
Professional Summary

Strategic executive administrative professional with 10+ years' experience impacting business direction with successful leadership decisions and key plan development and implementation. Highly dependable, ethical, and reliable specialist, and leader that blends advanced organizational, technical, and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence

Career Experience

City of Pahokee, FL 5/2022 – Present
Contracted Interim Finance/HR Director Pahokee, FL

Providing month-to-month contracted assistance during the transition of a new city manager to enable the manager to effectively build the City's leadership team while having the confidence that internal city services are being managed in the short term.

- Assist current finance staff with implementing current audit findings and any unresolved findings from previous findings
- Leading the Finance department in regaining regulatory compliance with financial reporting compliance by assisting with preparing for the FY 2020 Audit submission, preparation for completion of the FY 2021 Audit
- Assist City Manager in preparing for FY 23 budget development and adoption process
- Provide a detailed evaluation of the Personnel Handbook including detailing areas of risk due to outdated or missing policies and identifying best practices/policies which can be adopted or modified to meet the community's needs.
- Assist with the onboarding of new employees ensuring all employment and benefits paperwork is completed in a timely manner and employees are provided employment expectations and objectives.

Merit Network 6/2021 – 1/2022
Community Member Engagement Manager – South Central Region Ann Arbor, MI

As a member of the Community Engagement Team, I am responsible for generating and following up on leads with qualified organizations to collaborate on providing a variety of technology services including Internet, Merit Voice, Cyber Security, Workshops, and training opportunities for individual organizations.

- Work with client representatives to identify their technology infrastructure and current and future need and how the Merit suite of products can assist them with achieving their goals
- Collaborate with internal stakeholders to deliver high-quality reliable services to meet client project schedule
- Identify resources for organizational collaboration with outside entities to expand and partner on Merit projects and services.

Town of Kenneth City 4/2021 – 6/2021
Interim Town Manager/Chief Administrative Officer Kenneth City, FL

As the Interim Town Manager, I was tasked with the responsibility of managing the transition of the community following the separation of the previous manager and the entire administrative staff from the Community. This included ensuring continuity of business and daily operations in the absence of a town clerk, HR director, reception staffing and finance responsibilities other than payroll and A/P.

- Developed recruitment advertisement and brochure for long-term Town Manager and Town Clerk positions
- Opened contract negotiations with the Police Benevolent Association to hear the requests of the bargaining unit for the new contract term
- Met with Council members and residents to understand the challenges that existed as a result of the extended period of leadership vacancies at the manager and clerk level and identified ways to begin to restore community trust by providing greater access to information through the city website.
- Responsible for updating and maintaining HRIS system through Centrally HR including new employee onboarding, employee termination, changes in benefits and income, and verifying and approving time-off requests.

City of Hart 7/2018 – 4/2021
City Manager/Chief Administrative Officer Hart, MI

As city manager of Hart, I was responsible for the day-to-day operations. Responsibilities include making recommendations to the mayor and other city leaders on a variety of issues, including budgets, personnel needs and

project costs. I focus on the practical, everyday responsibilities of running a city as well as long-range programs that benefit residents and work with various heads of department to identify and resolve issues facing the community.

- Obtained CDBG Grant funding for Downtown Pocket Park totaling \$398,290 in grant funding for project scheduled for construction spring 2020.
- Executed insurance RFP and renewal processes for all City insurances including property, Workers' Compensation, general liability and employee benefits generating savings of over \$25,000 annually while expanding and improving coverages.
- Entered Intergovernmental agreement with Oceana County to provide assessment services to the City upon the retirement of the City's assessor saving the City over \$30,000 annually.
- Proactively identified and solved complex problems impacting operations management and business direction including compliance with Administrative Consent Order and Federal Energy Regulatory Commission requirements for hydroelectric dam
- Developed and integrated COVID-19 Workplace Preparedness and Response Plan, identifying strategies for ensuring employee and customer health and safety in the workplace, public buildings and public spaces
- Prepared and implemented updated personnel handbook with policies related to: Zero Tolerance Drug Use, Organizational Credit Card use, and implementation of employee job descriptions
- Planned and executed annual budgets with revenue and expenditures in excess of \$11 million annually

City of South Lyon

2014-2018

City Manager/Chief Administrative Officer

South Lyon, MI

As city manager my responsibilities include managing the collective bargaining agreements with local law enforcement, sanitation, and city workers. Critical project work to ensure water supplies for city were safe and made critical investments future of clean water supply.

- Addressed the challenges of extensive growth in the community and adjacent townships that tax multiple levels of infrastructure including water, wastewater, streets and storm water.
- Successfully negotiated multiple Collective Bargaining agreements with unions representing Police Command, Patrol, Public Works/Water/Sewer and Clerical. Ensured all parties were represented fairly and negotiations came to a successful outcome.
- Wrote and executed RFP process for selecting a 24-hour IT services company for all city departments to reduce downtime and to ensure archiving compliance.
- Oversaw completion of \$4 Million water main replacement project partially funded by Drinking Water Revolving Loan funds. This project was critical to ensure safe drinking water and with the use of the revolving loan the financial impact to the city was reduced significantly.
- Oversaw the implementation of new technology for the City's financial, building and utility billing systems to improve efficiency, expand customer service offerings and enable the City to accept online bill payments. This dramatically change how the city could send invoices and accept payments.
- Responsible for the development and administration of the City budget in excess of \$10 Million annually