website and game presentation for the Golden State Warriors Professional Basketball team.

VP of New Franchise Development: Charged with acquisition of the Dakota Wizards, NBA D League for relocation to Santa Cruz.

President of the Santa Cruz Warriors: Responsible for all aspects of the team's business operations and launch. Managed the unique challenge of collaborating with local government to construct a new arena to host the Santa Cruz Warriors. Responsible for designing and implementing the team's launch marketing and communications plan which establish new League-wide revenue records. Became the first team to exceed 1m in season ticket sales through an innovated marketing/sales plan driven by

unique combination of social media and public affairs. NBA Franchised recognized with 15 marketing and sales awards during four-year period.

### **President**

San Jose Giants - San Jose, CA

October 2005 to June 2011

As President, was responsible for the comprehensive management of the franchise. Including, authoring the five-year business plan, and the corresponding integrated marketing and public affairs campaign. Conducting a comprehensive analysis of operational capabilities and the related capital investments required in support of our business objectives. Use of creative financing options to fund required improvements such as the use of 2.5 million dollars in government redevelopment capital granted to the team through a rigorous competitive process. The results included, setting attendance records during four consecutive seasons while becoming the top revenue producing team in our league. Those accomplishments propelled the franchise valuation from 52k per unit to 85k per unit, resulting in the sale of majority ownership to the SF Giants in 2010. The On-Field and business success was recognized through the following results, franchise won a record Four California League Championships in six seasons; was awarded the President's Trophy for Best Franchise in all of minor league baseball (162 teams) in 2010 and was awarded Baseball America's National award for the top operating franchise in Class A minor league baseball 2010.

Selected Earlier Positions Held:

### **Director of Marketing and Development**

Stanford University - Stanford, CA

July 2002 to October 2005

Responsible for the national launch of this organization with Hall of Fame Coach Phil Jackson. Wrote Grants, launched a membership program and handled corporate sponsorship programs. Our mission was to create a positive youth sports experience for all kids through the training of positive Coaches. PCA has become one of the nation's top youth sports organizations.

### **Director of External Affairs**

EMP Museum - Seattle, WA

March 1999 to June 2002

Designed and implemented a national and international marketing/PR/Sales launch of Paul Allen's Experience music project in Seattle. The campaign was highly successful and awarded a national award for best PR campaign of the year. Handled all development activity including grant writing, membership drive, annual fund campaign and corporate partnerships.

### **Deputy Director**

Seattle Center - Seattle, WA

March 1985 to June 1996

Seattle Center is the 72-acre site of the 1960 World's Fair, mostly recognized today as the home to the Space Needle and the Experience Music Project. It is a collection of 28 facilities which hosts over 500 events each year including professional sports, family touring shows, concerts and a number of Seattle's top arts organizations. As Deputy Director, I was charged with the event marketing, production, Sales and servicing of events at Seattle Center. Since it is a department of the City of Seattle, we reported to the Mayor and City Council, which included writing new legislation that would allow for events and activities not covered by the existing laws. Worked with a vast variety of commercial promoters, community organizations and non-profits during this 10-year period.

## **Managing Director**

Seattle Children's Theatre - Seattle, WA

June 1982 to March 1985

Joined the theatre when it was in a major operating deficit; Redesigned the business model and marketing. It is now the second largest theatre in the country for young audiences.

## **Education**

### **Bachelor of Arts in Marketing/Communications/Public Administration**

Pacific Lutheran University - Tacoma, WA

### **Business**

Stanford Business School regarding sports management - Seattle, WA

## **Skills**

- **Specialty Skills/Corporate Sponsorships/Fundraising Development and Implementation of Strategic Business Plans (National Awards: President's Trophy MILB; Freitas Award Baseball America; PR's National Campaign Award)) Successful Fundraiser having written over 200 grants to National, regional and local government and Foundations. Designed and implemented membership campaigns and fundraising special events. Single largest grant secured was 1 million dollars from Safeway. Design and implementation of Complex Integrated Marketing Programs (National Award for the launch of the Experience Music Project in Seattle, WA) Executive Management/Management of Complex Cross-Functional Teams: Government Departments/Cultural organizations/large corporate structures. Three of my previous positions are now Stanford Business School case studies. Built and Launched three major facilities: Key Arena, KP Arena and Experience Music Project Highly successful corporate sponsorship Programs: Including but not limited to: Nike, Adidas, Kaiser Permanente, Apple, Google, E-Bay, Chevron, Comerica, Safeway, Wells Fargo, Lucky, 7-11, Taco Bell, Alaska Airlines, Labor Unions, Redevelopment Funding: City of San Jose (2.5 million-dollar grant) (10+ years)**
- **Marketing**
- **Strategic Planning**
- **budget**
- **training**
- **Powerpoint**
- **Word**
- **retail sales**







Homer Departments Government



Documents Job Openings Helpful Links

### Employment Application | submitted: 05-Jan-2020

AAA

**Jason Adams**

☎ (859) 420-9869  
✉ jason\_adamss@hotmail.com  
📍 40 Monroe Adams Rd  
Prestonsburg, KY 41653  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Indeed - apply

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Community Trust Bank - Current Employer

**Job Title:** Information Security Specialist

**Dates Employed From:** Oct/2016  
**Dates Employed To:** Currently Employed  
**Employment Length:** 3 years, 3 months

**Duties:** Vendor Management: Work with the various regions and users to assist with maintaining proper documentation such as contracts and supporting documentation, assist users with utilizing the system and answer any questions that they should have, audit the system to ensure that all Criticality or Due Diligence questions are answered in a timely

**Supervisor Name:**  
Jimmy Workman

**Address:** Pikeville, KY, UNITED STATES  
**Phone:** 606-433-2628

**Ending Rate of Pay:** \$22.89  
**May We Contact?** No

fashion, create tutorials to assist the end users in the proper use of the system, SOX verification, SOC document verification, information gathering and dissemination, business continuity. Security and Information Security Committee: Create and present the Vendor Risk Management Officer Report to the Committee and answer questions about Vendor Management, record the Committee minutes and create the Committee minutes for the next Committee meeting.

Physical/Information Security: Properly track and verify currency received from all branches to determine legitimacy, maintain all physical access to secure locations, issue proper levels of clearance and revoke access as necessary, issue security badges, investigate any security incidents, fulfill or deny video surveillance requests of photos or footage, assist with requests from law enforcement verbally or due to a subpoena and supply requested information, track and properly dispose of any and all devices that contain sensitive customer or institutional information, maintain a detailed layout of facilities within the video surveillance system to ensure that cameras are properly overlaid, ensure that all cameras are clear or request necessary changes, perform necessary audits to ensure that proper security practices are maintained by staff, privileged access monitoring, GLBA Data Inventory, facilitate employee access reviews. Reporting: Assist with the reporting side of the bank.

**Reason For Leaving:** Currently Employed

## Community Trust Bank - Current Employer

### Job Title: PC Application Support Rep

**Dates Employed From:** Jan/2013

**Dates Employed To:** Currently Employed

**Employment Length:** 7 years

**Duties:** Online Services Department PC Application Support Rep  
**Department:** Create a weekly job duty schedule for all departmental employees. **Consumer:** Process online banking applications, set transfer rights between accounts, troubleshoot personal online banking computer, tablet and mobile problems, ensure that all charge off accounts are removed from online banking, revoke deceased customer online banking access and notify any additional account holders as necessary, Bill Pay fraud investigations, assist customers on a daily basis along with addition duties or projects as assigned. **Business:** Troubleshoot online business banking issues, setup and edit transfer rights, setup companies in business banking, ACH setup and troubleshooting, Bill Pay fraud investigations, speak with business customers on a daily basis to resolve any issues that may arise. **Mobile Banking:** Walk customers through the setup process, troubleshoot any issues that may occur, maintain and update banks locations for the mobile app, access to both Apple and Google developer tools. **Additional job duties:** Additional job duties range in scope from troubleshooting employee and customer software and hardware issues, creating Macro's that assist with fulfilling daily tasks expediently, continually improving

**Supervisor Name:** Donna Stacy

**Address:** Pikeville, KY, UNITED STATES

**Phone:** 606-433-2616

**Ending Rate of Pay:** \$16.83

**May We Contact?** Yes

the overall and individual functions of the department, creating and updating procedures, testing and troubleshooting any new products, ensuring that the department employees are performing the correct job functions, back-up role of managerial functions, update and maintain marketing ads for personal online banking, respond to both business and personal online banking customer emails accurately and in a timely fashion. Electronic Banking Department PC Application Support Rep Department: Create a weekly job duty schedule for all departmental employees Consumer: Process online banking applications, set transfer rights between accounts, troubleshoot debit card issues, raise and lower debit card limits, troubleshoot personal online banking computer, tablet and mobile problems, ensure that all charge off accounts are removed from online banking, revoke deceased customer online banking access and notify any additional account holders as necessary, assist customers on a daily basis along with addition duties or projects as assigned. Business: Troubleshoot online business banking issues, troubleshoot debit card issues, raise and lower card limits, setup and edit transfer rights, setup companies in business banking, ACH setup and troubleshooting, speak with business customers on a daily basis to resolve any issues that may arise. Mobile Banking: Walk customers through the setup process and address or troubleshoot any issues that may occur. VISA Prepaid Card: Order cards for all branches, transfer cards, process card destruction, password resets for users and branches, troubleshoot various problems that arise for all branches.

**Reason For Leaving:** Currently Employed

### Citizens National Bank

**Job Title:** Account Information Level 2 Operator/RDC Administrator/VeriSign Administrator

**Supervisor Name:** Patty Adams

**Dates Employed From:** Aug/2010

**Address:** Paintsville, KY, UNITED STATES

**Dates Employed To:** Jan/2013

**Phone:** 606-789-4001

**Employment Length:** 2 years, 5 months

**Ending Rate of Pay:** \$9.62

**Duties:** Online Business Banking Administrator/Mobile Banking Administrator/I-Pay Administrator, Online Banking Messaging Service Troubleshooting Administrator Consumer: Verify checks, asset verifications, process online banking applications, set transfer rights between accounts, troubleshoot debit card issues, raise and lower debit card limits, route calls to the proper locations, order standard and counter checks, transfer funds between accounts and loans, fax loan payoffs, disclose interest rates on CD's, and all other information regarding customer's personal and business accounts. Troubleshoot personal online banking computer, tablet and mobile problems; adhere to proper bank security practice when disclosing account information. Assist 100 or more customers on a daily basis along with addition duties not listed above. Business: Troubleshoot online business banking issues, troubleshoot debit card issues, raise and lower card limits, setup and edit transfer rights, setup companies in business banking, wire transfers,

**May We Contact?** Yes

Performed risk assessments, speak with business customers on a daily basis to resolve any issues that may arise. Remote Deposit Capture: Troubleshoot various problems on the Merchant and Bank side, monitor daily transactions for possible fraud, and approve all items before being processed.

**Reason For Leaving:** Seeking more gainful employment

## Black Diamond Mining Company, LLC

**Job Title:** Transportation and Engineering positions

**Dates Employed From:** Oct/2007

**Dates Employed To:** May/2009

**Employment Length:** 1 year, 7 months

**Duties:** Transportation and Engineering positions Trucking: Tracking coal pickup and delivery, correcting and analyzing trucking reports; designing, compiling and building spreadsheets using trucking reports to pay the trucking companies on an accurate and timely basis; tracking various forms of trucking insurance. Taxes: Tracking, compiling and filing all the information necessary for the KYU and KIT tax returns to stay in compliance with the Kentucky Department of Transportation. Vehicle Maintenance: Tracking vehicle maintenance costs and scheduling maintenance; also pickup and deliver all vehicles for maintenance problems and repairs. Engineering: Filing various permits, tracking permit violations and using automated reminders, plotting maps, inputting core hole information, and other various duties.

**Reason For Leaving:** Bankruptcy

**Supervisor Name:** Chris Newsome

**Address:** Prestonsburg, KY, UNITED STATES

**Phone:** 606-889-8440

**Ending Rate of Pay:** \$25,200.00

**May We Contact?** Yes

## John B. Tackett PSC, C.P.A

**Job Title:** Accountant/Auditor

**Dates Employed From:** May/2007

**Dates Employed To:** Sep/2007

**Employment Length:** 0 years, 4 months

**Duties:** Performed tax preparations for corporations and individuals, general journal entries and adjustments, Excel spreadsheets, and audits.

**Reason For Leaving:** Seeking alternative employment

**Supervisor Name:** John Tackett

**Address:** Salyersville, KY, UNITED STATES

**Phone:** 606-432-8112

**Ending Rate of Pay:** \$6.16

**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

**Keller Graduate School of Management | College or University**

**Degree:** Master of Business Administration  
**Major:** Business Administration

**Graduated?** Yes

### Devry University | College or University

**Degree:** Bachelor of Technical Management  
**Major:** Technical Management

**Graduated?** Yes

### Big Sandy Community and Technical College | Other

**Degree:** Associate of Business Administration  
**Major:** Accounting Option

**Graduated?** Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
Jason Lee Adams Resume.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

jason\_adamss@hotmail.com  
 Jason Adams  
 Corporate Information Security Department Information Security Specialist -  
 Community Trust Bank

(859) 420-9869  
 Prestonsburg, KY 41653

Information Security Specialist Community Trust Bank Pikeville, KY  
 2016 to Present  
 Vendor Management: Work with the various regions and users to assist with maintaining proper documentation such as contracts and supporting documentation, assist users with utilizing the system and answer any questions that they should have, audit the system to ensure that all Criticality or Due Diligence questions are answered in a timely fashion, create tutorials to assist the end users in the proper use of the system, SOX verification, SOC document verification, information gathering and dissemination, business continuity.

Security and Information Security Committee: Create and present the Vendor Risk Management Officer Report to the Committee and answer questions about Vendor Management, record the Committee minutes and create the Committee minutes for the next Committee meeting.

Physical/Information Security: Properly track and verify currency received from all branches to determine legitimacy, maintain all physical access to secure locations, issue proper levels of clearance and revoke access as necessary, issue security badges, investigate any security incidents, fulfill or deny video surveillance requests of photos or footage, assist with requests from law enforcement verbally or due to a subpoena and supply requested information, track and properly dispose of any and all devices that contain sensitive customer or institutional information, maintain a detailed layout of facilities within the video surveillance system to ensure that cameras are properly overlaid, ensure that all cameras are clear or request necessary changes, perform necessary audits to ensure that proper security practices are maintained by staff, privileged access monitoring, GLBA Data Inventory, facilitate employee access reviews.

Reporting: Assist with the reporting side of the bank.

PC Application Support Rep Community Trust Bank Pikeville, KY

2013 to 2016

Online Services Department PC Application Support Rep

Department: Create a weekly job duty schedule for all departmental employees.

Consumer: Process online banking applications, set transfer rights between accounts, troubleshoot personal online banking computer, tablet and mobile problems, ensure that all charge off accounts are removed from online banking, revoke deceased customer online banking access and notify any additional account holders as necessary, Bill Pay fraud investigations, assist customers on a daily basis along with addition duties or projects as assigned.

Business: Troubleshoot online business banking issues, setup and edit transfer rights, setup companies in business banking, ACH setup and troubleshooting, Bill Pay fraud investigations, speak with business customers on a daily basis to resolve any issues that may arise.

Mobile Banking: Walk customers through the setup process, troubleshoot any issues that may occur, maintain and update banks locations for the mobile app, access to both Apple and Google developer tools.

Additional job duties: Additional job duties range in scope from troubleshooting employee and customer software and hardware issues, creating Macro's that assist with fulfilling daily tasks expediently, continually improving the overall and individual functions of the department, creating and updating procedures, testing and troubleshooting



any new products, ensuring that the department employees are performing the correct job functions, back-up role of managerial functions, update and maintain marketing ads for personal online banking, respond to both business and personal online banking customer emails accurately and in a timely fashion.

#### Electronic Banking Department PC Application Support Rep

Department: Create a weekly job duty schedule for all departmental employees

Consumer: Process online banking applications, set transfer rights between accounts, troubleshoot debit card issues, raise and lower debit card limits, troubleshoot personal online banking computer, tablet and mobile problems, ensure that all charge off accounts are removed from online banking, revoke deceased customer online banking access and notify any additional account holders as necessary, assist customers on a daily basis along with addition duties or projects as assigned.

Business: Troubleshoot online business banking issues, troubleshoot debit card issues, raise and lower card limits, setup and edit transfer rights, setup companies in business banking, ACH setup and troubleshooting, speak with business customers on a daily basis to resolve any issues that may arise.

Mobile Banking: Walk customers through the setup process and address or troubleshoot any issues that may occur.

VISA Prepaid Card: Order cards for all branches, transfer cards, process card destruction, password resets for users and branches, troubleshoot various problems that arise for all branches.

Account Information Level 2 Operator/RDC Administrator/VeriSign Administrator Citizens National Bank Paintsville, KY  
2010 to 2013

Online Business Banking Administrator/Mobile Banking Administrator/I-Pay Administrator, Online Banking Messaging Service Troubleshooting Administrator

Consumer: Verify checks, asset verifications, process online banking applications, set transfer rights between accounts, troubleshoot debit card issues, raise and lower debit card limits, route calls to the proper locations, order standard and counter checks, transfer funds between accounts and loans, fax loan payoffs, disclose interest rates on CD's, and all other information regarding customer's personal and business accounts. Troubleshoot personal online banking computer, tablet and mobile problems; adhere to proper bank security practice when disclosing account information. Assist 100 or more customers on a daily basis along with addition duties not listed above.

Business: Troubleshoot online business banking issues, troubleshoot debit

card issues, raise and lower card limits, setup and edit transfer rights, setup companies in business banking, wire transfers, Performed risk assessments, speak with business customers on a daily basis to resolve any issues that may arise.

Remote Deposit Capture: Troubleshoot various problems on the Merchant and Bank side, monitor daily transactions for possible fraud, and approve all items before being processed.

Transportation and Engineering positions Black Diamond Mining Company, LLC  
Prestonsburg, KY  
2007 to 2009

Transportation and Engineering positions

Trucking: Tracking coal pickup and delivery, correcting and analyzing trucking reports; designing, compiling and building spreadsheets using trucking reports to pay the trucking companies on an accurate and timely basis; tracking various forms of trucking insurance.

Taxes: Tracking, compiling and filing all the information necessary for the KYU and KIT tax returns to stay in compliance with the Kentucky Department of Transportation.

Vehicle Maintenance: Tracking vehicle maintenance costs and scheduling maintenance; also pickup and deliver all vehicles for maintenance problems and repairs.

Engineering: Filing various permits, tracking permit violations and using automated reminders, plotting maps, inputting core hole information, and other various duties.

Accountant/Auditor John B. Tackett PSC, C.P.A.  
2007 to 2007

Performed tax preparations for corporations and individuals, general journal entries and adjustments, Excel spreadsheets, and audits.

Master of Business Administration Business Administration Keller Graduate School of Management

2013

Bachelor of Technical Management Technical Management Devry University

2011

Accounting Option Big Sandy Community and Technical College

2007

BUSINESS INTELLIGENCE (1 year), INTERNET EXPLORER (10+ years), MAC (Less than 1 year), MICROSOFT OFFICE (10+ years), Information Security, Cyber Security, Nist, Siem

Certified Regulatory Vendor Program Manager  
August 2018 to April 2020



CRVPM II - CEI-CRVPM-B01371-II  
<http://compliance-edu.com/certified-pros/>

**COMPUTER SKILLS:**

- FIS software platforms
- Intuit software platforms
- Merchant Capture software
- Microsoft Office 2003, 2007, 2010 and 2013
- NuPoint
- Quick Books
- Pro Systems Tax Preparation
- Survcad
- Computerized Account Systems
- Experienced with software and hardware
- Troubleshoot PC, Mac, Tablets, and other various mobile devices
- Troubleshoot Internet Explorer, Firefox, Safari, Google Chrome, and Opera
- Verint, March Networks, RapidWeb
- IBS, IBS Business Analytics, IBS Business Intelligence
- VendorPoint, Active Directory
- Verex
- Claromentis

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.

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**Shane Coleman**

**Relationship:** Co-worker  
**Years Known:** 6

**Phone:** 606-422-7551

**Tracy Collins**

**Relationship:** Co-worker  
**Years Known:** 6

**Phone:** 606-424-8706

**Donna Stacy**

**Relationship:** Previous supervisor  
**Years Known:** 6

**Phone:** 606-454-1856

**Job Questions**

## City Manager 2019 |

### Question

**What do you think are the most important elements of the City Manager position? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

### Answer

There are a host of duties covered under the position as City Manager, such as emergency management of resources, hiring city employees, budget preparation, but the most important part of this position is keeping those who are most important in mind. The scope of the duties are enshrined in the people and the people are whom this position serves.

The professional accomplishments I think best serves as a road map for this position are the countless situations where I strive to go above and beyond in helping others. Managing is something I excel in and always strive to build others up and to help them realize their potential. As a Christian, I've learned that if you want to lead, then you must first serve and the more you lead, the more you serve. This is a corner stone of how I lead. Professionally and personally I continually seek improvements and have a vast knowledge base for how to accomplish projects and tasks from beginning to end while utilizing and improvising all necessary resources.

That's dependent on what the disagreement is due to. If it's simply a policy that I disagree with due to my personal position in how to move forward with a specific task for instance, I would voice my concern and offer a difference of opinion, but ultimately understand that my way of accomplishing a task isn't as important as performing my position faithfully. I have a Thomas Edison mindset and continually offer ideas for improvement in any area I'm involved, some of those ideas are implemented, while others aren't. It's a necessary part of the working process to understand that not every idea that is proposed will be implemented. Below you will find a quote that very much describes my drive. "I have not failed. I've just found 10,000 ways that won't work."  
Thomas A. Edison

### Disqualifier?

**What is your leadership philosophy?**

**\*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

It's important to me that I have the opportunity to lead by example, never asking someone to complete a task that I myself would not be willing to complete. Also, ensuring that those who I manage continually have a clear path for professional improvement, as they desire. Additionally, I have very strong core values which guide my decision making process. As stated in a previous question that to lead, one must serve, so it is unthinkable that as a leader that I would ever have a subordinate feel like they are tasked with accomplishing more than those whom they are being managed by. Again leading by example is very important.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

My experience in maintaining a constant compliance with federal regulations in the banking industry will help translate over to understanding how to navigate municipal laws. Additionally, my ability to work with a wide variety of personalities from various walks of life from all areas of the industry from Legal, Compliance, and speaking with auditors in order to accomplish tasks will assist me with the necessary work of discussing necessary matters with the City attorney. For several years I've worked with, developed and provided a report to the Security and Information Security Committee, and this will help translate into discussing necessary information during various meetings. I also continually develop and improve on various reports which are utilized at all levels of the industry.

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
<b>Have you previously filed an application? *</b>	No	
If yes, Please give dates applied	This question was not answered.	
<b>Have you ever been employed with the City? *</b>	No	
If yes, Please give dates:	This question was not answered.	

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No
On what date would you be available for work? *	01/27/2020
Can you travel if the job requires it? *	Yes
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No
If yes, Please explain	This question was not answered.
Are you 18 years of age or older? *	Yes

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	CRVPM 2, MBA	
Describe any job-related training received in the United States military. *	N/A	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	N/A	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Microsoft Office suit, various banking and information technology software platforms, very experienced in motivating employees to complete various tasks and see them through to completion, customer service and problem solving expert.	

What type of computers and software have you used? \*

Experienced in desktop, tablet and mobile devices. Such as Windows, Android and Apple devices.

Other qualifications specific to this position? \*

A principle understanding of how to work with a multitude of personalities and professionally reach a goal I feel will serve me very well in reaching across multiple offices to unite them to persevere toward a common goal.

List any certifications you have received: \*

Certified Regulatory Vendor Program Manager 2

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

N/A

State any additional information you feel may be helpful to us in considering your application \*

I have a never ending drive to always go beyond the necessary benchmark of what is expected to set the uttermost level of excellency. Our company evaluations are scaled from 1 - 5, with 3 being the average given score. I have never received less than a 2.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*

Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact

and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Jason Adams

**Date:** 2020-01-05 04:14:23pm

**IP Address:** 107.77.236.226

---

Signature

Date





## **Jason Lee Adams**

40 Monroe Adams Rd ♦ Prestonsburg, KY 41653

Phone: (859) 420-9869 ♦ E-mail: jason\_adamss@hotmail.com

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- Experienced in compliance, vendor management, security, legitimacy of currency, personal and business banking along with public accounting.
  - Professional appearance, punctual, reliable, self-motivated, always striving to improve, and always willing to work on the problems co-workers view as complicated.  
*(Professional fire stomper)*
- 

### **EDUCATION**

Master of Business Administration, Keller Graduate School of Management  
Date of Graduation 2013

Bachelor of Technical Management, Devry University  
Date of Graduation 2011

Associate of Business Administration/Accounting Option, Big Sandy Community and  
Technical College  
Date of Graduation 2007

### **COMPUTER SKILLS:**

- VendorPoint
- Active Directory
- Claromentis
- Verex
- IBS, IBS Business Analytics, IBS Business Intelligence
- FIS software platforms
- Intuit software platforms
- Merchant Capture software
- Microsoft Office 2003, 2007, 2010 and 2013
- Troubleshoot PC, Mac, Tablets, and other various mobile devices
- Troubleshoot Internet Explorer, Firefox, Safari, Google Chrome, and Opera
- Fiserv
- Verint, March Networks, RapidWeb
- NuPoint
- Quick Books
- Pro Systems Tax Preparation
- Survcad
- Computerized Account Systems

- Experienced with software and hardware

## **CERTIFICATES**

- Certified Regulatory Vendor Program Manager II

August 2018 to April 2020

CRVPM II - CEI-CRVPM-B01371-II

Bank Secrecy Act, Cyber Security, Diversity in the Workplace, HIPAA Training, Identity Theft, Information Security Awareness, UDAAP, General Business, Basic Business Administration, Advanced Business Administration, Accounting

## **EXPERIENCE**

**Community Trust Bank**

**2013-Present**

*Corporate Information Security Department Information Security Specialist*

*Vendor Management:* Work with the various regions and users to assist with maintaining proper documentation such as contracts and supporting documentation, while assisting users with utilization of the Vendor Management systems and answer any questions that they should have. Perform audits in the Vendor Management systems to ensure that all Criticality and/or Due Diligence questions are answered in a timely fashion and maintain, update and modify user accesses as needed. Provide informational assistance with understanding and reviewing necessary documentation such as the SOC documentation and finances.

Develop, create, and implement tutorials to assist the end users in the proper use of the Vendor Management systems and create and update vendor management questions related to regulatory compliance. Also perform information gathering and dissemination; business continuity.

Perform the SOX verification; weekly, monthly and quarterly reporting.

Provide necessary direction for documentation requests and instruction for legal analysis.

Collaborate with Audit, Technology, Training, Compliance and Legal Departments to create training modules or necessary documents for the Vendor Management Program. Train users in the utilization of necessary programs, evaluate risk assessments, update and create Due Diligence questionnaires and sections, facilitate an accounts payable reconciliation, prepare necessary documentation for both internal and external audit examinations, prepare and orally present the Vendor Risk Management Officer report.

***Security and Information Security Committee:*** Create and present the Vendor Risk Management Officer Report to the Committee and answer questions about Vendor Management, record the Committee minutes and create the Committee minutes for the next Committee meeting.

***Physical/Information Security:*** Properly track and verify currency received from all branches to determine legitimacy, maintain all physical access to secure locations, issue proper levels of clearance and revoke access as necessary, issue security badges, investigate any security incidents, fulfill or deny video surveillance requests of photos or footage, assist with requests from law enforcement verbally or due to a subpoena and supply requested information, track and properly dispose of any and all devices that contain sensitive customer or institutional information, maintain a detailed layout of facilities within the video surveillance system to ensure that cameras are properly overlaid, ensure that all cameras are clear or request necessary changes, perform necessary audits to ensure that proper security practices are maintained by staff, privileged access monitoring, GLBA Data Inventory.

***Reporting:*** Assist with the reporting side of the bank.

***Online Services Department PC Application Support Rep***

***Department:*** Create a weekly job duty schedule for all departmental employees.

***Consumer:*** Process online banking applications, set transfer rights between accounts, troubleshoot personal online banking computer, tablet and mobile problems, ensure that all charge off accounts are removed from online banking, revoke deceased customer online banking access and notify any additional account holders as necessary, Bill Pay fraud investigations, assist customers on a daily basis along with addition duties or projects as assigned.

***Business:*** Troubleshoot online business banking issues, setup and edit transfer rights, setup companies in business banking, ACH setup and troubleshooting, Bill Pay fraud investigations, speak with business customers on a daily basis to resolve any issues that may arise.

***Mobile Banking:*** Walk customers through the setup process, troubleshoot any issues that may occur, maintain and update banks locations for the mobile app, access to both Apple and Google developer tools.

***Additional job duties:*** Additional job duties range in scope from troubleshooting employee and customer software and hardware issues, creating Macro's that assist with fulfilling daily tasks expediently, continually improving the overall and individual functions of the department, creating and updating procedures, testing and troubleshooting any new products, ensuring that the department employees are

performing the correct job functions, back-up role of managerial functions, update and maintain marketing ads for personal online banking, respond to both business and personal online banking customer emails accurately and in a timely fashion.

*Electronic Banking Department PC Application Support Rep*

*Department:* Create a weekly job duty schedule for all departmental employees

*Consumer:* Process online banking applications, set transfer rights between accounts, troubleshoot debit card issues, raise and lower debit card limits, troubleshoot personal online banking computer, tablet and mobile problems, ensure that all charge off accounts are removed from online banking, revoke deceased customer online banking access and notify any additional account holders as necessary, assist customers on a daily basis along with addition duties or projects as assigned.

*Business:* Troubleshoot online business banking issues, troubleshoot debit card issues, raise and lower card limits, setup and edit transfer rights, setup companies in business banking, ACH setup and troubleshooting, speak with business customers on a daily basis to resolve any issues that may arise.

*Mobile Banking:* Walk customers through the setup process and address or troubleshoot any issues that may occur.

*VISA Prepaid Card:* Order cards for all branches, transfer cards, process card destruction, password resets for users and branches, troubleshoot various problems that arise for all branches.

**Citizens National Bank**

**2010-2013**

*Account Information Level 2 Operator/RDC Administrator/VeriSign Administrator/Online Business Banking Administrator/Mobile Banking Administrator/I-Pay Administrator, Online Banking Messaging Service Troubleshooting Administrator*

*Consumer:* Verify checks, asset verifications, process online banking applications, set transfer rights between accounts, troubleshoot debit card issues, raise and lower debit card limits, route calls to the proper locations, order standard and counter checks, transfer funds between accounts and loans, fax loan payoffs, disclose interest rates on CD's, and all other information regarding customer's personal and business accounts. Troubleshoot personal online banking computer, tablet and mobile problems; adhere to proper bank security practice when disclosing account information. Assist 100 or more customers on a

daily basis along with addition duties not listed above.

*Business:* Troubleshoot online business banking issues, troubleshoot debit card issues, raise and lower card limits, setup and edit transfer rights, setup companies in business banking, wire transfers, Performed risk assessments, speak with business customers on a daily basis to resolve any issues that may arise.

*Remote Deposit Capture:* Troubleshoot various problems on the Merchant and Bank side, monitor daily transactions for possible fraud, and approve all items before being processed.

*Mobile Banking:* Approve applications and troubleshoot any issues.

**Black Diamond Mining Company, LLC**

**2007-2009**

*Transportation and Engineering positions*

*Trucking:* Tracking coal pickup and delivery, correcting and analyzing trucking reports; designing, compiling and building spreadsheets using trucking reports to pay the trucking companies on an accurate and timely basis; tracking various forms of trucking insurance.

*Taxes:* Tracking, compiling and filing all the information necessary for the KYU and KIT tax returns to stay in compliance with the Kentucky Department of Transportation.

*Vehicle Maintenance:* Tracking vehicle maintenance costs and scheduling maintenance; also pickup and deliver all vehicles for maintenance problems and repairs.

*Engineering:* Filing various permits, tracking permit violations and using automated reminders, plotting maps, inputting core hole information, and other various duties.

**John B. Tackett PSC, C.P.A.**

**2007**

*Accountant/Auditor*

Performed tax preparations for corporations and individuals, general journal entries and adjustments, Excel spreadsheets, and audits.





Documents Job Openings Helpful Links

**Employment Application | Submitted: 26-Dec-2019**

AAA

**Jeffery Barker**

☎ (907) 299-6778  
✉ barker.jeffery@gmail.com  
📍 Po Box 592  
Anchor Point, AK 99556  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Refer.io

**Employment History**

Please list your previous employers starting with your current, or most recent employer.

**Trident Building Solutions**

**Job Title: Engineering Consultant**

Dates Employed From: Jul/2016  
Dates Employed To: Mar/2019  
Employment Length: 2 years, 8 months  
Duties: Engineer consultant  
Reason For Leaving: Still employed

**Supervisor Name: Self**

Address: Anchor Point, AK, UNITED STATES  
Phone: (907) 313-6983  
Ending Rate of Pay: varies  
May We Contact? Yes

**Haskins Electric**

**Job Title: Operations Manager****Dates Employed From:** Oct/2017**Dates Employed To:** Jan/2018**Employment Length:** 0 years, 3 months**Duties:** Overall manager of field operations**Reason For Leaving:** Personal**Supervisor Name:** Chuck Haskins**Address:** Phoenix, AZ, UNITED STATES**Phone:** (623) 937-9399**Ending Rate of Pay:** 125000/yr**May We Contact?** Yes**Siemens****Job Title: Service Operations Supervisor****Dates Employed From:** Mar/2014**Dates Employed To:** Jul/2016**Employment Length:** 2 years, 4 months

**Duties:** Supervises the activities and performance of all service project management and service account engineers. Provides technical support, expertise, leadership and accountability for service projects, service agreements, and/or T&M work in assigned geographic area or location. Plans, organizes, directs and controls all service work and service project activities for assigned projects and/or service accounts. Supervises employees to ensure schedules are maintained and service work proceeds according to plans, resulting from service agreement proposals, service project proposal and cost estimates. Ensures T&M work is completed in an effective and profitable fashion. Supervises account engineering activities including service project work, material ordering, shipping, service agreement labor plans, customer satisfaction and service accounts receivable. Plans and justifies manpower, staffing requirements, tools, and other appropriate investments for effective and timely execution of assigned service work. Utilizes the Service agreement low GM improvement process, service tools, and assists in monthly forecasting. Ensures proper job management and cost control by reviewing service financial statements with engineers. Maintains and improves booked margins for service agreements. Directs and supervises the development of service agreement plans and the use of those plans in the monitoring and control of progress in the execution of the work. Reviews customer feedback and ensures service agreement retention and account growth goals are achieved including adds, extras, upgrades, escalations, and timely renewals. Develops manpower schedules and loading to ensure contract completion and labor leveling. Maintains timely communications and harmonious relationships between solutions, service, and sales so that project completion and turnover to service can be coordinated to customer disruptions, to maximize our profitability and to insure a smooth transition to a service agreement. Builds and maintains an effective service operations organization committed to customer and employee satisfaction and profitable growth. Manages or advises on hiring, training and development, allocation and performance assessment of personnel within area of

**Supervisor Name:** Chris Flores**Address:** Phoenix, AZ, UNITED STATES**Phone:** (602) 567-2201**Ending Rate of Pay:** 85000/yr**May We Contact?** Yes



responsibility.

**Reason For Leaving: Change in Management Structure**

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

### Arizona State University

**Degree:** Master of Science

**Graduated?** No

**Major:** Electrical Engineering

### Arizona State University

**Degree:** Bachelor of Science

**Graduated?** No

**Major:** Electrical Engineering

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

### File Name

### Link

81f56298.pdf

 Preview

Download

### Text Only Resume

===== CONTACT INFO =====

Name: Jeff Barker

Email: barker.jeffery@gmail.com

Phone Number: +1 4803191769

Mobile: +1 480 319-1769

City: Anchor Point

State: AK

Country: US

===== EDUCATION =====

Type: masters

Name: Master of Science  
School: Arizona State University  
Major: Electrical Engineering  
End Date: 2010-05-01

Type: bachelors  
Name: Bachelor of Science  
School: Arizona State University  
Major: Electrical Engineering  
End Date: 1996-05-01

===== EXPERIENCE =====

Employer Name: Haskins Electric  
Title: Operations Manager  
Start Date: 2017-10-01  
End Date: 2018-01-01  
Description:  
Supervise directly and indirectly all field personnel for Haskins Electric. Manage 5 areas over 3 states, including 3 in Arizona, 1 in New Mexico and 1 in Texas. Direct responsibility for all material, scheduling, HR matters and fleet.

Employer Name: Trident Building Solutions  
Title: Engineering Consultant  
Start Date: 2016-07-01  
End Date: 2017-10-01  
Description:  
Provide sales and Project Management support for multiple companies. This is an LLC that I created

Employer Name: Siemens  
Title: Service Operations Supervisor  
Start Date: 2014-03-01  
End Date: 2016-07-01  
Description:  
Supervises the activities and performance of all service project management and service account engineers. Provides technical support, expertise, leadership and accountability for service projects, service agreements, and/or T&M work in assigned geographic area or location. Plans, organizes, directs and controls all service work and service project activities for assigned projects and/or service accounts. Supervises employees to ensure schedules are maintained and service work proceeds according to plans, resulting from service agreement proposals, service project proposal and cost estimates. Ensures T&M work is completed in an effective and profitable fashion. Supervises account engineering activities including service project work, material ordering, shipping, service agreement labor plans, customer satisfaction and service accounts receivable. Plans and justifies manpower, staffing requirements, tools, and other appropriate

investments for effective and timely execution of assigned service work. Utilizes the Service agreement low GM improvement process, service tools, and assists in monthly forecasting. Ensures proper job management and cost control by reviewing service financial statements with engineers. Maintains and improves booked margins for service agreements. Directs and supervises the development of service agreement plans and the use of those plans in the monitoring and control of progress in the execution of the work. Reviews customer feedback and ensures service agreement retention and account growth goals are achieved including adds, extras, upgrades, escalations, and timely renewals. Develops manpower schedules and loading to ensure contract completion and labor leveling. Maintains timely communications and harmonious relationships between solutions, service, and sales so that project completion and turnover to service can be coordinated to customer disruptions, to maximize our profitability and to insure a smooth transition to a service agreement. Builds and maintains an effective service operations organization committed to customer and employee satisfaction and profitable growth. Manages or advises on hiring, training and development, allocation and performance assessment of personnel within area of responsibility. Also, provide overall management of electrical services installation and service. Managed Siemens Branch Portfolio of electrical installation and maintenance of electrical distribution systems, including ATS, Power Distribution, MCCs. Provided technical support as certified Siemens Electrical Representative.

Employer Name: Trident Building Solutions

Title: Engineering Consultant

Start Date: 2012-01-01

End Date: 2014-03-01

Description:

Provide sales and Project Management support for multiple companies. This is an LLC that I created

Employer Name: A&R Electric

Title: Project Manager

Start Date: 2012-01-01

End Date: 2012-05-01

Description:

Responsible for overseeing all aspects of the installation, as well as creating and managing project schedules, financial plans, manpower plans, project implementation and close-out documentation. Key accountabilities: Satisfy customers, deliver projects on-budget and deliver projects on time. Key responsibilities: Grow the business, manage change, and satisfy customers by building effective team relationships; Coordinate, plan, schedule and track in detail the implementation of projects including their finances; Subcontract, schedule and supervise the activities of subcontractors; Anticipate, recognize, and negotiate changes from documented scope of work; Document professional effective communication both internally and externally. Be familiar with the construction dispute resolution process and use knowledge of contract documents, labor laws, construction contracts, and construction administration to minimize

risk.This was a temporary position.

Employer Name: Honeywell International

Title: Sr. Project Manager

Start Date: 2007-01-01

End Date: 2012-01-01

Description:

Responsible for overseeing all aspects of the installation, as well as creating and managing project schedules, financial plans, manpower plans, project implementation and close-out documentation. Key accountabilities: Satisfy customers, deliver projects on-budget and deliver projects on time. Key responsibilities: Grow the business, manage change, and satisfy customers by building effective team relationships; Coordinate, plan, schedule and track in detail the implementation of projects including their finances; Subcontract, schedule and supervise the activities of subcontractors; Anticipate, recognize, and negotiate changes from documented scope of work; Document professional effective communication both internally and externally. Be familiar with the construction dispute resolution process and use knowledge of contract documents, labor laws, construction contracts, and construction administration to minimize risk. Responsible for compilation of factory specification into as built documents containing user and technical manuals. Provide written training instruction for customer interaction with technicians for large group training sessions. Compose technical manuals for integration of systems for customer facilities personnel. Engineer of Record for State of California OSHPD for Honeywell. Designed largest Notifier Fire Alarm Systems in North America. Oversaw both Canadian and India design teams for these projects. Provided input and oversight regarding AHJ requests and State Code. Reviewed plans and approved for submittal. Submitted plans for approval and discussion throughout projects. Responsible for maintaining specifications as mandated by the customer, NFPA and OSHPD. Managed Honeywell Aerospace facilities in reference to Fire/Security/HVAC and Mechanical systems. Designed and maintained systems for 1:1000 clean rooms. Integrated Fire/Security and Automation Systems in Honeywell Aerospace plants. Managed replacement of 1300 Ton Glycol Process Chiller at Honeywell SSO Facility. Co-designed and managed the Sky Harbor Airport EST-3 Fire Alarm and ACAMS system, which included both security and camera system for both landside and airside operations. Total Project Portfolio: \$50 million. Management and technical experience includes: Summit Healthcare Show Low HVAC Central Plant Operations and Controls, Phoenix Union High School District: Service Contract to include Central Plants and overall controls, Kingman High School Central Plant and Controls, Yuma High School District Central Plant and Controls, Scottsdale Union High School Central Plant Retrofit, Phoenix Sky Harbor security and fire alarm systems, Toyota Testing Facility Central Plant and Controls, Honeywell Facilities Central Plant and Controls, Phoenician Resort Central Plant and Controls. Control Systems Specialist. Maintenance and service of customer computer servers including troubleshooting of Honeywell proprietary software, Microsoft Server 2000, 2003, Windows 2000 and XP. Troubleshoot and repair LAN/WAN issues as well as TCP/IP, DNS and IIS. Repair of hardware including disk

drives, NICs, video and USB. Service of and preventative maintenance of large commercial burglary and life safety systems, CCTV and access control. Prepare shop drawings for fire alarm systems and obtain necessary permits as needed. Provide project supervision on service jobs. Maintenance on chiller plants on multiple school and facility accounts and security and life safety systems

Employer Name: Protection One

Title: Service Technician III

Start Date: 2005-08-01

End Date: 2006-10-01

Description:

Serviced residential and commercial burglary and fire systems, CCTV, access control and maintain key accounts. Provided technical assistance to field technicians, residential and commercial sales group. Prepared shop drawings for fire alarm systems and obtain necessary permits as needed. Oversaw fire alarm installations as NICET technician on site and acted as Project Manager for specified projects.

Employer Name: United Security

Title: Technician

Start Date: 2002-08-01

End Date: 2005-08-01

Description:

Oversaw all installation and service field technicians; provided training to sales staff. Prepared shop drawings for fire alarm systems and obtain necessary permits as needed. Oversaw fire alarm installations as NICET technician on site. Managed all subcontract agreements and acted as direct liaison between company and clients. Provided direct Project Management on all major projects.

Employer Name: Future Technology Group, INC

Title: Installation Manager

Start Date: 2001-03-01

End Date: 2002-08-01

Description:

Directly supervised all administrative, installation and service staff. All department managers - accounting, risk management, service, installation and inventory control were directly supervised through this office. Acted as the qualifying party for the Registrar of Contractor license. This company was sold to ADT.

Employer Name: Installers Plus, Inc

Title: Installation/Service Manager

Start Date: 1998-04-01

End Date: 2001-03-01

Description:

Installed and serviced residential and commercial fire and burglary systems. Installed and maintained telephone systems (both analog and digital), computer networks for both residential and commercial, closed

circuit television and cable television. My specific duties within the corporation were to oversee administrative functions, maintain all accounting, maintain all inventories and provide technical assistance and training to employees and to maintain positive working relationships for all clients. Acted as the qualifying party on the contractor license. Certifications and NICET Level III; Fire alarm systems Licenses Qualifying Party for AZ Registrar of Contractors for K11 Licenses (Residential/Commercial Electrical) Certified Honeywell Life Safety Systems Technician Certified Honeywell Enterprise Building Integrator (EBI) Technician Certified Honeywell XLS 1000 (EST) Life Safety System Technician Certified Keyscan Access Control Technician Certified Northern Computers Technician Certified Bosch Security System Technician Certified Bosch DVR Technician Certified Bosch CCTV Technician Certified ADEMCO Access Control Technician Certified ADEMCO CCTV Technician Certified ADEMCO Security System Technician

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

### Julia Cardenas

Relationship: Former Coordinator  
Years Known: 4

Phone: 480-299-7521

### Fawn Starkel

Relationship: Former Manager  
Years Known: 11

Phone: 6127205351

### Rachel Ciccarone

Relationship: Former Employee  
Years Known: 15

Phone: 602-466-0790

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit	Administration of the City of Homer Departments to best serve our community as a unified government. Fairly manage the city	

each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

for the constituents.

Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I have experience working with private, municipal and federal agencies on many different projects. I have managed budgets from \$2.5 million to managing a \$50M project backlog.

A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I can express my concerns to the Council in private meetings. However, if the policy is duly voted on by the council and or voters of Homer, it is my duty to execute the policy regardless of personal feelings.

What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

My leadership philosophy is one of empowerment.

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Knowing when to speak frankly to someone versus approaching issues in a political manner

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	Jan 2019	

Have you ever been employed with the City? *	No
If yes, Please give dates:	NA
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No
On what date would you be available for work? *	Within two weeks of offer
Can you travel if the job requires it? *	Yes
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No
If yes, Please explain	NA
Are you 18 years of age or older? *	Yes

**Education |**

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Proficient in service repair of facilities and vehicles, high proficiency in IT, high proficiency in Microsoft Off Suite	
Describe any job-related training received in the United States military. *	NA	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	NA	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Proficient in service repair of facilities and vehicles, high proficiency in IT, high proficiency in Microsoft Off Suite	



What type of computers and software have you used? \*

AutoCad, Microsoft Office Suite, SAP, Unix, Widows OS, various Project Management software, various GIS software

Other qualifications specific to this position? \*

highly organized, strong management skills, independent work without direct supervision, high problem solving skills.

List any certifications you have received: \*

NICET Level III; Fire alarm systems Qualifying Party for AZ Registrar of Contractors for K11 Licenses (Residential/Commercial Electrical) Certified Honeywell Life Safety Systems Technician Certified Honeywell Enterprise Building Integrator (EBI) Technician Certified Honeywell XLS 1000 (EST) Life Safety System Technician Certified Keyscan Access Control Technician Certified Northern Computers Technician Certified Bosch Security System Technician Certified Bosch DVR Technician Certified Bosch CCTV Technician Certified ADEMCO Access Control Technician Certified ADEMCO CCTV Technician Certified ADEMCO Security System Technician Certified FireLite Life Safety System Technician Certified Silent Knight Life Safety Technician

List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \*

None

State any additional information you feel may be helpful to us in considering your application \*

None

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Yes

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities

**described in the job description  
for which you have applied? \***

## **Applicant Statement**

**I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.**

**I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.**

**I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.**

**This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.**

**I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.**

**The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

**In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.**

I agree to the above.

**Signature:** Jeffery Barker

**Date:** 2019-12-26 09:36:39pm

**IP Address:** 107.77.205.7

---

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**Signature**

---

**Date**



# Jeffery D. Barker

## Education

May 1996                      Arizona State University                      Tempe, Arizona  
**Bachelor of Science Electrical Engineering**

May 2010                      Arizona State University                      Tempe, Arizona  
**Master of Science Electrical Engineering**

## Professional Experience

July 2016 – September 2018      Trident Building Solutions                      Gilbert, AZ  
**Engineering Consultant**

Provide sales and Project Management support for multiple companies. This is an LLC that I created

March 2014 – July 2016              Siemens                      Phoenix, AZ

**Service Operations Supervisor – FIS, SES, BAU, Mechanical**

Supervises the activities and performance of all service project management and service account engineers. Provides technical support, expertise, leadership and accountability for service projects, service agreements, and/or T&M work in assigned geographic area or location. Plans, organizes, directs and controls all service work and service project activities for assigned projects and/or service accounts. Supervises employees to ensure schedules are maintained and service work proceeds according to plans, resulting from service agreement proposals, service project proposal and cost estimates. Ensures T&M work is completed in an effective and profitable fashion. Supervises account engineering activities including service project work, material ordering, shipping, service agreement labor plans, customer satisfaction and service accounts receivable. Plans and justifies manpower, staffing requirements, tools, and other appropriate investments for effective and timely execution of assigned service work. Utilizes the Service agreement low GM improvement process, service tools, and assists in monthly forecasting. Ensures proper job management and cost control by reviewing service financial statements with engineers. Maintains and improves booked margins for service agreements. Directs and supervises the development of service agreement plans and the use of those plans in the monitoring and control of progress in the execution of the work. Reviews customer feedback and ensures service agreement retention and account growth goals are achieved including adds, extras, upgrades, escalations, and timely renewals. Develops manpower schedules and loading to ensure contract completion and labor leveling. Maintains timely communications and harmonious relationships between solutions, service, and sales so that project completion and turnover to service can be coordinated to customer disruptions, to maximize our profitability and to insure a smooth transition to a service agreement. Builds and maintains an effective service operations organization committed to customer and employee satisfaction and profitable growth. Manages or advises on hiring, training and development, allocation and performance assessment of personnel within area of responsibility.

Also, provide overall management of electrical services installation and service. Managed Siemens Branch Portfolio of electrical installation and maintenance of electrical distribution systems, including ATS, Power Distribution, MCCs. Provided technical support as certified Siemens Electrical Representative.

Jan 2012 – May 2012              A&R Electric                      Fullerton, Ca

**Project Manager**

Responsible for overseeing all aspects of the installation, as well as creating and managing project schedules, financial plans, manpower plans, project implementation and close-out documentation. Key accountabilities: Satisfy customers, deliver projects on-budget and deliver projects on time. Key responsibilities: Grow the business, manage change, and satisfy

customers by building effective team relationships; Coordinate, plan, schedule and track in detail the implementation of projects including their finances; Subcontract, schedule and supervise the activities of subcontractors; Anticipate, recognize, and negotiate changes from documented scope of work; Document professional effective communication both internally and externally. Be familiar with the construction dispute resolution process and use knowledge of contract documents, labor laws, construction contracts, and construction administration to minimize risk.

This was a temporary position.

Jan 2012 – March 2014 Trident Building Solutions Gilbert, AZ

#### **Engineering Consultant**

Provide sales and Project Management support for multiple companies. This is an LLC that I created

January 2007 – January 2012 Honeywell International Phoenix, Az/LA, Ca

#### **Sr. Project Manager**

Responsible for overseeing all aspects of the installation, as well as creating and managing project schedules, financial plans, manpower plans, project implementation and close-out documentation. Key accountabilities: Satisfy customers, deliver projects on-budget and deliver projects on time. Key responsibilities: Grow the business, manage change, and satisfy customers by building effective team relationships; Coordinate, plan, schedule and track in detail the implementation of projects including their finances; Subcontract, schedule and supervise the activities of subcontractors; Anticipate, recognize, and negotiate changes from documented scope of work; Document professional effective communication both internally and externally. Be familiar with the construction dispute resolution process and use knowledge of contract documents, labor laws, construction contracts, and construction administration to minimize risk.

Responsible for compilation of factory specification into as built documents containing user and technical manuals. Provide written training instruction for customer interaction with technicians for large group training sessions. Compose technical manuals for integration of systems for customer facilities personnel.

Engineer of Record for State of California OSHPD for Honeywell.

Designed largest Notifier Fire Alarm Systems in North America. Oversaw both Canadian and India design teams for these projects. Provided input and oversight regarding AHJ requests and State Code. Reviewed plans and approved for submittal. Submitted plans for approval and discussion throughout projects. Responsible for maintaining specifications as mandated by the customer, NFPA and OSHPD.

Managed Honeywell Aerospace facilities in reference to Fire/Security/HVAC and Mechanical systems. Designed and maintained systems for 1:1000 clean rooms. Integrated Fire/Security and Automation Systems in Honeywell Aerospace plants. Managed replacement of 1300 Ton Glycol Process Chiller at Honeywell SSO Facility.

Co-designed and managed the Sky Harbor Airport EST-3 Fire Alarm and ACAMS system, which included both security and camera system for both landside and airside operations.

Total Project Portfolio: \$50 million

Management and technical experience includes: Summit Healthcare Show Low HVAC Central Plant Operations and Controls, Phoenix Union High School District: Service Contract to include Central Plants and overall controls, Kingman High School Central Plant and Controls, Yuma High School District Central Plant and Controls, Scottsdale Union High School Central Plant Retrofit, Phoenix Sky Harbor security and fire alarm systems, Toyota Testing Facility Central Plant and Controls, Honeywell Facilities Central Plant and Controls, Phoenician Resort Central Plant and Controls.

#### **Control Systems Specialist**

Maintenance and service of customer computer servers including troubleshooting of Honeywell proprietary software, Microsoft Server 2000, 2003, Windows 2000 and XP. Troubleshoot and repair LAN/WAN issues as well as TCP/IP, DNS and IIS. Repair of hardware including disk drives, NICs, video and USB. Service of and preventative maintenance of large commercial burglary and life safety systems, CCTV and access control. Prepare shop drawings for fire alarm systems and

obtain necessary permits as needed. Provide project supervision on service jobs.

Maintenance on chiller plants on multiple school and facility accounts and security and life safety systems

August 2005 – October 2006      Protection One      Phoenix, Arizona  
**Service Technician III**

Serviced residential and commercial burglary and fire systems, CCTV, access control and maintain key accounts. Provided technical assistance to field technicians, residential and commercial sales group. Prepared shop drawings for fire alarm systems and obtain necessary permits as needed. Oversaw fire alarm installations as NICET technician on site and acted as Project Manager for specified projects.

August 2002 – August 2005      United Security of America      Phoenix, Arizona  
**Technician**

Oversaw all installation and service field technicians; provided training to sales staff. Prepared shop drawings for fire alarm systems and obtain necessary permits as needed. Oversaw fire alarm installations as NICET technician on site. Managed all subcontract agreements and acted as direct liaison between company and clients. Provided direct Project Management on all major projects.

March 2001-Aug. 2002      Future Technology Group, INC      Phoenix, Arizona  
**Installation Manager**

Directly supervised all administrative, installation and service staff. All department managers - accounting, risk management, service, installation and inventory control were directly supervised through this office. Acted as the qualifying party for the Registrar of Contractor license. This company was sold to ADT.

April 1998 – March 2001 Installers Plus, Inc      Phoenix, Arizona  
**Installation/Service Manager**

Installed and serviced residential and commercial fire and burglary systems. Installed and maintained telephone systems (both analog and digital), computer networks for both residential and commercial, closed circuit television and cable television.

My specific duties within the corporation were to oversee administrative functions, maintain all accounting, maintain all inventories and provide technical assistance and training to employees and to maintain positive working relationships for all clients. Acted as the qualifying party on the contractor license.

#### **Certifications and Licenses**

NICET Level III; Fire alarm systems  
Qualifying Party for AZ Registrar of Contractors for K11 Licenses (Residential/Commercial Electrical)  
Certified Honeywell Life Safety Systems Technician  
Certified Honeywell Enterprise Building Integrator (EBI) Technician  
Certified Honeywell XLS 1000 (EST) Life Safety System Technician  
Certified Keyscan Access Control Technician  
Certified Northern Computers Technician

Certified Bosch Security System Technician  
Certified Bosch DVR Technician  
Certified Bosch CCTV Technician  
Certified ADEMCO Access Control Technician  
Certified ADEMCO CCTV Technician  
Certified ADEMCO Security System Technician  
Certified FireLite Life Safety System Technician  
Certified Silent Knight Life Safety Technician

## Major Projects

### Kaiser:

Anaheim Medical Center: Fire Alarm Installation  
Anaheim Central Utilities Plant  
Anaheim Medical Office Building  
Fontana Medical Center: Fire Alarm Installation (design build)  
Fontana Medical Office Building  
Fontana Central Utilities Plant  
Fontana Pedestrian Tunnel

### Summit Healthcare:

Summit Regional Medical Center HVAC Controls Retrofit  
Summit Regional Medical Center: Chiller/Central Plant Retrofit  
Summit Regional Medical Center: New Patient Tower Fire Alarm and HVAC Controls Installation  
Summit Regional Medical Center: New Tower Chiller/HVAC Installation  
Summit Regional Medical Center: Maintenance Contract Administration

### CHW:

St Joseph's Hospital Fire Alarm Upgrade

### Banner:

Banner Desert Medical Center Fire Alarm Upgrade and Addition  
Banner Desert Medical Center HVAC Control Upgrade  
Banner Samaritan HVAC Upgrade/Maintenance Contract Administration  
City of Phoenix: Phoenix Sky Harbor Airport Fire Alarm Upgrade and Addition/ Maintenance Contract Administration  
City of Phoenix: Phoenix Sky Harbor Airports ACAMS Installation/ Maintenance Contract Administration  
Phoenix Union High School District HVAC, Automation and Security Upgrade/ Maintenance Contract Administration  
Phoenix Union High School District Service Team  
AZDEMA: Camp Navajo Igloo Upgrade: Security and HVAC Installation/ Maintenance Contract Administration  
Sumika Materials: Fire Alarm/Hazardous Gas Systems Installation/ Maintenance Contract Administration  
MOVE.Com: Server Room Installation. HVAC Controls and Security Installation/ Maintenance Contract Administration

## Proficiencies

Microsoft Office Suite, including Microsoft Project and Access. Knowledge of HTML and metadata.

AutoCAD 2000 to 2014, Adobe Acrobat and SAP

Certified Project Manager through Honeywell (Same program as PMI, not universally recognized)





Documents Jobs Openings Helpful Links

## Employment Application | Submitted: 24-Dec-2019

AAA

**Mary Cepeda**

☎ (276) 614-6871

✉ emcsquared0117@hotmail.com

📍 2727 Katchemak drive

Homer, AK 99603

United States

**City Manager**

Job Location - Homer, AK

Department - Administration

Source - Indeed - apply

## Employment History

Please list your previous employers starting with your current, or most recent employer.

### Citi - Current Employer

**Job Title:** Senior supervisor

**Dates Employed From:** Nov/2014

**Dates Employed To:** Currently Employed

**Employment Length:** 5 years, 2 months

**Duties:** Manager of managers. I manage a team of 25 managers over a department of 170 people. We handle customer service for Citi's commercial credit cards.

**Reason For Leaving:** Currently Employed

**Supervisor Name:**  
Jennifer Johnson

**Address:** Johnson City, TN, UNITED STATES

**Phone:** (423) 467-6597

**Ending Rate of Pay:** 48,000

**May We Contact?** No

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

---

### Liberty university | College or University

**Degree:** Teacher licensure

**Graduated?** No

**Major:** Education

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

---

*Click on the link to open the resume file if you wish to print the formatted resume.*

### File Name

### Link

Mary\_s Resume.docx

[Q Preview](#)   [Download](#)

### Text Only Resume

No Text Only Resume on File

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

---

### Colon Efrain Cepeda

**Relationship:** Friend

**Phone:** 4234291233

**Years Known:** 10

### Beth Sweeney

**Relationship:** Colleague

**Phone:** +1 (423) 470-5487

**Years Known:** 5

### Kasi Conner

Relationship: Colleague  
 Years Known: 5 years

Phone: +1 (423) 946-0428

Job Questions

City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>The Most important elements of the City Manager position are maintaining and supporting the City's initiatives while taking care of the City's employees and ensuring they have all the tools they need to do their jobs.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Creating a new position to not only save money for they company but also develop employees for growth within the company through the management readiness program.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I would listen to the policy and take my personal feelings out of the situation. It is important to think of Homer and the town's needs above my bias.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>My leadership Philosophy is to recognize strengths within my employees and utilize their strengths to not only get the job done quickly and efficiently but to also develop and empower my employees. Creating a positive environment and happy place to work.</p>	
<p>In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your</p>	<p>I am able to manage money, stay under budget, and save my company money. I can manage a budget and work under pressure. Based off of the job description I am able to manage a large group of people while working on extra projects going above and beyond my current job description.</p>	

resume or cover letter) \*

## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	2/1/20	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Certified nutritionist	
Describe any job-related training received in the United States military. *	N/A	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that	Chair member of the women's network Gray chapter.	

would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

### Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Leading at Citi certified leadership	
What type of computers and software have you used? *	Apple and Microsoft office. Windows 10.	
Other qualifications specific to this position? *	N/A	
List any certifications you have received: *	N/A	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	N/A	
State any additional information you feel may be helpful to us in considering your application *	My family and I want to make Homer our home. My family moved up here four years ago and we would love to join them and make a life here in this beautiful city.	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.		
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? *	Yes	

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Mary Katherine Cepeda

**Date:** 2019-12-24 09:48:00am

**IP Address:** 107.77.205.219

---

Signature

---

Date





# Mary Cepeda

2727 Kachemack Drive. Homer, AK 99603 • (276) 614-6871 • emcsquared0117@hotmail.com

## Objective

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Highly skilled people manager with proven success in cultivating solid teams for performance.

Strong capability to create positive environments that maximize productivity and efficiency.

Adept to fast-paced environments with ability to deliver under high-pressure situations.

## Experience

---

CITI – Gray, Tennessee

Nov. 2014 – Present

Senior Supervisor - Home Depot, Commercial Revolving Credit Critical Care Unit

- Develop a Work Flow Coordination team to monitor our departments service levels, maintain compliance with trainings, ensure all agents are accounted for and minimize down time to meet our departments contractual agreements.
- Pioneer and develop a coaching program to improve quality and performance metrics and help with career readiness. Agents are currently 2<sup>nd</sup> in department for quality this year.
- Identify problem areas within our phone system; eliminating 13,662 extensions that were billed to the Commercial department saving \$684,000 dollars annually.
- Pilot and implement customer service on authorization calls cutting down on call volume and improving handle time and saving the company 4 FTE (Full Time Employees).
- Create a program to stream line notation and keep the Commercial department within governmental compliance.
- Create a position for manager readiness. Applicant is responsible for a team of ten agents monitored and evaluated on a monthly basis.
- Up trained all Critical Care Unit agents (CCU) to handle new programs (CMS, Cognos, and Aspen tracking) in order to take over department stats and assist managers in coaching to improve department downtime and deliverables.
- Manage development and daily performance of 20-25 call center agents.
- Measure operational performance metrics while driving individual production and network across teams to ensure service levels and occupancy goals are met.

#### Phone Supervisor –

- Responsible for problem resolution and reporting to track department statistics and drive individual goals.
- Subject Matter Expert for Specialty Merchants – Trained and developed agents' knowledge-base for specific customers.
- Cross-trained in all commercial revolving credit functions including Home Depot, Specialty Merchants and Fuels as well as Consumer THD and Best Buy accounts.
- Manage expectations of customers to ensure a positive experience.

J. Crew – Lynchburg, Virginia

July 2012 – Oct. 2013

Sales Associate- Customer Care Center, Personal Shopping Consultant

- Developed customer loyalty by establishing relationships with clients.
- Executed up-selling to clients to help with business production goals.

Aflac – Lynchburg, Virginia

Feb. 2012 – July 2012

Trainer

- Trained sales representatives to sell insurance through targeted clients goals; created a plan for outbound sales, and taught how to create a referral network.
- Advised sales representatives how to execute integrated sales and cultivate relationships with clients, resulting in desired revenue and service goals.

Qualifications/ Additional training: Leading at Citi 1; Interviewing Skills; How to Recognize & Hire the Best; Leadership: New Manager Training for Technical

#### Community Outreach

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Citi Diversity, Women's Network, Gray, Tennessee

2017 – Present

Chair Member

Founding member of the Gray CSC Women's Network; Chapter currently has approximately 385 members focused on development, mentorship, community service and learning opportunities for women in the workplace

#### Education

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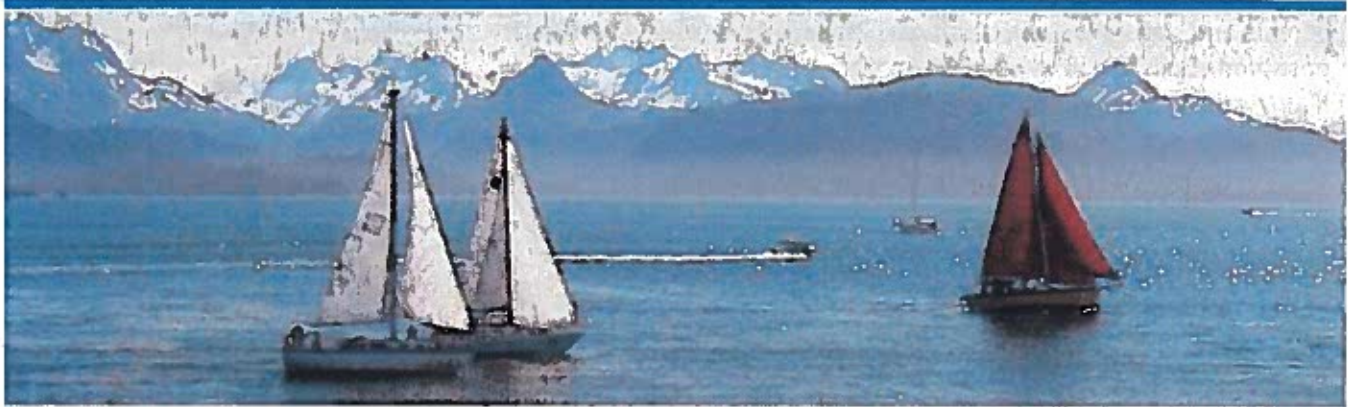
Liberty University

2008 – 2011

-Certificate in Nutrition

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[Documents](#) [Job Openings](#) [Helpful Links](#)

## Employment Application | Submitted: 19-Jan-2020

AAA

**Steven Davidson**

**City Manager**

☎ 15099453200  
✉ sdavidson98937@gmail.com  
🏠 Selah 703 Jamie Drive  
Selah, WA 98942  
United States

Job Location - Homer, AK  
Department - Administration  
Source - Indeed - apply

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### WSDOT

**Job Title: Traffic Safety Systems Operator I**

**Supervisor Name: Kerry Jorgensen**

**Dates Employed From: Feb/2018**  
**Dates Employed To: Jan/2019**  
**Employment Length: 0 years, 11 months**

**Address: Union Gap, WA, UNITED STATES**

**Phone: (509) 577-1600**

**Duties: Manage traffic control systems on all highways and freeways in the South Central Region of Washington State.**

**Ending Rate of Pay: 24.50**

**Reason For Leaving: it was a temp job**

**May We Contact? Yes**

## Naches School District

### Job Title: Program Coordinator/Teacher

**Dates Employed From:** Sep/1994

**Dates Employed To:** Sep/2017

**Employment Length:** 23 years

**Duties:** • Managed and administered multiple LMS for faculty, students, parents and staff. • Planned, taught and managed grades seven through post-grad • Built and developed 9-12 alternative program into full-scale K-12 Virtual Academy. • Planned and implemented key programs • Community outreach • Developed and maintained required documentation on entire program as well as every student. • Developed program KPI's.

**Reason For Leaving:** My dad who lives in Nikiski, had a stroke and needed to help him get back on his feet.

**Supervisor Name:** Rich Rouleau

**Address:** Naches, WA, UNITED STATES

**Phone:** (509) 653-2222

**Ending Rate of Pay:** 53.40

**May We Contact?** Yes

## City of Hoquiam

### Job Title: Director of Aquatics

**Dates Employed From:** Mar/1990

**Dates Employed To:** Jun/1991

**Employment Length:** 1 year, 3 months

**Duties:** • Planned and Implemented key programs • Human Resource Management • Budgeted, performed policy review and approval

**Reason For Leaving:** I returned to college to finish my BA

**Supervisor Name:** Gordon Beck

**Address:** Hoquiam, WA, UNITED STATES

**Phone:** (360) 532-5700

**Ending Rate of Pay:** 24.50

**May We Contact?** Yes

## Education

List below your educational background, including high school, all colleges, trade and military service schools.

Please enter N/A if the field is not applicable.

---

### Golden Gate University | College or University

**Degree:** Masters of Public Administration

**Major:** Public Administration

**Graduated?** Yes

### Central Washington University

**Degree:** BA

**Major:** English

**Graduated?** Yes

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Steven_Davidson.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
Steven-Davidson.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

sdavidson98937@gmail.com  
Steven Davidson  
<https://www.linkedin.com/in/steven-d-264aa732>  
<https://www.linkedin.com/in/steven-d-264aa732>

(509) 945-3200  
Selah Valley, WA

Traffic Safety Systems Operator I WSDOT  
2018 to 2019  
Manage traffic control systems on all highways and freeways in the South Central Region of Washington State.

Program Coordinator/Teacher Naches School District  
1994 to 2017

- Managed and administered multiple LMS for faculty, students, parents and staff.
- Planned, taught and managed grades seven through post-grad
- Built and developed 9-12 alternative program into full-scale K-12 Virtual Academy.
- Planned and implemented key programs
- Community outreach
- Developed and maintained required documentation on entire program as well as every student.
- Developed program KPI's.

Director of Aquatics City of Hoquiam  
1989 to 1990

- Planned and Implemented key programs
- Human Resource Management
- Budgeted, performed policy review and approval

Masters of Public Administration Golden Gate University  
San Francisco, CA  
August 2000 to August 2002

BA English Central Washington University

1990 to 1994

Word Processing (10+ years), microsoft office (10+ years), Written Communication (10+ years), Management (10+ years), Customer Service (10+ years), Outlook, Marketing, Quickbooks, Administrative Assistant, Scheduling, Filing, Excel, Sales

<https://www.linkedin.com/in/steven-d-264aa732>

The Art of Crayons [https://www.amazon.com/Smell-Crayons-Life-Poems/dp/1448654459/ref=sr\\_1\\_1?keywords=the+smell+of+crayons&qid=1555018411&s=books&sr=1-1](https://www.amazon.com/Smell-Crayons-Life-Poems/dp/1448654459/ref=sr_1_1?keywords=the+smell+of+crayons&qid=1555018411&s=books&sr=1-1)

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

### Brad Sprague

Relationship: Colleague  
Years Known: 8

Phone: 509-690-1366

### Lona Huck

Relationship: Colleague  
Years Known: 12

Phone: 5096532222

### Karen Chance

Relationship: Colleague  
Years Known: 8

Phone: 5096532222

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit	Working with the public and staff seamlessly to improve services and response of City Government.	



each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I've worked on a town planning commission as well as on the town council thus leading to my Masters in Public Administration.

A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

The motivation behind said policy should be respected and understood and I would work tirelessly to find a viable compromise to meet the needs of the City and of the stakeholders.

What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I believe in Servant Leadership.

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

Town of Naches Planning commission, Town of Naches Council member, my time on the many state committees working with leaders and legislators.

## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	

Have you ever been employed with the City? \*

No

If yes, Please give dates:

This question was not answered.

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) \*

No

On what date would you be available for work? \*

February 6, 2020

Can you travel if the job requires it? \*

Yes

Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) \*

No

If yes, Please explain

This question was not answered.

Are you 18 years of age or older? \*

Yes

## Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Working with the State and City in policy and governance.	
Describe any job-related training received in the United States military. *	N/A	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	N/A	

## Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Public Administration, Tourism, Technology, Working with the public	

What type of computers and software have you used? *	MS Office, Google Suite, Remote desktop applications, LMS etc
Other qualifications specific to this position? *	see resume
List any certifications you have received: *	N/A
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	None
State any additional information you feel may be helpful to us in considering your application *	N/A
<b>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b>	
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? *	Yes

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment

on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Steven A Davidson

**Date:** 2020-01-19 09:32:56am

**IP Address:** 68.113.11.199

---

Signature

---

Date

# Steven Davidson

<https://www.linkedin.com/in/steven-d-264aa732>

Selah Valley, WA

sdavidson98937@gmail.com

(509) 945-3200

<https://www.linkedin.com/in/steven-d-264aa732>

Authorized to work in the US for any employer

## Work Experience

### **Traffic Safety Systems Operator I**

WSDOT

2018 to 2019

Manage traffic control systems on all highways and freeways in the South Central Region of Washington State.

### **Program Coordinator/Teacher**

Naches School District

1994 to 2017

- Managed and administered multiple LMS for faculty, students, parents and staff.
- Planned, taught and managed grades seven through post-grad
- Built and developed 9-12 alternative program into full-scale K-12 Virtual Academy.
- Planned and implemented key programs
- Community outreach
- Developed and maintained required documentation on entire program as well as every student.
- Developed program KPI's.

### **Director of Aquatics**

City of Hoquiam

1989 to 1990

- Planned and implemented key programs
- Human Resource Management
- Budgeted, performed policy review and approval

## Education

### **Masters of Public Administration**

Golden Gate University - San Francisco, CA

August 2000 to August 2002

### **BA in English**

Central Washington University

1990 to 1994

## Skills

---

- Word Processing (10+ years)
- microsoft office (10+ years)
- Written Communication (10+ years)
- Management (10+ years)
- Customer Service (10+ years)
- Outlook
- Marketing
- Quickbooks
- Administrative Assistant
- Scheduling
- Filing
- Excel
- Sales

## Links

<https://www.linkedin.com/in/steven-d-264aa732>

## Assessments

### **Dispatch Manager — Proficient**

September 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/59322d2c064240d395b9f9bb86f2c466eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/59322d2c064240d395b9f9bb86f2c466eed53dc074545cb7)

### **Verbal Communication — Highly Proficient**

August 2019

Speaking clearly, correctly, and concisely.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0f4edc0ffcc1e973f638ec3cb1f0d55beed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0f4edc0ffcc1e973f638ec3cb1f0d55beed53dc074545cb7)

### **Mechanical Skills: Aptitude — Proficient**

August 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/19a66381e8be291e2488503e3d4d8552eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/19a66381e8be291e2488503e3d4d8552eed53dc074545cb7)

### **Attention to Detail — Completed**

August 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0c6a8343628f7d31cd0af6538e7741c1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0c6a8343628f7d31cd0af6538e7741c1eed53dc074545cb7)

### **Customer Service Specialist (CSS) — Completed**

May 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4180fd6793b340e80def2b7718414a11eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4180fd6793b340e80def2b7718414a11eed53dc074545cb7)

### **Customer Service: Practical Situations — Completed**

May 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/09965475bb0a163b79d05491f3885faeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/09965475bb0a163b79d05491f3885faeed53dc074545cb7)

### **Working with MS Word Documents (Intermediate) — Familiar**

August 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3fafe8458b90937d9da26166320b462eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3fafe8458b90937d9da26166320b462eed53dc074545cb7)

### **Attention to Detail: Inventory — Expert**

September 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8e34bdf47e81823ba5416a67b867d021eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8e34bdf47e81823ba5416a67b867d021eed53dc074545cb7)

### **Social Media — Completed**

May 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5863b01ff126f93c94247b170e999f41eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/5863b01ff126f93c94247b170e999f41eed53dc074545cb7)

### **Business Math — Proficient**

April 2019

Measures a candidate's ability to use basic math to solve problems in a business context.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/d919ebe37856b9cfc75503f26ca01e51eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/d919ebe37856b9cfc75503f26ca01e51eed53dc074545cb7)

### **Supervisory Skills: Directing Others — Highly Proficient**

April 2019

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Full results: [https://share.indeedassessments.com/share\\_to\\_profile/7b30f025c22a1570e932c6f4338471c6eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/7b30f025c22a1570e932c6f4338471c6eed53dc074545cb7)

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April 2019

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Full results: [https://share.indeedassessments.com/share\\_to\\_profile/a5f623127eef0961d1f00db359ba258feed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/a5f623127eef0961d1f00db359ba258feed53dc074545cb7)

### **Teamwork: Interpersonal Skills — Proficient**

April 2019

Resolving disputes, solving team problems, and understanding nonverbal cues.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/ccb4cc5f7a6ea7c4749e72215ad17055eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/ccb4cc5f7a6ea7c4749e72215ad17055eed53dc074545cb7)

### **Basic Computer Skills — Proficient**

March 2019

Measures a candidate's ability to perform basic computer operations, navigate a Windows OS, and troubleshoot common computer problems.

Full results: [https://share.indeedassessments.com/share\\_assignment/xaakccuh6ezhisek](https://share.indeedassessments.com/share_assignment/xaakccuh6ezhisek)

### **Written Communication — Familiar**

August 2018

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4c148aebf772a66efe856d8692d656dceed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4c148aebf772a66efe856d8692d656dceed53dc074545cb7)

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March 2019

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Full results: [https://share.indeedassessments.com/share\\_assignment/eixeenw6mq84wnsw](https://share.indeedassessments.com/share_assignment/eixeenw6mq84wnsw)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

## Publications

### **The Art of Crayons**

[https://www.amazon.com/Smell-Crayons-Life-Poems/dp/1448654459/ref=sr\\_1\\_1?keywords=the+smell+of+crayons&qid=1555018411&s=books&sr=1-1](https://www.amazon.com/Smell-Crayons-Life-Poems/dp/1448654459/ref=sr_1_1?keywords=the+smell+of+crayons&qid=1555018411&s=books&sr=1-1)





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## STEVEN DAVIDSON

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<https://www.linkedin.com/in/steven-d-264aa732>

Selah Valley, WA

sdavidson98937@gmail.com

(509) 945-3200

<https://www.linkedin.com/in/steven-d-264aa732>

Authorized to work in the US for any employer

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### WORK EXPERIENCE

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#### **Traffic Safety Systems Operator I**

WSDOT

2018 to 2019

Manage traffic control systems on all highways and freeways in the South Central Region of Washington State.

#### **Program Coordinator/Teacher**

Naches School District

1994 to 2017

- Managed and administered multiple LMS for faculty, students, parents and staff.
- Planned, taught and managed grades seven through post-grad
- Built and developed 9-12 alternative program into full-scale K-12 Virtual Academy.
- Planned and implemented key programs
- Community outreach
- Developed and maintained required documentation on entire program as well as every student.
- Developed program KPI's.

#### **Director of Aquatics**

City of Hoquiam

1989 to 1990

- Planned and Implemented key programs
- Human Resource Management
- Budgeted, performed policy review and approval

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## EDUCATION

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### **Masters of Public Administration**

Golden Gate University - San Francisco, CA  
August 2000 to August 2002

### **BA in English**

Central Washington University  
1990 to 1994

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## SKILLS

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- **Word Processing (10+ years)**
  - **microsoft office (10+ years)**
  - **Written Communication (10+ years)**
  - **Management (10+ years)**
  - **Customer Service (10+ years)**
  - **Outlook**
  - **Marketing**
  - **Quickbooks**
  - **Administrative Assistant**
  - **Scheduling**
  - **Filing**
  - **Excel**
  - **Sales**
- 

## LINKS

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<https://www.linkedin.com/in/steven-d-264aa732>

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## ASSESSMENTS

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### **Dispatch Manager — Proficient**

September 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/59322d2c064240d395b9f9bb86f2c466eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/59322d2c064240d395b9f9bb86f2c466eed53dc074545cb7)

### **Verbal Communication — Highly Proficient**

August 2019

Speaking clearly, correctly, and concisely.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0f4edc0ffcc1e973f638ec3cb1f0d55beed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0f4edc0ffcc1e973f638ec3cb1f0d55beed53dc074545cb7)

### **Mechanical Skills: Aptitude — Proficient**

August 2019

Measures a candidate's ability to understand and apply mechanical concepts and processes.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/19a66381e8be291e2488503e3d4d8552eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/19a66381e8be291e2488503e3d4d8552eed53dc074545cb7)

### **Attention to Detail — Completed**

August 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/0c6a8343628f7d31cd0af6538e7741c1eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/0c6a8343628f7d31cd0af6538e7741c1eed53dc074545cb7)

### **Customer Service Specialist (CSS) — Completed**

May 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/4180fd6793b340e80def2b7718414a11eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/4180fd6793b340e80def2b7718414a11eed53dc074545cb7)

### **Customer Service: Practical Situations — Completed**

May 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/09965475bb0a163b79d05491f3885faeed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/09965475bb0a163b79d05491f3885faeed53dc074545cb7)

### **Working with MS Word Documents (Intermediate) — Familiar**

August 2019

Intermediate Word techniques, including the use of formatting, Track Changes, and Comments.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/3fafe8458b90937d9da26166320b462eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/3fafe8458b90937d9da26166320b462eed53dc074545cb7)

### **Attention to Detail: Inventory — Expert**

September 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/8e34bdf47e81823ba5416a67b867d021eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/8e34bdf47e81823ba5416a67b867d021eed53dc074545cb7)

### **Social Media — Completed**

May 2019

Measures a candidate's ability to create content, communicate online, and build a brand's reputation.

Full results: [https://share.indeedassessments.com/share\\_to\\_profile/5863b01ff126f93c94247b170e999f41eed53dc074545cb7](https://share.indeedassessments.com/share_to_profile/5863b01ff126f93c94247b170e999f41eed53dc074545cb7)

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## PUBLICATIONS

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Departments Job Openings Helpful Links

## Employment Application | Submitted: 28-Jan-2020

AAA

**Zachary Hamilton**

☎ (231) 288-6777

✉ contactzhamilton@gmail.com

📍 1475 Colonial Rd  
Muskegon, MI 49441  
United States

**City Manager**

Job Location - Homer, AK

Department - Administration

Source - Indeed - apply

## Employment History

Please list your previous employers starting with your current, or most recent employer.

### Situla LLC - Current Employer

**Job Title: Co-owner (Absentee)**

**Dates Employed From: Jul/2018**

**Dates Employed To: Currently Employed**

**Employment Length: 1 year, 6 months**

**Duties: - Responsible for new business development (\$500,000-\$1M annual revenue) - HR generalist for 20+ employees in TX, MI & AK - Prepare detailed reports, invoicing, social media marketing & graphic design**

**Supervisor Name: n/a**

**Address: Kenai, AK, UNITED STATES**

**Phone: (231) 288-6777**

**Ending Rate of Pay: 0**

**May We Contact? Yes**

**Reason For Leaving:** Currently Employed

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

---

### Bakke Graduate University | Graduate School

**Degree:** Doctorate

**Graduated?** Yes

**Major:** Transformational Leadership

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

**File Name**

**Link**

Dr. Zachary Hamilton - Resume \_2020\_.pdf

 Preview    Download

### Text Only Resume

No Text Only Resume on File

### Admin Uploaded Files

There are no admin uploaded files for this applicant.

### References

Please fill out the information below regarding references.

---

#### Dr. Brad Smith

**Relationship:** Professional

**Phone:** 214-912-9807

**Years Known:** 10

#### Dr. Bryan McCabe

**Relationship:** Professional

**Phone:** 724-822-7067

**Years Known:** 3



Cindy Weberg

Relationship: Professional  
Years Known: 2

Phone: 231-740-5455

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>The most important elements of the City Manger position are: managing expectations of all stakeholders, clear communication, strengthening relationships between stakeholders, troubleshooting, managing conflict, and aligning all systems, people, and processes to the strategic direction of city.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I have traveled the world learning from civic and social leaders about how to organize and even transform cities/communities, and as a result of my research, I earned a doctorate in transformational leadership with an emphasis in cultural, organizational, and city transformation.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>So long as the policy is legal, ethical, and within the city's authority then my job is to carry out the policy regardless of my preferences or feelings.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Leaders are learners. Leaders do well to model for others the beliefs and behaviors that are desired. The end result of leadership is not influence but impact.</p>	
<p>In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate</p>	<p>The areas I would most excel in are: 1) community relations and 2) HR generalist related functions. My experience and expertise in gaining trust quickly and easily, building consensus, and coaching individuals and teams to success would add much value.</p>	

attachment as you would your resume or cover letter) \*

In the areas that I am not as experienced I would work through other city employees to get their best so that it is a team effort.

## Additional Questions

### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	4/1/2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	I have traveled extensively to learn about cities and city management through my education programs.	
Describe any job-related training received in the United States military. *	Leadership in USAF	

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

President of BNI Southeast Texas Networkers (new business networking group), member of Colaunch in Muskegon, MI (startup community), mentor through Pencil Foundation and Jumpstart Foundry in Nashville, TN

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
<b>Knowledge and Specialized Skills: *</b>	Asset-based community development, design thinking, branding/marketing, organizational development, and leadership development	
<b>What type of computers and software have you used? *</b>	Mac and PC, Google Drive, Office, CRMs, LMSs	
<b>Other qualifications specific to this position? *</b>	Most of my experience in civic work is related to organizing and being a support person in the community to civic leaders (Mayors, Managers, Prosecutors, etc)	
<b>List any certifications you have received: *</b>	Certified professional coach, licensed minister	
<b>List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *</b>	none	
<b>State any additional information you feel may be helpful to us in considering your application *</b>	I have lived in AK two separate times and have family and business on the Peninsula. Would love to relocate to AK as a resident again.	
<b>Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.</b>	Yes	
<b>Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job</b>		

**description for which you have applied? \***

## **Applicant Statement**

**I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.**

**I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.**

**I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.**

**This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.**

**I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.**

**The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

**In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.**

I agree to the above.

**Signature:** ZACHARY HAMILTON

**Date:** 2020-01-28 11:01:42am

**IP Address:** 69.136.136.127

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**Signature**

---

**Date**



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## **DR. ZACHARY HAMILTON**

**Muskegon • Michigan**

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**Dear Hiring Manager,**

*As a Doctor of Transformational Leadership and Master of Civic and Social Entrepreneurship, I am a scholar-practitioner with a track record of building relationships and getting results. I have led organizations through high pressure situations, and earned a reputation for being an interventionist who builds consensus, and moves things forward.*

*My desire is to leverage my experience, education, and expertise in the areas of asset-based community development, design thinking, branding/marketing, organizational development, and leadership development in a multicultural, multi-generational context for maximum social impact.*

*I look forward to hearing from you. Thank you for your time and consideration.*

**Sincerely,**



**Dr. Zachary Hamilton**

1475 Colonial Rd.  
Muskegon, Michigan 49441  
231-288-6777 (c) • [contactzhamilton@gmail.com](mailto:contactzhamilton@gmail.com)

# ZACHARY HAMILTON

## TRANSFORMATIONAL LEADER

### PERSONAL PROFILE

I am 'the world's rarest' personality type (INFJ) according to the Myers-Briggs Type Indicator®. I am caring, creative, and highly intuitive. As a mediator (CIS), according to the DiSC® behavior assessment, I am careful and charismatic. According to my Birkman® report, I am a blue/green, which means I am driven by an internal-pressure to influence others and outcomes. As an Enneagram Type-7, I am a fast learner, highly adaptable, and optimistic.

### EXPERTISE

- Public speaking
- Capacity-builder
- HR generalist
- Asset-based community development
- Intervention & intentional transitions
- Change management
- Brand management & marketing services, including design
- Executive management
- Coach-mentoring
- Assessment (personal & professional development)

### EXPERIENCE (CONTINUED ON NEXT PAGE)

#### DIRECTOR OF DEVELOPMENT

Port City Church | 2017 - Present

- Organizational development (Multi-site: 750 - 1250 regular attendees)
- Community development (capacity-builder) & CCDA Local Connector
- Coach-mentor staff/volunteers (>65 directly) & provide member care

Reason for leaving: have fulfilled internal consultant role

#### ABSENTEE CO-OWNER (ENTREPRENEUR)

Situla LLC | 2014 - Present

- Responsible for new business development (\$500,000-\$1M annual revenue)
- HR generalist for 20+ employees in TX, MI & AK
- Prepare detailed reports, invoicing, social media marketing & graphic design

### CONTACT

231-288-6777 (c)  
contactzhamilton@gmail.com

### EDUCATION

#### BAKKE GRADUATE UNIVERSITY

Doctor of Transformational Leadership,  
2019

- Dissertation: Intervention and Intentional Transitions of Human Systems in Chaos

#### BAKKE GRADUATE UNIVERSITY

M.A. in Civic & Social Entrepreneurship,  
2012

#### BAPTIST COLLEGE OF FLORIDA

B.S. in Biblical Studies, 2009

### OTHER RELEVANT INFO

- Veteran (U.S. Air Force)
- Certified professional coach (CoachNet Global and QuickStep Coaching)
- Licensed minister (2007) & Bible Training Center for Pastors & Leaders trainer/instructor (SBTS)
- Happily married & dad to four boys so work-life balance is important to me
- Cross-disciplinary knowledge of re-entry, recovery, human & child services, education, new business development & media marketing, design thinking, history of religion, and global cities



# ZACHARY HAMILTON

## TRANSFORMATIONAL LEADER

### EXPERIENCE (CONTINUED FROM PREVIOUS PAGE)

#### PRESIDENT

##### **BNI Southeast Texas Networkers (BNI International) | 2016-2017**

- Responsible for vision-casting & lead weekly chapter meetings
- Oversaw leadership and support teams (during Hurricane Harvey)
- Ensured 35+ members meet individual & collective goals (<\$12M revenue generated)

#### CATALYST

##### **Celebrate Recovery Inside (Prison Fellowship/MDOC/TDCJ) | 2016 - Present**

- Launched national pilot inside PF Academy at Muskegon Correctional Facility
- Recruited & trained dozens of volunteers
- Hundreds of men now participate in 1 year programs annually in TX & MI

#### CONSULTANT

##### **Numerous organizations | 2014 - Present**

- Catalyzed grass-roots community coalition in Golden Triangle in Southeast TX
- Led faith-based community in Orange, TX through Hurricane Harvey drama that devastated community
- Developed capital campaigns, implemented marketing strategies, performed conflict resolution, built consensus

#### COACH-MENTOR

##### **Jumpstart Foundry & Pencil Foundation (Nashville, TN) | 2011 - 2012**

- General mentor for several early-stage tech & healthcare startups
- Youth mentor for H.S. students re: career goals & planning
- Launched web design project for H.S. students in partnership w/ local startup

#### DIRECTOR

##### **The Answer Center (Sioux Falls, SD) | 2007 - 2011**

- Motivated & mobilized staff/volunteers to meet client/community needs in Whittier Neighborhood; implemented asset-based principals/practices
- Participated in Mayor's future planning 'think tank' & citywide homeless coalition

#### TECHNICIAN

##### **U.S. Air Force | 2003 - 2007**

- Awarded airman of the year (2004) for 43rd Fighter Squadron
- Earned Senior Airman below-the-zone (2006)
- Responsible for troubleshooting 20+ \$150M aircraft



# ZACHARY HAMILTON

**TRANSFORMATIONAL LEADER**

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## REFERENCES

### **DR. OLADOTUN (DOT) REJU**

**Founder, Center for Transformational Leadership, Jos, Plateau State, Nigeria**

Email: dotun.reju@bgu.edu; Skype: dotun.reju; Tel: 234-803-348-6990

### **DR. BRAD SMITH**

**Board Member, Leader Formation International, Dallas, TX, USA**

Email: brad.smith@bgu.edu; Tel: 214-912-9807

### **CHIP HACKNEY**

**Prison Fellowship Academy Manager, Muskegon Correctional Facility, MI, USA**

Email: chip\_hackney@pfm.org; Tel: 231-750-9722

### **CINDY WEBERG**

**Board Chairperson, World Mission Thrift Center, Muskegon, MI, USA**

Email: ctweberg@gmail.com; Tel: 231-740-5455

### **DR. BRYAN MCCABE**

**Leader, the Learning and Mentoring Partnership, Pittsburgh, PA, USA**

Email: bryan.mccabe@bgu.edu; Tel: 724-822-7067

### **BETH DAVIDSON**

**Employee (4 yrs), Commercial cleaning business, Southeast, TX, USA**

Tel: 409-460-8582



Homer

Departments

Government



Documents Job Openings Helpful Links

### Employment Application | Submitted: 13-Jan-2020

AAA

**James Lakin**

☎ (616) 550-9061  
✉ jlakin56@gmail.com  
📍 1185 Cramton Ave NE  
Ada, MI 49301  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Indeed

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Calvin Theological Seminary - Current Employer

**Job Title: Facility Manager**

Dates Employed From: May/2008  
Dates Employed To: Currently Employed  
Employment Length: 11 years, 8 months

Duties: Over-site of all property owned and leased by Calvin Seminary. Management of staff of up to 35, generate and manage budget. Long range planning, And safety officer.

Reason For Leaving: Currently Employed

**Supervisor Name:**  
Margaret Mwenda

Address: Grand Rapids, MI, UNITED STATES  
Phone: (800) 388-6034

Ending Rate of Pay: 73,000.00

May We Contact? No

### Wieland Davao Inc.

#### Job Title: Project Superintendent

Dates Employed From: Apr/2006  
Dates Employed To: May/2008  
Employment Length: 2 years, 1 month

Duties: Started and completed 80000 square foot commercial retail building in Erie, PA. Started commercial maintenance building in TX , dismissed from job before completion do to disagreement with management.

Reason For Leaving: Dismissed

#### Supervisor Name: Rob Kreger

Address: Lansing, MI, UNITED STATES  
Phone: (517) 372-8650  
Ending Rate of Pay: 65,000.00  
May We Contact? Yes

### Lakin Construction and Development Inc

#### Job Title: Construction Manager/Project Manager

Dates Employed From: Apr/1991  
Dates Employed To: Mar/2006  
Employment Length: 14 years, 11 months

Duties: Total responsibility for construction of projects up to \$2 million. Responsible for entire project from Conception to completion including: planning and budgeting, contract negotiations and workforce assignments, banking and financial transactions, scheduling, job assessment and problem-solving. Involved in a wide variety of projects including commercial residential multi family and facility construction.

Reason For Leaving: Company closed doors

#### Supervisor Name: Jim Lakin Sr.

Address: Ionia, MI, UNITED STATES  
Phone: (00) 000-0000  
Ending Rate of Pay: 65,000.00  
May We Contact? No

### Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

#### Belding High School | High School or Equivalent

Degree:  
Major:

Graduated? Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

City of Homer Resume.doc

Preview

Download

Cover Letter for City of Homer.docx

Preview

Download

**Text Only Resume**

No Text Only Resume on File

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.

**Daryl Britton**

Relationship: Friend  
Years Known: 31

Phone: 616-460-9149

**Michael Hoisington**

Relationship: Friend  
Years Known: 15

Phone: 616-460-8524

**Mark Pietscher**

Relationship: Friend, Pastor  
Years Known: 10

Phone: 616-970-7164

**Job Questions**

**City Manager 2019 |**

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	There are many things that are important elements of the city manager position, number one would be integrity. Number two would be leading by example. Number three would be managing the city; the city manager is like an Orchestra conductor, who leads every part of the symphony.	
Describe a professional accomplishment that you feel best	I have been leading and managing for 25 plus years, the last 12 years I have been a facility	

**demonstrates your ability to be the City Manager of Homer. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

manager. In those years I have made Calvin Seminary a better place maintaining this building at high standard. Before that construction for 35 years as a site superintendent and then Project manager. I have many abilities and gifts that are kind a like a box of puzzle pieces that would fit quite well doing the tasks of a city manager at Homer.

**A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I would listen to the council as they gave reasons for the new policy, and try to figure out if that was to the best interest of the city as a city manager. I would gather as much data as possible that Would help make the case for or against whatever the policy is. If the council did not change the policy after that I would carry out the policies of the council.

**What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I take the team approach to leadership, I want those on my team to succeed. I give them what they need to do their jobs, I'm available to give them feedback, to listen to their issues, to help them in anyway I can. I lead by example and with integrity, expecting those on my leadership team to do the same.

**In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \***

I have managed for 25+ years, served on a sewer board, served on a school board, put together information plans for city and villages to address public forums Thor Proposed projects. Put together policies to present to boards, put together emergency plans, Put together budgets, held planning meetings, hired personnel, dismiss personnel.

**Additional Questions**

**Employment |**

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	



<b>If yes, Please give dates:</b>	This question was not answered.	
<b>Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *</b>	No	
<b>On what date would you be available for work? *</b>	March 2 or before	
<b>Can you travel if the job requires it? *</b>	Yes	
<b>Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *</b>	No	
<b>If yes, Please explain</b>	This question was not answered.	
<b>Are you 18 years of age or older? *</b>	Yes	

**Education |**

Question	Answer	Disqualifier?
<b>Describe any specialized training, apprenticeship, skills and extra-curricular activities. *</b>	FMP (Facilities Manager Professional) Certificate, Proficient hands on skill in Electrical, Plumbing, HVAC. Proficient in operation of most heavy equipment, Gifted with mechanical abilities, great common sense. Love to work with my hands, love of outdoors includes Hiking/Camping (4 season)/Hunting/Fishing.	
<b>Describe any job-related training received in the United States military. *</b>	None	
<b>List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *</b>	Member of IFMA (International Facilities Management Association), Church Member, Have severed 4 years on a school board, served as elder and chairman of church board for 20 plus years, Member of sewer board for 6 years, and Member of a township tax board for 3 years.	

**Additional Information |**

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
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**Knowledge and Specialized Skills: \***

Lived in a city of 6000 for 28 years, knowledge of how thing work in a small city, people skills.

**What type of computers and software have you used? \***

Proficient with computers, including Windows and Apple, iPad, iPhone, Proficient with Microsoft Office Suite, including Microsoft Project, Auto-cad. Trane Ensemble

**Other qualifications specific to this position? \***

25 plus years of management, above average knowledge of construction, buildings and infrastructure, Skilled in long term planning and budgeting, People person, love to see other succeed.

**List any certifications you have received: \***

FMP (Facilities Manager Professional) Certificate, Current CPR/First aid certificate, Multi OSHA training certificates; fall protection, fork lift operator certificate, Man/Scissor lift operator certificate.

**List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. \***

No Family working or living in the Homer area.

**State any additional information you feel may be helpful to us in considering your application \***

Thank You for considering my application:)

**Note to Applicants: DO NOT ANWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \***

Yes

**Applicant Statement**

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.



I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** James R Lakin II

**Date:** 2020-01-13 06:50:53pm

**IP Address:** 68.43.39.102

---

**Signature**

---

**Date**

---

**JIM LAKIN**

---



JLAKIN56@GMAIL.COM



616-550-9061

1185 CRAMTON AVE. SE  
ADA, MI 49301

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**Homer City Hall**

**Andrea Browning, Personnel Director**

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**491 East Pioneer Ave  
Homer AK 99603**

Dear Andrea,

Thank you for the opportunity to apply for the position of City Manager in Homer. I have no doubt in my mind that I could carry out the duties of City Manager for Homer. My resume shows 35 years of knowledge in the construction industry; this knowledge applies to many aspects of city infrastructure; 25 of those years have been in management which would apply to my carrying out the oversight of City Manager.

I am looking for something that will put me in an environment where I can help people succeed, where I can use my broad range of knowledge, gifts, talents and leadership skills, where I can solve problems and learn how to do each of those things better. All my varied work experience over the years has brought me to this point in time.

I am looking forward to having conversation with you regarding the position of City Manager in Homer, Alaska.

Sincerely,

Jim Lakin



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**Applying for: City Manager for City of Homer, AK**

Resume: (Jim) James R Lakin

1185 Cramton Ave. NE

Ada, MI 49301

jlakin56@gmail.com

616-550-9061 (voice or text)

**Objective**

To fill the role as City Manager in order to use my years of varied experience; over 35 years of construction; 25 years of those years in management with experience in Construction management and facilities management.

Willing to relocate: Anywhere

Authorized to work in the US for any employer Work Experience

**Facility Manager**

Calvin Seminary - Grand Rapids, MI May 2008 to Present

Grand Rapids Michigan

May 2008 to Present

Responsible for oversight of all properties owned by Calvin Seminary; planning and budgeting, workforce evaluations and assignments for maintenance staff and student workers, record keeping, training and scheduling, safety officer designation, implementing all preventive maintenance, repair and remodeling of seminary buildings, housekeeping and over site of vehicles, grounds and buildings.

Project management for capital projects ranging up to \$3 million plus.

Responsible for planning and implementing energy savings projects that have saved 48% in gas usage and 28% plus electric usage.

Responsible for preventive maintenance, repair and monitoring of HVAC systems, as well as scheduling the systems with Trane Tracer ES. Presently planning for 7.5-million-dollar remodel.

**Project superintendent**

Wieland Davco - Lansing, MI April 2006 to May 2008

Project superintendent from start to finish on 80000 square-foot commercial retail store in Erie Pennsylvania. Started commercial maintenance building in Texas.

## **Construction Manager**

LCD Inc. - Ionia, MI  
January 1991 to February 2006

Total responsibility for construction of projects/developments up to \$3 million.  
Responsible for the entire project from conception to completion including: planning and budgeting, permitting process, contract negotiations and workforce assignments, banking and financial transactions, scheduling, job assessments and problem-solving, risk control project punch list and close out.  
Involved in a wide variety of development projects including commercial, residential, multifamily construction (both senior and family projects)

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## **Superintendent, Diesel Mechanic/Assistant Service/Rental Manager**

Various Companies and Locations January 1975 to January 1991

Project Superintendent Werth Builders Inc.: building FHA multifamily apartments.  
Project Superintendent Clayco Inc.: building 250-unit multifamily project in Tulsa Oklahoma.  
Project Superintendent Constructors and Associates: building commercial high-rise office interiors in Dallas Texas.  
Diesel Mechanic/Assistant Service/Rental Manager Northern Equipment Company, Grand Rapids Michigan  
Diesel Mechanic AIS Equipment Company, Grand Rapids Michigan

## **Education**

### **Course**

Belding High School - Belding, MI

### **Skills**

Skills Strong people skills, team player and team builder. Proficient in the use of computers, including Microsoft office suite Microsoft project, moderate abilities with AutoCAD. Excellent mechanical aptitude and problem-solving ability. Good communication skills. Seasoned traveler. (10+ years)

## **Certifications and Licenses**

### **IFMA FMP**

2014 to Present

Completed facility management professional certificate through the international facility management Association. Courses included: project management, leadership and strategy, business and finance, operations and maintenance.

## **Additional Information**

Current first aid/CPR certificate.  
Current forklift/scissor lift/rough terrain forklift.



Homer Departments Government



Departments Job Openings Helpful Links

Employment Application | Submitted: 23-Jan-2020

AAA

Sean Murphy

(360) 477-3786
murphysean60@yahoo.com
515 E. Broadway 714
Eugene, OR 97401
United States

City Manager

Job Location - Homer, AK
Department - Administration
Source - Indeed - apply

Employment History

Please list your previous employers starting with your current, or most recent employer.

JUUL labs inc - Current Employer

Job Title: TSM

Dates Employed From: Aug/2019
Dates Employed To: Currently Employed
Employment Length: 0 years, 5 months

Duties: • I have conducted professional meetings and business lunches with clients to make a personal connection. • I have evaluated historical sales data and current marketing campaigns to set future goals for outsidess sales numbers. • I developed relationships with potential and current clients by regularly sending messages and updates. • I used

Supervisor Name: Christopher Lewis

Address: SAN Frans, AK, UNITED STATES
Phone: 18555095885
Ending Rate of Pay: 72000
May We Contact? No

various sales techniques, such as cold calling, surveying, and networking, to increase potential leads. • I have presented product sales presentations to potential customers that stressed the features and benefits of each item being sold.

**Reason For Leaving:** Currently Employed

## RAI TMS, Winston

### Job Title: Territory Sales Manager III

**Dates Employed From:** Mar/2016

**Dates Employed To:** Aug/2019

**Employment Length:** 3 years, 5 months

**Duties:** • Global leading CPG Company Responsible for coverage of sales territories while achieving all assigned KSI's Brand growth, Product launches, Contract negotiations, Contract Compliance, Inventory management, customer relationship management, acquiring new business, account management, Product education (including vapor products), while currently working independently with outside sales. • I have communicated brand strategies promptly to desired customer base while building brand equity. • Daily interaction with multiple sets of customers, in different geographies while being able to achieve the desired strategy in differing markets. • Coordinates with all levels of management to establish full vertical alignment with the customer, and within the current organization and assignment. • Contract compliance, understanding, and managing brand analytics. Currently responsible for acquiring and expanding business within my assignment by increasing new business. • I performed market Analysis of territory dynamics and trends within personal assignment, and analysis of market dynamics from a division, region, and national focus. • I have effectively communicated with other employees and upper management to ensure complete care of customers. • Evaluated the customers' needs and provided service options to meet their requirements. • I identified prospective customers through use of business directories, conferences, trade shows and by following existing clients' leads.

**Reason For Leaving:** Accepted new position

## Bill Johnston Concrete Company

### Job Title: Foreman/Supervisor

**Dates Employed From:** Jun/1995

**Dates Employed To:** Sep/2001

**Employment Length:** 6 years, 3 months

**Duties:** Operations, talent, and marketing management. responsible for daily activities of 15-50 individuals depending on scope of work.

**Reason For Leaving:** Company dissolved after owner passed

**Supervisor Name:** Terry Schwab

**Address:** Winston-Salem, NC, UNITED STATES

**Phone:** (336) 741-5000

**Ending Rate of Pay:** 65000

**May We Contact?** Yes

**Supervisor Name:** Bill Johnston (deceased business closed)

**Address:** Silverdale, AK, UNITED STATES

**Phone:** (360) 555-5555

**Ending Rate of Pay:** 90000

**May We Contact?** No



## Education

List below your educational background, including high school, all colleges, trade and military service schools.  
Please enter N/A if the field is not applicable.

### Walden University

**Degree:** Doctorate of business administration  
**Major:** business administration

**Graduated?** Yes

### Avetta Business Institue

**Degree:** Six Sigma Black Belt Certification  
**Major:** Six Sigma

**Graduated?** Yes

### Ashford University

**Degree:** Masters of arts  
**Major:** organizational management

**Graduated?** Yes

### Ashford University

**Degree:** Bachelors of arts  
**Major:** business

**Graduated?** Yes

### Olympic College

**Degree:** Associates degree  
**Major:** welding technologies

**Graduated?** Yes

## Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

**File Name**

**Link**

Sean\_Murphy.pdf

 Preview

Download

**Text Only Resume**

murphysean60@yahoo.com

Sean Murphy

Desired salary- \$90,000 annually

Current JUUL Labs Inc. Employee and business student with a bachelor's in business, master's in organizational management, and currently pursuing a Doctorate Degree in Business Administration.

Extensive management experience, highly intuitive analytical skills, along with strong Market analysis skills. Able to effectively communicate and educate customers, peers, management, and stakeholders while developing develop strong business relationships to provide timely and actionable recommendations to provide timely and actionable recommendations based on data-driven decisions.

3604773786

Eugene, OR 97401

TSM JUUL labs inc Eugene, OR

August 2019 to Present

- I have conducted casual meetings and business lunches with clients to make a personal connection.
  - I have evaluated historical sales data and current marketing campaigns to set future goals for outsidess sales numbers.
  - I developed relationships with potential and current clients by regularly sending messages and updates.
  - I used various sales techniques, such as cold calling, surveying, and networking, to increase potential leads.
  - I have presented product sales presentations to potential customers that stressed the features and benefits of each item being sold.

Territory Sales Manager III RAI TMS, Winston Salem, NC

March 2016 to August 2019

- Global leading CPG Company Responsible for coverage of sales territories while achieving all assigned KSI's Brand growth, Product launches, Contract negotiations, Contract Compliance, Inventory management, customer relationship management, acquiring new business, account management, Product education (including vapor products), while currently working independently with outside sales.
- I have communicated brand strategies promptly to desired customer base while building brand equity.
- Daily interaction with multiple sets of customers, in different geographies while being able to achieve the desired strategy in differing markets.
- Coordinates with all levels of management to establish full vertical alignment with the customer, and within the current organization and assignment.
- Contract compliance, understanding, and managing brand analytics. Currently responsible for acquiring and expanding business within my assignment by increasing new business.
- I performed market Analysis of territory dynamics and trends within personal assignment, and analysis of market dynamics from a division, region, and national focus.

- I have effectively communicated with other employees and upper management to ensure complete care of customers.
- Evaluated the customers' needs and provided service options to meet their requirements.
- I identified prospective customers through use of business directories, conferences, trade shows and by following existing clients' leads.

Installer - Mentor Company The Mentor Company Silverdale, WA  
October 2012 to March 2016

Sales Representative Kitsap Tire, Mechanics Shop/U-Haul Poulsbo, WA  
November 2004 to June 2006

- Performed onsite, in-store retail sales
- Responsible for selling Uhaul products
- Responsible for management of 3-4 individuals, and Uhaul sales

Delivery Manager Great American Furniture Bremerton, WA  
October 2001 to November 2004

Sales/Delivery Westbay Auto Parts Bremerton, WA  
September 1999 to October 2001

Foreman/Supervisor Bill Johnston Concrete Company Brownsville, WA  
June 1995 to September 2001  
Operations, talent, and marketing management.  
responsible for daily activities of 15-50 individuals depending on scope of work.

Doctorate of business administration business administration Walden  
University  
Minneapolis, MN  
July 2017 to Present

Six Sigma Black Belt Certification Six Sigma Avetta Business Instititue  
Cranberry Township, PA  
November 2018 to November 2019

Masters of arts organizational management Ashford University  
San Diego, CA  
April 2017

Bachelors of arts business Ashford University  
San Diego, CA  
January 2016

Associates degree welding technologies Olympic College  
Bremerton, WA

November 2015

Market analysis, Market trends, Spss, Marketing, Marketing mix, Budget analysis, Contract analysis, Microstrategy, Budget, B2B, Microsoft Office, Contract Management, Contract Negotiation, Salesforce, Sales Experience, Talent Management, Training & Development, CRM, Market Analysis, Market Research, Strategy Development, Microsoft Outlook Calendar, Driving Experience (10+ years), Supervising Experience (5 years), Writing Skills (10+ years), Public Speaking (4 years)

#### Skills

- Marketing mix territory growth strategy
- Contract analysis and management analysis
- Multi-million-dollar project management
- Microsoft suite certified
- Microstrategy
- Spss
- Product launches
- Research
- Innovation
- Janek performance group critical selling skills
- Atlas
- Market trends analysis
- Bus strategy innovation competitive advantage
- Salesforce
- Market analysis
- Budget
- Qualitative research (study in progress)

#### Admin Uploaded Files

There are no admin uploaded files for this applicant.

#### References

Please fill out the information below regarding references.

---

##### Kris Anderson

Relationship: Co-worker  
Years Known: 4

Phone: (406) 871-3093

##### Steve Reilly

Relationship: Co-worker  
Years Known: 4

Phone: +1 (949) 295-5749

##### Tavis Eggabraten

Relationship: Co-worker  
Years Known: 4

Phone: (406) 544-6643

#### Job Questions

## City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Someone who is fiscally responsible, dedicated to the growth of the community, management expert and someone who displays highest level of ethics and execution in a daily basis.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I have managed up to 50 direct reports at the age of 24 as a foremen. I was able to gain the respect and trust of individuals twice my age.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>My first goal is to become an expert in all relevant local issues and the detailed context of those issues. If I can achieve this, than I will be able to respond in a professional, respectful manner while providing educated, clear and concise details as to why I disagree. This would allow me to make the best decision possible, while providing those involved with the knowledge that I respect them enough to informed about what's important to them.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>"Teach the, don't tell them" I believe if I hire the right talented individuals and I attempt to tell them how to execute a process, than they will only be able to troubleshoot that process in a limited capacity when challenges appear in a process. However, if I teach them how to perform a process and the variables in that process which are likely to present themselves, the individual will be able to self diagnose any challenges going forward and in turn will be empowered to grow.</p>	
<p>In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250 words or less. You can submit</p>	<p>Sales, Talent Management, Multi-million dollar management, emotional intelligence, Hiring/Terminating Practice's, Talent development, Data driven ethical decision making, Personal responsibility.</p>	

question responses as a separate attachment as you would your resume or cover letter) \*

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	08/2018	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	03/01/2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

#### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Six Sigma Black Belt certified	
Describe any job-related training received in the United States military. *	N/A	

List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. \*

N/A

### Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	<ul style="list-style-type: none"> <li>• Marketing mix territory growth</li> <li>• Product launches</li> <li>• Contract analysis and management</li> <li>• Research</li> <li>• Multi-million-dollar project management</li> <li>• Innovation</li> <li>• Microsoft suite</li> <li>• Janek performance group critical selling skills certified</li> <li>• Microstrategy</li> <li>• Market trends analysis</li> <li>• Spss</li> <li>• Bus strategy innovation competitive advantage</li> </ul>	
What type of computers and software have you used? *	Mac/Windows/Microsoft suite/ Microstrategy/Spss/ Atlas/Salesforce	
Other qualifications specific to this position? *	If given the opportunity to move further in this process you will come to find that any specific which might be lacking currently can be over come by a dedication to be the successful at any task I attempt.	
List any certifications you have received: *	Six Sigma Black Belt certification	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	N/A	
State any additional information you feel may be helpful to us in considering your application *	In the lay decade I have transformed myself a high level foremen who was unemployable in 2008 due to no educational background during a recession to a trusted and highly desirable talent. I am driven, dedicated, and wish to bring all my talents, leadership and skills to this position to be the most trusted and valuable city manager possible. I hope I will	

have to opportunity to move to the next step and be able to discuss further how I can bring value to this position.

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \*  Yes

### Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager,



coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Sean Murphy

**Date:** 2020-01-23 09:20:12pm

**IP Address:** 47.44.188.170

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Sean Murphy

**Desired salary- \$90,000 annually**

**Eugene, OR 97401**

murphysean60@yahoo.com

**3604773786**

Current JUUL Labs Inc. Employee and business student with a bachelor's in business, master's in organizational management, and currently pursuing a Doctorate Degree in Business Administration. Extensive management experience, highly intuitive analytical skills, along with strong Market analysis skills. Able to effectively communicate and educate customers, peers, management, and stakeholders while developing strong business relationships to provide timely and actionable recommendations to provide timely and actionable recommendations based on data-driven decisions.

**Willing to relocate: Anywhere**

Authorized to work in the US for any employer

## Work Experience

### **TSM**

JUUL labs inc - Eugene, OR

August 2019 to Present

- I have conducted casual meetings and business lunches with clients to make a personal connection.
- I have evaluated historical sales data and current marketing campaigns to set future goals for outside sales numbers.
- I developed relationships with potential and current clients by regularly sending messages and updates.
- I used various sales techniques, such as cold calling, surveying, and networking, to increase potential leads.
- I have presented product sales presentations to potential customers that stressed the features and benefits of each item being sold.

### **Territory Sales Manager III**

RAI TMS, Winston - Salem, NC

March 2016 to August 2019

- Global leading CPG Company Responsible for coverage of sales territories while achieving all assigned KSI's Brand growth, Product launches, Contract negotiations, Contract Compliance, Inventory management, customer relationship management, acquiring new business, account management, Product education (including vapor products), while currently working independently with outside sales.
- I have communicated brand strategies promptly to desired customer base while building brand equity.
- Daily interaction with multiple sets of customers, in different geographies while being able to achieve the desired strategy in differing markets.
- Coordinates with all levels of management to establish full vertical alignment with the customer, and within the current organization and assignment.

- Contract compliance, understanding, and managing brand analytics. Currently responsible for acquiring and expanding business within my assignment by increasing new business.
- I performed market Analysis of territory dynamics and trends within personal assignment, and analysis of market dynamics from a division, region, and national focus.
- I have effectively communicated with other employees and upper management to ensure complete care of customers.
- Evaluated the customers' needs and provided service options to meet their requirements.
- I identified prospective customers through use of business directories, conferences, trade shows and by following existing clients' leads.

### **Installer - Mentor Company**

The Mentor Company - Silverdale, WA  
October 2012 to March 2016

### **Sales Representative**

Kitsap Tire, Mechanics Shop/U-Haul - Poulsbo, WA  
November 2004 to June 2006

- Performed onsite, in-store retail sales
- Responsible for selling Uhaul products
- Responsible for management of 3-4 individuals, and Uhaul sales

### **Delivery Manager**

Great American Furniture - Bremerton, WA  
October 2001 to November 2004

### **Sales/Delivery**

Westbay Auto Parts - Bremerton, WA  
September 1999 to October 2001

### **Foreman/Supervisor**

Bill Johnston Concrete Company - Brownsville, WA  
June 1995 to September 2001

Operations, talent, and marketing management.  
responsible for daily activities of 15-50 individuals depending on scope of work.

## Education

### **Doctorate of business administration in business administration**

Walden University - Minneapolis, MN  
July 2017 to Present

### **Six Sigma Black Belt Certification in Six Sigma**

Avetta Business Instititue - Cranberry Township, PA  
November 2018 to November 2019

### **Masters of arts in organizational management**

Ashford University - San Diego, CA  
April 2017

## **Bachelors of arts in business**

Ashford University - San Diego, CA

January 2016

## **Associates degree in welding technologies**

Olympic College - Bremerton, WA

November 2015

### **Skills**

- Market analysis
- Market trends
- Spss
- Marketing
- Marketing mix
- Budget analysis
- Contract analysis
- Microstrategy
- Budget
- B2B
- Microsoft Office
- Contract Management
- Contract Negotiation
- Salesforce
- Sales Experience
- Talent Management
- Training & Development
- CRM
- Market Analysis
- Market Research
- Strategy Development
- Microsoft Outlook Calendar
- Driving Experience (10+ years)
- Supervising Experience (5 years)
- Writing Skills (10+ years)
- Public Speaking (4 years)

### **Additional Information**

#### **Skills**

- Marketing mix territory growth • Product launches • Sales strategy
- Contract analysis and management • Research • Market analysis
- Multi-million-dollar project management • Innovation • Budget analysis
- Microsoft suite • Janek performance group critical selling skills certified • Atlas
- Microstrategy • Market trends analysis • Salesforce
- Spss • Bus strategy innovation competitive advantage • Qualitative research (study in progress)





Homer Departments Government



Documents Job Openings Helpful Links

Employment Application | Submitted: 11-Jan-2020

AAA

Mary Wallace

(920) 650-4866
lyndm1981@gmail.com
1133 High Point Knoll
Waukesha, WI 53189
United States

City Manager

Job Location - Homer, AK
Department - Administration
Source - Indeed - apply

Employment History

Please list your previous employers starting with your current, or most recent employer.

Heritage Senior Living - Current Employer

Job Title: Assistant Director

Dates Employed From: May/2019
Dates Employed To: Currently Employed
Employment Length: 0 years, 8 months

Duties: • Developed, managed, oversaw and implemented annual budget • Managed all marketing of the facility, through community involvement & advertising • Interfaced with all local and state agencies for compliance and yearly licensing • Communicated with residents, immediate family, doctors and agencies concerning any and all relevant

Supervisor Name: Anthony Vaughns

Address: West Allis, WI, UNITED STATES
Phone: (414) 899-9097
Ending Rate of Pay: 80,000
May We Contact? Yes

issues. • Supervised non-clinical operations of the program. • Handled hiring, coaching, training and disciplinary procedures. • Facilitated community health fairs and marketing events. • Developed and executed procedures for maintaining administrative relationships, communications, and integration with support services, community hospitals, social and mental health service agencies, housing authority and other community-based resources.

**Reason For Leaving:** Currently Employed

## CHI Living Communities-Franciscan Villa - Current Employer

**Job Title:** Nursing Home Administrator in Training

**Dates Employed From:** Oct/2018

**Dates Employed To:** Currently Employed

**Employment Length:** 1 year, 3 months

**Duties:** • Observed how regulations are met and systems are established and maintained to safely meet resident needs. • Viewed and gained skills necessary to manage the day-to-day operations of the skilled nursing facility. • Review referral documents for completeness, accuracy, and sufficiency. • Interview or correspond with residents, families and staff to investigate concerns and determine the proper course of action to resolve the issue and meet resident needs. • Greeted and received resident to be admitted, provide tours to prospective admissions. • Calculated daily census and verified accuracy. • Calculated daily labor reports for the facility to determine if departments were operating within daily budget. • Developed new procedure for admissions and discharges focusing on customer care and quality. • Other administrative duties as assigned.

**Reason For Leaving:** New opportunity

**Supervisor Name:** Mike Gulock

**Address:** South Milwaukee, AK, UNITED STATES

**Phone:** +1 (901) 496-4115

**Ending Rate of Pay:** N/a

**May We Contact?** Yes

## City of Austin- Telecommunications & Regulatory Affairs Office

**Job Title:** Financial Analyst II

**Dates Employed From:** Jul/2013

**Dates Employed To:** Aug/2018

**Employment Length:** 5 years, 1 month

**Duties:** • Investigate damages to City of Austin's property and infrastructure i.e.: underground utilities, buildings, fleet vehicles, above ground utilities. • Work with client departments in development of procedures to help mitigate damage exposures to the city. • Lead administrative staff in daily operations of the Claims Division to achieve set goals. • Review referral documents for completeness, accuracy, and legal sufficiency. • Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability. • Interview or correspond with policyholders, claimants and witnesses to determine liability for claims • Review daily suspense files

**Supervisor Name:** Melanie Kroll Eichman

**Address:** Austin, TX, UNITED STATES

**Phone:** 1 (512) 974-3241

**Ending Rate of Pay:** 63,000

**May We Contact?** Yes



and forward to claims staff for processing. • Provide quality customer service in assisting customers with inquires. • Receive, evaluate, and respond to inquiries regarding case files. Initiate contact with City personnel, customers, agencies, contractors, and insurance companies to expedite the investigation of claims and subsequent collection of damaged reimbursement due to the City. • Assist Law Department staff with cases set for trial. • Recommend and negotiate settlement agreements with insurance companies, contractors, and claims customers. • Work with client City departments to enhance claims and collection processes at claims and department levels. • Review and approve into Cash Receipts ensuring correct accounting distributions are used. • Reviewing daily collections, posting receipts to subsidiary accounting systems and document claims files to reflect date processed and date, and amount received. • Calculate lien payoff amounts owed to the city. • Prepare monthly/yearly claims and collection reports. • Assist development of performance measures for budget. • Review and Collection of all Return Check Items for the City of Austin Departments • Development of Standard Operating Procedures for Claims Division and Records Management. • Records Management Liaison, backup for A/P and purchasing activities for the department. • Responsible for the creation and maintenance of the departments Disaster Recovery Plan. • Dispute resolution

**Reason For Leaving: Moved**

## City of Austin- Telecommunications & Regulatory Affairs Office

### Job Title: Financial Specialist/ Claims Investigator

Dates Employed From: Apr/2010

Dates Employed To: Jul/2013

Employment Length: 3 years, 3 months

Duties: • Examine claim forms and other records to determine liability. • Damage collections/recovery of funds owed to the City. • Investigate damages to City of Austin's infrastructure i.e.: underground utilities, buildings, fleet vehicles, above ground utilities. • Developing close working relationships with other city departments & personnel. • Acting as a liaison between the public and client departments • Coordinate and consult with City personnel to determine the events leading up to the damages of city property. • Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability. • Interview or correspond with policyholders, claimants and witnesses to determine liability for claims. • Create Damage Invoices and facilitate collections for the dept. • Provide excellent customer service to all parties involved in claim • Work with City Attorney's to prepare & support legal suits against liable parties. • As need participate in depositions & court proceedings for suits filed on damage claims. • Human Resources Liaison for dept. • Records Liaison for dept. • Dispute Resolution.

Reason For Leaving: Promotion

## Nationwide Insurance

### Job Title: Claims Representative

Dates Employed From: Jun/2007

Dates Employed To: Apr/2010

Employment Length: 2 years, 10 months

Duties: • Examine claim forms and other records to determine insurance coverage. • Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability. • Interview or correspond with policyholders, claimants and witnesses to determine liability for claims • Provide excellent customer service to all parties involved in claim

Reason For Leaving: Na

## City of Austin/ Austin Energy

### Job Title: Administrative Senior

Dates Employed From: Jul/2005

Dates Employed To: Jun/2007

Employment Length: 1 year, 11 months

**Supervisor Name:**  
Melanie Kroll Eichman

**Address:** Austin, TX, UNITED STATES

**Phone:** 1 (512) 974-3241

**Ending Rate of Pay:** Na

**May We Contact?** Yes

**Supervisor Name:**  
Brenda Torney

**Address:** Austin, TX, UNITED STATES

**Phone:** +1 (512) 993-1668

**Ending Rate of Pay:** Na

**May We Contact?** Yes

**Supervisor Name:**  
Belinda Bayarena

**Address:** Austin, TX, UNITED STATES

**Phone:** 1 (512) 974-3241

**Duties:** • Subrogation of damage claims for Austin Energy • Collect evidence to support contested claims in court • Support Austin Energy's Legal Dept. Division Chief • Draft legal documents & other correspondence • Maintain all departmental legal files/Records Retention • Support departmental attorneys • Extensive customer contact/customer service • Prepare and file dockets with Public Utility Commission

**Ending Rate of Pay:** Na

**May We Contact?** Yes

**Reason For Leaving:** Promotion

City of Austin/ Austin Municipal Court

**Job Title:** Court Clerk

**Dates Employed From:** Nov/2004

**Dates Employed To:** Jul/2005

**Employment Length:** 0 years, 8 months

**Duties:** • Assist judge in court room, monitor and attend to jurors needs, coordinate court room activities including maintain proper order • Preparation of subpoenas, process payments and update data bases on court action • Generation of complaints and preparation of paper work for higher charge arraignments, warrants and commitments • Respond to requests from citizens regarding fines, trial and hearing dates, warrants, extensions, jail bonds, posting of bonds and all other information pertaining to court processes and policies

**Supervisor Name:** Susan Rogelio

**Address:** Austin, TX, UNITED STATES

**Phone:** 1 (512) 974-3241

**Ending Rate of Pay:** Na

**May We Contact?** Yes

**Reason For Leaving:** Promotion

## Education

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

### BAKA Enterprises Inc | Certification

**Degree:** CBRF Administrator Cert.

**Major:** Administrators license

**Graduated?** Yes

### Del Mar College

**Degree:** Long term Care Administrator Certificate

**Major:** Long term Care

**Graduated?** Yes

### City of Austin Supervisors Academy | Certification

**Degree:** Certificate

**Major:** Leadership

**Graduated?** Yes

### Kaplan University

**Degree:** Masters of Science  
**Major:** Health Care Management

**Graduated?** Yes

### Kaplan University

**Degree:** Bachelors of Science  
**Major:** Management/ HRM

**Graduated?** Yes

### Kaplan University

**Degree:** Associate of Applied Science in Paralegal Studies  
**Major:** Paralegal Studies

**Graduated?** Yes

### Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
Mary_Wallace.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

### Text Only Resume

lyndm1981@gmail.com  
 Mary Wallace

Seeking a challenging yet rewarding position that will allow me to fully utilize my leadership, organizational, interpersonal, communication, investigation, research, and problem-solving skills.

(920) 650-4866  
 Waukesha, WI 53188

Assistant Director Heritage Senior Living West Allis, WI  
 May 2019 to Present

- Developed, managed, oversaw and implemented annual budget
- Managed all marketing of the facility, through community involvement & advertising
- Interfaced with all local and state agencies for compliance and yearly licensing
- Communicated with residents, immediate family, doctors and agencies concerning any and all relevant issues.
- Supervised non-clinical operations of the program.

- Handled hiring, coaching, training and disciplinary procedures.
- Facilitated community health fairs and marketing events.
- Developed and executed procedures for maintaining administrative relationships, communications, and integration with support services, community hospitals, social and mental health service agencies, housing authority and other community-based resources.

Nursing Home Administrator in Training CHI Living Communities-Franciscan Villa South Milwaukee, WI

October 2018 to Present

- Observed how regulations are met and systems are established and maintained to safely meet resident needs.
- Viewed and gained skills necessary to manage the day-to-day operations of the skilled nursing facility.
- Review referral documents for completeness, accuracy, and sufficiency.
- Interview or correspond with residents, families and staff to investigate concerns and determine the proper course of action to resolve the issue and meet resident needs.
- Greeted and received resident to be admitted, provide tours to prospective admissions.
- Calculated daily census and verified accuracy.
- Calculated daily labor reports for the facility to determine if departments were operating within daily budget,
- Developed new procedure for admissions and discharges focusing on customer care and quality.
- Other administrative duties as assigned.

Financial Analyst II City of Austin- Telecommunications & Regulatory Affairs Office

July 2013 to August 2018

- Investigate damages to City of Austin's property and infrastructure i.e.: underground utilities, buildings, fleet vehicles, above ground utilities.
  - Work with client departments in development of procedures to help mitigate damage exposures to the city.
  - Lead administrative staff in daily operations of the Claims Division to achieve set goals.
  - Review referral documents for completeness, accuracy, and legal sufficiency.
  - Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability.
  - Interview or correspond with policyholders, claimants and witnesses to determine liability for claims
  - Review daily suspense files and forward to claims staff for processing.
  - Provide quality customer service in assisting customers with inquires.
  - Receive, evaluate, and respond to inquiries regarding case files.
- Initiate contact with City personnel, customers, agencies, contractors, and insurance companies to expedite the investigation of claims and subsequent collection of damaged reimbursement due to the City.
- Assist Law Department staff with cases set for trial.
  - Recommend and negotiate settlement agreements with insurance companies,

contractors, and claims customers.

- Work with client City departments to enhance claims and collection processes at claims and department levels.
- Review and approve into Cash Receipts ensuring correct accounting distributions are used.
- Reviewing daily collections, posting receipts to subsidiary accounting systems and document claims files to reflect date processed and date, and amount received.
- Calculate lien payoff amounts owed to the city.
- Prepare monthly/yearly claims and collection reports.
- Assist development of performance measures for budget.
- Review and Collection of all Return Check Items for the City of Austin Departments
- Development of Standard Operating Procedures for Claims Division and Records Management.
- Records Management Liaison, backup for A/P and purchasing activities for the department.
- Responsible for the creation and maintenance of the departments Disaster Recovery Plan.
- Dispute resolution

Financial Specialist/ Claims Investigator City of Austin-  
Telecommunications & Regulatory Affairs Office  
April 2010 to July 2013

- Examine claim forms and other records to determine liability.
- Damage collections/recovery of funds owed to the City.
- Investigate damages to City of Austin's infrastructure i.e.: underground utilities, buildings, fleet vehicles, above ground utilities.
- Developing close working relationships with other city departments & personnel.
- Acting as a liaison between the public and client departments
- Coordinate and consult with City personnel to determine the events leading up to the damages of city property.
- Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability.
- Interview or correspond with policyholders, claimants and witnesses to determine liability for claims.
- Create Damage Invoices and facilitate collections for the dept.
- Provide excellent customer service to all parties involved in claim
- Work with City Attorney's to prepare & support legal suits against liable parties.
- As need participate in depositions & court proceedings for suits filed on damage claims.
- Human Resources Liaison for dept.
- Records Liaison for dept.
- Dispute Resolution.

Claims Representative Nationwide Insurance Houston, TX  
June 2007 to April 2010

- Examine claim forms and other records to determine insurance coverage.

- Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability.
- Interview or correspond with policyholders, claimants and witnesses to determine liability for claims
- Provide excellent customer service to all parties involved in claim

Administrative Senior City of Austin/ Austin Energy Austin, TX  
July 2005 to June 2007

- Subrogation of damage claims for Austin Energy
- Collect evidence to support contested claims in court
- Support Austin Energy's Legal Dept. Division Chief
- Draft legal documents & other correspondence
- Maintain all departmental legal files/Records Retention
- Support departmental attorneys
- Extensive customer contact/customer service
- Prepare and file dockets with Public Utility Commission

Court Clerk City of Austin/ Austin Municipal Court Austin, TX  
November 2004 to July 2005

- Assist judge in court room, monitor and attend to jurors needs, coordinate court room activities including maintain proper order
- Preparation of subpoenas, process payments and update data bases on court action
- Generation of complaints and preparation of paper work for higher charge arraignments, warrants and commitments
- Respond to requests from citizens regarding fines, trial and hearing dates, warrants, extensions, jail bonds, posting of bonds and all other information pertaining to court processes and policies

CBRF Administrator Cert. BAKA Enterprises Inc  
Appleton, WI  
April 2019

Long term Care Administrator Certificate Long term Care Del Mar College  
Corpus Christi, TX  
December 2018

City of Austin Supervisors Academy  
Austin, TX  
2014

Masters of Science Health Care Management Kaplan University  
Davenport, IA  
July 2010

Bachelors of Science Management/ HRM Kaplan University  
Davenport, IA  
June 2007

Associate of Applied Science in Paralegal Studies Paralegal Studies Kaplan

University  
Davenport, IA  
September 2005

CLAIMS (10+ years), CUSTOMER SERVICE (10+ years), INTERVIEWING, LEXIS, MICROSOFT OFFICE, Nursing Home, Skilled Nursing, Outlook, Scheduling, Management, Microsoft Word, Healthcare, Assisted Living

**Skills:**

- Business Writing
- Excellent communications skills both orally and verbally
- Knowledge of Texas Tort Claims Act
- Knowledge of City Ordinance, Chapter 18- Underground Pipeline Damage Prevention
- Ability to empathize and relate to a variety of diverse populations
- Easily able to navigate and understand policy and procedures
- Interviewing or corresponding with agents and claimants to correct errors or omissions and to investigate questionable claims.
- Analyze information gathered by investigation and report findings and recommendations.
- Examine claims form and other records to determine insurance coverage
- High degree of customer service skills
- Exceptional organizational & problem-solving skills
- Excellent negotiating skills
- Microsoft Office/Lexis Nexis/Accurint/ Info-path & CLASS software
- Infor Public Sector v8.4.0
- Interpreting state rules and regulations

## Admin Uploaded Files

There are no admin uploaded files for this applicant.

## References

Please fill out the information below regarding references.

---

### Anthony Vaughns

Relationship: Executive Director  
Years Known: 1

Phone: +1 (262) 672-8273

### Brenda Torney

Relationship: Former boss  
Years Known: 10

Phone: +1 (512) 993-1668

### Mike Gulock



**Relationship:** Executive Director  
**Years Known:** 1

**Phone:** +1 (901) 496-4115

## Job Questions

### City Manager 2019 |

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Most important role of a City Manager is to uphold the wishes of the council while still working with transparency and for the citizens of the city you serve.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I successfully facilitate operations of a Senior living facility overseeing departments, meeting budgeting and financial goals and directing a staff of 53 employees.</p>	
<p>A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Though it's the City Managers duty to uphold and facilitate the actions of the council if I had serious concerns about a particular policy I would discuss it in a private forum with council.</p>	
<p>What is your leadership philosophy? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Lead by walking around. What I mean by this is that as a leader you need to be present and understand all levels of operations within the municipality.</p>	
<p>In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>I have 15 years in municipal government working in all levels and collaborating to meet organizational objectives. I u see stand municipal codes and regulations and can easily navigate policy and procedures.</p>	

### Additional Questions

#### Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	2/1/2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

#### Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Executive Leadership and operations management	
Describe any job-related training received in the United States military. *	None	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	No	

### Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Municipal policy and regulations Business writing Standard operating procedure Grant writing	
What type of computers and software have you used? *	Microsoft	
Other qualifications specific to this position? *	None	
List any certifications you have received: *	City of Austin Supervisors Academy City of Austin Managers Academy	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	None	
State any additional information you feel may be helpful to us in considering your application *	No	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB	Yes	

**FOR WHICH YOU ARE APPLYING.**

**Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? \***

**Applicant Statement**

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT. I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.**

---

I agree to the above.  
**Signature: Marylouise Wallace**  
**Date: 2020-01-11 05:04:04pm**  
**IP Address: 65.30.20.23**

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---

**Signature**

---

**Date**



# Mary Wallace

Waukesha, WI 53188  
lyndm1981@gmail.com  
(920) 650-4866

Seeking a challenging yet rewarding position that will allow me to fully utilize my leadership, organizational, interpersonal, communication, investigation, research, and problem-solving skills.

Willing to relocate: Anywhere

## Work Experience

### **Assistant Director**

Heritage Senior Living - West Allis, WI  
May 2019 to Present

- Developed, managed, oversaw and implemented annual budget
- Managed all marketing of the facility, through community involvement & advertising
- Interfaced with all local and state agencies for compliance and yearly licensing
- Communicated with residents, immediate family, doctors and agencies concerning any and all relevant issues.
- Supervised non-clinical operations of the program.
- Handled hiring, coaching, training and disciplinary procedures.
- Facilitated community health fairs and marketing events.
- Developed and executed procedures for maintaining administrative relationships, communications, and integration with support services, community hospitals, social and mental health service agencies, housing authority and other community-based resources.

### **Nursing Home Administrator in Training**

CHI Living Communities-Franciscan Villa - South Milwaukee, WI  
October 2018 to Present

- Observed how regulations are met and systems are established and maintained to safely meet resident needs.
- Viewed and gained skills necessary to manage the day-to-day operations of the skilled nursing facility.
- Review referral documents for completeness, accuracy, and sufficiency.
- Interview or correspond with residents, families and staff to investigate concerns and determine the proper course of action to resolve the issue and meet resident needs.
- Greeted and received resident to be admitted, provide tours to prospective admissions.
- Calculated daily census and verified accuracy.
- Calculated daily labor reports for the facility to determine if departments were operating within daily budget,
- Developed new procedure for admissions and discharges focusing on customer care and quality.
- Other administrative duties as assigned.

### **Financial Analyst II**

City of Austin- Telecommunications & Regulatory Affairs Office

July 2013 to August 2018

- Investigate damages to City of Austin's property and infrastructure i.e.: underground utilities, buildings, fleet vehicles, above ground utilities.
- Work with client departments in development of procedures to help mitigate damage exposures to the city.
- Lead administrative staff in daily operations of the Claims Division to achieve set goals.
- Review referral documents for completeness, accuracy, and legal sufficiency.
- Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability.
- Interview or correspond with policyholders, claimants and witnesses to determine liability for claims
- Review daily suspense files and forward to claims staff for processing.
- Provide quality customer service in assisting customers with inquiries.
- Receive, evaluate, and respond to inquiries regarding case files. Initiate contact with City personnel, customers, agencies, contractors, and insurance companies to expedite the investigation of claims and subsequent collection of damaged reimbursement due to the City.
- Assist Law Department staff with cases set for trial.
- Recommend and negotiate settlement agreements with insurance companies, contractors, and claims customers.
- Work with client City departments to enhance claims and collection processes at claims and department levels.
- Review and approve into Cash Receipts ensuring correct accounting distributions are used.
- Reviewing daily collections, posting receipts to subsidiary accounting systems and document claims files to reflect date processed and date, and amount received.
- Calculate lien payoff amounts owed to the city.
- Prepare monthly/yearly claims and collection reports.
- Assist development of performance measures for budget.
- Review and Collection of all Return Check Items for the City of Austin Departments
- Development of Standard Operating Procedures for Claims Division and Records Management.
- Records Management Liaison, backup for A/P and purchasing activities for the department.
- Responsible for the creation and maintenance of the departments Disaster Recovery Plan.
- Dispute resolution

### **Financial Specialist/ Claims Investigator**

City of Austin- Telecommunications & Regulatory Affairs Office

April 2010 to July 2013

- Examine claim forms and other records to determine liability.
- Damage collections/recovery of funds owed to the City.
- Investigate damages to City of Austin's infrastructure i.e.: underground utilities, buildings, fleet vehicles, above ground utilities.
- Developing close working relationships with other city departments & personnel.
- Acting as a liaison between the public and client departments
- Coordinate and consult with City personnel to determine the events leading up to the damages of city property.
- Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability.
- Interview or correspond with policyholders, claimants and witnesses to determine liability for claims.
- Create Damage Invoices and facilitate collections for the dept.



- Provide excellent customer service to all parties involved in claim
- Work with City Attorney's to prepare & support legal suits against liable parties.
- As need participate in depositions & court proceedings for suits filed on damage claims.
- Human Resources Liaison for dept.
- Records Liaison for dept.
- Dispute Resolution.

### **Claims Representative**

Nationwide Insurance - Houston, TX

June 2007 to April 2010

- Examine claim forms and other records to determine insurance coverage.
- Interview or correspond with claimant and witnesses, consult police and inspect property damage to determine extent of liability.
- Interview or correspond with policyholders, claimants and witnesses to determine liability for claims
- Provide excellent customer service to all parties involved in claim

### **Administrative Senior**

City of Austin/ Austin Energy - Austin, TX

July 2005 to June 2007

- Subrogation of damage claims for Austin Energy
- Collect evidence to support contested claims in court
- Support Austin Energy's Legal Dept. Division Chief
- Draft legal documents & other correspondence
- Maintain all departmental legal files/Records Retention
- Support departmental attorneys
- Extensive customer contact/customer service
- Prepare and file dockets with Public Utility Commission

### **Court Clerk**

City of Austin/ Austin Municipal Court - Austin, TX

November 2004 to July 2005

- Assist judge in court room, monitor and attend to jurors needs, coordinate court room activities including maintain proper order
- Preparation of subpoenas, process payments and update data bases on court action
- Generation of complaints and preparation of paper work for higher charge arraignments, warrants and commitments
- Respond to requests from citizens regarding fines, trial and hearing dates, warrants, extensions, jail bonds, posting of bonds and all other information pertaining to court processes and policies

### **Education**

#### **CBRF Administrator Cert.**

BAKA Enterprises Inc - Appleton, WI

April 2019

#### **Long term Care Administrator Certificate in Long term Care**

Del Mar College - Corpus Christi, TX

December 2018

City of Austin Supervisors Academy - Austin, TX  
2014

**Masters of Science in Health Care Management**

Kaplan University - Davenport, IA  
July 2010

**Bachelors of Science in Management/ HRM**

Kaplan University - Davenport, IA  
June 2007

**Associate of Applied Science in Paralegal Studies in Paralegal Studies**

Kaplan University - Davenport, IA  
September 2005

**Skills**

- CLAIMS (10+ years)
- CUSTOMER SERVICE (10+ years)
- INTERVIEWING
- LEXIS
- MICROSOFT OFFICE
- Nursing Home
- Skilled Nursing
- Outlook
- Scheduling
- Management
- Microsoft Word
- Healthcare
- Assisted Living

**Additional Information**

**Skills:**

- Business Writing
- Excellent communications skills both orally and verbally
- Knowledge of Texas Tort Claims Act
- Knowledge of City Ordinance, Chapter 18- Underground Pipeline Damage Prevention
- Ability to empathize and relate to a variety of diverse populations
- Easily able to navigate and understand policy and procedures
- Interviewing or corresponding with agents and claimants to correct errors or omissions and to investigate questionable claims.
- Analyze information gathered by investigation and report findings and recommendations.
- Examine claims form and other records to determine insurance coverage
- High degree of customer service skills
- Exceptional organizational & problem-solving skills

- **Excellent negotiating skills**
  - **Microsoft Office/Lexis Nexis/Accurint/ Info-path & CLASS software**
  - **Infor Public Sector v8.4.0**
  - **Interpreting state rules and regulations**
-





[Homer](#)

[Departments](#)

[Government](#)



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## Employment Application | Submitted: 11-Jan-2020

AAA

**Curtis Wilson**

☎ (512) 913-1236  
✉ cwilson.engineer@gmail.com  
🏠 2723 27 St W #303  
Williston, ND 58801  
United States

**City Manager**

Job Location - Homer, AK  
Department - Administration  
Source - Glassdoor - none

### Employment History

Please list your previous employers starting with your current, or most recent employer.

#### Western Area Water Supply Authority

**Job Title: Executive Director**

Dates Employed From: Sep/2018  
Dates Employed To: Nov/2019  
Employment Length: 1 year, 2 months

Duties: Executive Management of a vital domestic and industrial water supply serving more than 80,000 people in 5 counties of northwest North Dakota including Williams, McKenzie, Burke, Divide and Mountrail counties covering a geographical area of 5000 square miles. The system includes Water Treatment Plants having a capacity of 23 MGD and

**Supervisor Name: Board of Directors**

Address: Williston, ND, UNITED STATES  
Phone: 701-774-6605  
Ending Rate of Pay: 169500  
May We Contact? Yes

approximately 1600 miles of transmission and distribution lines. The current investment in the system is \$345M in assets constructed since 2012. Ultimate buildout of the system currently set forth in the Capital Improvements Plan is anticipated to cost \$508M.

**Reason For Leaving:** Personal Reasons

## West Travis County Public Utility Agency

### Job Title: District Engineer

**Dates Employed From:** Oct/2012

**Dates Employed To:** Aug/2017

**Employment Length:** 4 years, 10 months

**Duties:** Public Utility Agency having more than 7,000 retail connections and 14 wholesale customers for public drinking water (previously owned by the Lower Colorado River Authority). Contact for public and customers, Key Adviser to the Board of Directors and General Manager and leader on agency's planning team. Perform a multitude of engineering related duties including but not limited to Project Manager of the Capital Improvement Projects (CIPs), review and processing of Service Extension Requests (SER) Applications, review of water and sewer plans, performing engineering design services, oversight of WTCPUA water and sewer plant operations and providing technical support and information services to external customers of the WTCPUA.

**Reason For Leaving:** Dissolved District Engineer position

## Engineers-Texas, Inc

### Job Title: Principal

**Dates Employed From:** Aug/2005

**Dates Employed To:** Oct/2012

**Employment Length:** 7 years, 2 months

**Duties:** Business Leader, sole shareholder, Chief Engineer/Surveyor, Marketing and Client touch point for large scale multi-use residential/commercial land development in Hays County, Texas. • Project Manager and key advisor of a major proto-typical, environmentally challenged land development. Orchestrated selection and planning efforts of a team of private service providers for the design and regulatory permitting, oversight for preparation of development manual, key advisor to all Owner decisions and lobbied local and state regulatory authorities. Results: A \$300M project was authorized and permitted for construction.

**Reason For Leaving:** Dissolved Company

## K.C. Engineering, Inc

**Supervisor Name:** Don Rauschuber/Rob Pugh

**Address:** Bee Cae, TX, UNITED STATES

**Phone:** 512-263-0100

**Ending Rate of Pay:** 144800

**May We Contact?** Yes

**Supervisor Name:** Curtis Wilson

**Address:** Dripping Springs, TX, UNITED STATES

**Phone:** 512-913-1236

**Ending Rate of Pay:** 130000

**May We Contact?** Yes

**Job Title: CEO/President**

**Dates Employed From: Aug/1986**

**Dates Employed To: Aug/2005**

**Employment Length: 19 years**

**Duties: Corporate Leader and Business Leader and Project Manager, shareholder, office and field operations manager, design engineer and client contact, primary land surveyor, primary consultant for all construction projects, expert witness, project liaison at city, county and state review hearings with a staff of 65 and a fee volume of \$4M. Conceptual planning, design and construction of residential, institutional, commercial and heavy highway projects in Texas.**

**Reason For Leaving: Sold company**

**Supervisor Name: Curtis Wilson**

**Address: Austin, TX, UNITED STATES**

**Phone: 830-693-5635**

**Ending Rate of Pay: 120000**

**May We Contact? Yes**

**Education**

List below your educational background, including high school, all colleges, trade and military service schools. Please enter N/A if the field is not applicable.

**Texas A&M University | College or University**

**Degree: Bachelor of Science**

**Major: Civil Engineering**

**Graduated? Yes**

**Resume**

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

**File Name**

**Link**

10.3.2019 CURTIS\_WILSON\_RESUME 3.4.docx

[Q Preview](#) [Download](#)

1.11.2020 Homer CL.docx

[Q Preview](#) [Download](#)

**Text Only Resume**

No Text Only Resume on File

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**References**

Please fill out the information below regarding references.

**Scott Roberts**

**Relationship:** Professional, Chairman WTCPUA  
**Years Known:** 38

**Phone:** 512-413-5895

**Jennifer Riechers**

**Relationship:** Professional, General Manager of WTCPUA  
**Years Known:** 7

**Phone:** 512-263-0100

**Greg Haley, PE**

**Relationship:** Professional, CEO K.C. Engineering  
**Years Known:** 40

**Phone:** 830-693-5635

**Job Questions**

**City Manager 2019 |**

Question	Answer	Disqualifier?
<p>What do you think are the most important elements of the City Manager position? *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *</p>	<p>Firstly, the City Manager must be a leader in all venues, whether discussing public works issues or recreational facilities or personnel. The most important element of the City Manager position is communication with staff, the Council, community, specific stakeholders and the interaction between all of them. It is also imperative for the City Manager look at the predicaments placed on elected members through any actions he/she may take. That's where communication is key. Can a City Manager institute change where change is required/needed without running afoul of the community at large which he/she serves. He/she must possess the highest in integrity and character and it must be repeatedly proven in order to be effective.</p>	
<p>Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer. *** (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your</p>	<p>My greatest professional accomplishment is creating an organizational structure to serve the constituents as a superior water purveyor as I assumed the role of Executive Director of the Western Area Water Supply Authority in Williston, North Dakota. This system was only 6 years old and gone through a \$310MM expansion therefore they were operating as a</p>	



resume or cover letter) \*

construction manager. I coupled both, making the organizational changes necessary to be a public service provider and sponsor of another \$40MM in improvements. I was able to secure another \$55MM in funding for the future.

A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I would put a case together to share with the council regarding the merits of the policy and where I fall as to adoption. If it is approved by council over my recommendation, I would be compelled to implement the policy, whether I disagreed or not. This certainly assumes that the policy has been vetted with City legal council. It is the Councils responsibility to adopt policy, deliver to the City Manager and he/she develops the rules and implements the policy.

What is your leadership philosophy? \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

My philosophy is leadership by example. I am a working member of the team to serve the Council and community. I believe in division of responsibility and will delegate appropriately. I believe that any action taken by my subordinates are actions of my own and I will take ownership of them. I believe in creation of a team making team-like decisions far superior to my individual capability but will step in and take control, if needed. I also depend on my character and integrity to make good solid decisions which subordinates will cling.

In reviewing the job description, please highlight areas you bring particular experience. \*\*\* (Please limit each question response to 250 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) \*

I have a huge background in engineering and public works; approaching 38 years since my graduation from college. I have successfully developed and handled operational budgets of \$40MM. I have been charged with approvals of \$25MM annual Capital Improvement Program payouts. I have worked with rate consultants, engineering consultants, general counsel, demographers and a host of other parties doing business with the public entities. I have also shown that I can move from one area to another in the country and adopt my new found culture as my own.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	This question was not answered.	
Have you ever been employed with the City? *	No	
If yes, Please give dates:	This question was not answered.	
Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *	No	
On what date would you be available for work? *	February 1, 2020	
Can you travel if the job requires it? *	Yes	
Have you been convicted of a felony within the last 7 years? (Conviction will not necessarily disqualify an applicant from employment) *	No	
If yes, Please explain	This question was not answered.	
Are you 18 years of age or older? *	Yes	

Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Professional Engineer 60464 (Texas), Professional Land Surveyor 4763 (Texas)	
Describe any job-related training received in the United States military. *	None	
List any professional, trade, business or civic activities and offices held. (You may exclude membership that would reveal gender, race, national origin, age, ancestry, disability or other protected status. *	None	

Additional Information |

Please enter N/A if the field is not applicable.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Professional Engineer 60464 (Texas), Professional Land Surveyor 4763 (Texas)	
What type of computers and software have you used? *	engineering applications, operations software, Microsoft Office Suite	
Other qualifications specific to this position? *	Past public administration,	
List any certifications you have received: *	Professional Engineer 60464 (Texas), Professional Land Surveyor 4763 (Texas)	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with the employee; a child, including stepchild and/or an adopted child of the employee; a parent, step-parent, sibling, or grandparent of the employee or a parent or sibling of the employees' spouse. *	none	
State any additional information you feel may be helpful to us in considering your application *	Personal discussion would be beneficial in your review.	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.		
Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities described in the job description for which you have applied? *	Yes	

## Applicant Statement

I certify the information provided in my application and resume (if attached) is true and complete to the best of my knowledge.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding

the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the City of Homer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed one year. If the applicant is not selected for this position they must submit a new application for consideration for other positions that may be advertised.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and the federal immigration laws require me to complete an I-9 Form in this regard.

The City of Homer does not tolerate unlawful discrimination in its employment practices. No questions on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. The City of Homer likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The city of Homer takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

In the event of employment, I understand that false or misleading information given in my application, resume (if attached) or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Homer.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.** I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. Please type your name below to confirm that you have read and accept this Applicant Statement.

I agree to the above.

**Signature:** Curtis Dale Wilson  
**Date:** 2020-01-11 11:24:57am  
**IP Address:** 65.19.230.60

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

January 11, 2020

Curtis D. Wilson, P.E.  
2723 26<sup>th</sup> St. W, #303  
Williston, North Dakota 58801

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City of Homer  
491 E. Pioneer Avenue  
Homer, AK 99603

Re: Candidate for City Manager

City of Homer:

I respectfully request that I be considered a candidate for being named City Manager of Homer, AK.

I most recently served as the Executive Director of the Western Area Water Supply Authority with its administrative offices in Williston, North Dakota. Originating in Texas, I earned my Bachelor of Science in Civil Engineering from Texas A&M University at College Station in 1982.

I have amassed a unique mix of experience that allows me to be an effective City Manager for Homer. This is a difficult level for many to attain in a day where there is so much specialization due to fiscal constraints.

I look forward to discussing this further at your earliest convenience.

Regards,

Curtis D. Wilson, PE, RPLS  
512-913-1236



# Curtis Dale Wilson, P.E., R.P.L.S.

512-913-1236 (cell)

[cwilson.engineer@gmail.com](mailto:cwilson.engineer@gmail.com)

Design, construction and project management engineer, courageous business owner and leader with 35 years of experience in contract, project and operational management. Entrepreneurial achievements include successful establishment of businesses, and marketing in the public and private sectors. Led over 80 employees through multiple economic cycles. Sought after technical expert. Creative, communicative, and analytical decision maker. Professional Engineer and Surveyor, both in Texas. Controlled internal budgets in excess of \$40MM. Currently located in Williston, North Dakota.

## Functional Skills

Organizational Leadership	Business Development	Facilities Design
Servant Leader	Contracts and Negotiations	Design Engineering
Facilities Planning / Management	Client Relationship Cultivate	P&L / Budget Administration
Entrepreneurship	Policies and Procedures	Real Estate Law
Modeling	Lobbying	Construction
Problem Solving	City/County/State Issues	Expert Witness

## Career Highlights

**Western Area Water Supply Authority, Williston, North Dakota, Sept.2018 – Nov. 2019**

**Executive Director**, Executive Management of a vital domestic and industrial water supply serving more than 80,000 people in 5 counties of northwest North Dakota including Williams, McKenzie, Burke, Divide and Mountrail counties covering a geographical area of 5000 square miles. The system includes Water Treatment Plants having a capacity of 23 MGD and approximately 1600 miles of transmission and distribution lines. The current investment in the system is \$345M in assets constructed since 2012. Ultimate buildout of the system currently set forth in the Capital Improvements Plan is anticipated to cost \$508M.

- Restructured the Authority to become an operational mature water purveyor from a construction entity.
- Secured \$55MM funding for 2019 – 2021 biennium for CIP expansion.
- Charged with oversight of an operational budget of more than \$40MM.

**Freelance Engineer, Austin/New Braunfels, Texas, August 2017 - August, 2018**

**West Travis County Public Utility Agency, Bee Cave, Texas October, 2012 – August, 2017**

**District Engineer**. Public Utility Agency having more than 7,000 retail connections and 14 wholesale customers for public drinking water (previously owned by the Lower Colorado River Authority). Contact for public and customers, **Key Adviser** to the Board of Directors and General Manager and leader on agency's planning team. Perform a multitude of engineering related duties including but not limited to **Project Manager** of the Capital Improvement Projects (CIPs), review and processing of Service Extension Requests (SER) Applications, review of water and sewer plans, performing engineering design services, oversight of WTCPUA water and sewer plant operations and providing technical support and information services to external customers of the WTCPUA.

- Responsible for developing plan and completed implementation of the Board's directive to remove privatized operations and install full in-house operations, all in a six week time-frame. Resulted in operational cost saving of \$2M annually.
- Responsible for planning and implementation of activities to repair a sole source 30" raw water line from Lake Austin to the WTP in 37 hours without losing drinking water tap supply to any customer.
- Led team for the design and installation of 10000 lf of 20" pipe including a 20"- 800' directional bore and easement acquisition.
- Management of the planning, design and the construction of a 1MG EST.

## Curtis Dale Wilson, P.E., R.P.L.S.

512-913-1236 (cell)

[cwilson.engineer@gmail.com](mailto:cwilson.engineer@gmail.com)

---

- Oversight of the planning and environmental permitting of a 30" water line by the USFWS.
- Management the team for planning, design and construction of a 12"-6000 lf wastewater force main.
- Direct responsibility for the maintenance of all infrastructure valued at more than \$200MM.

**Patriot Erectors, Inc.** Dripping Springs, Texas March, 2009 to 2011

**Staff Field Engineer/Surveyor.** Organized and led a team of experts in documentation and verification of technical engineering, performance of designs, and fabrication and erection of structural steel statewide in Texas.

**Engineers-Texas, Inc.** Dripping Springs, Texas August, 2005 to October, 2012

**Principal.** Business Leader, sole shareholder, Chief Engineer/Surveyor, Marketing and Client touch point for large scale multi-use residential/commercial land development in Hays County, Texas.

- **Project Manager** and key advisor of a major proto-typical, environmentally challenged land development. Orchestrated selection and planning efforts of a team of private service providers for the design and regulatory permitting, oversight for preparation of development manual, key advisor to all Owner decisions and lobbied local and state regulatory authorities. **Results:** A \$300M project was authorized and permitted for construction.
- Responsible for the authorization of drinking water for this community from the Lower Colorado River Authority.

**K.C. Engineering, Inc.** Austin, Texas August, 1986 to August, 2005

**Principal. Corporate Leader and Business Leader and Project Manager,** shareholder, office and field operations manager, design engineer and client contact, primary land surveyor, primary consultant for all construction projects, expert witness, project liaison at city, county and state review hearings with a staff of 65 and a fee volume of \$4M. Conceptual planning, design and construction of residential, institutional, commercial and heavy highway projects in Texas.

- Led the company into the public services market. Evaluated client and company manpower needs, company financial exposure, organized technical teams and acquired equipment, prepared competitive proposal. Secured the first major service contract with the Texas Department of Transportation, **Results:** For a period of 15 years, won more than 30 contracts and expanded business to more than \$4M in service fees annually.
- Chosen to represent the engineering interests of the fastest growing county in Texas and the United States. Supported technical needs of contemplated bond proposal, served in the leadership in the County's first public works bond initiative in over 20 years and their largest to that date and actively marketed voter authorization of the proposal. **Results:** Awarded contract to design and construction oversight of more than 25 miles of new construction roadways.
- Mitigated the loss of devastating property value from a Texas community. As the Chief Engineer and Hydrologist, recognized errors embedded in a federal government study of multiple waterways and resultant overstated floodplain of an entire county. Planned steps for appeal, prepared study identifying error and corrective results and processed plan for review by the federal government. **Results:** Secured approval of the federal government for the modified study and amended regulatory floodplain mapping as the basis for floodplain based land use controls and salvaged \$300M of taxable property value in the community.
- Responsible Engineer-In-Charge for the design and construction a 24" waterline for the City of Austin Water Utility.
- Responsible Engineer-In-Charge of the planning, design and construction of a 24" Wastewater Line in a 840' Bore with placement completed with a rail system for the City of Marble Falls.
- Created a new subsidiary company. Studied market needs in more rural areas, prepared budgets for new office, secured financing, hired technical personnel and marketed new company. **Results:** Expanded market area presence and allowed entry into the public sector engineering market.



## **Curtis Dale Wilson, P.E., R.P.L.S.**

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[cwilson.engineer@gmail.com](mailto:cwilson.engineer@gmail.com)

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- Created a new subsidiary company for research and development. Prepared business plan, managed the presentation of project to investment interests and oversaw design. **Results:** Constructed a proto-type of an environmentally sustainable wall product.
- Sold a successful engineering business. As CEO and President, created Performa of the company, established a marketing plan, designed and implemented advertising and marketing efforts, represented the company to multiple prospective private parties, and identified an interested and qualified purchaser. **Results:** Negotiated an asset purchase agreement and successful seamless transition.

**Dennick and Harris Engineering, Inc.** Austin, Texas August, 1982 to August, 1986

Vice President. Senior Design Consultant, contract preparation and negotiation, engineering staff and field supervisor, traffic design consultant, design and planning consultant, client liaison for a staff of 60. Staff Engineer. Construction Plan Design (Roadway/Drainage/Water/Wastewater). Traffic Impact Analysis, Water and Wastewater Systems.

- Supervised operational management of consulting engineering, created operational budget, directed a professional staff of 55 having a service fee volume of \$3M and served as the primary client liaison. **Results:** Promoted to Chief Operations Engineer in less than 4 years.
- Challenged with the regulatory approval of an environmentally diverse project. Directed staff support, devised and computed a complete environmental solution and conducted intensive political lobbying efforts. **Results:** A contingent record land sale of this environmentally sensitive project in Austin was completed.

**Brown & Root, Inc.** Bay City, Texas January, 1980 to January, 1981

Design Technician. Secondary Structural Steel Design for Electrical Cable Trays on the South Texas Project (Nuclear). On-site design documents, As-build document preparation, change-order management liaison with field erectors.

### **Education & Training**

**Bachelor of Science in Civil Engineering, Texas A&M University, College Station, Texas 1982**

### **Professional Certifications**

Texas Registered Professional Engineer No 60464, since 1986

Texas Registered Professional Surveyor No. 4763, since 1989

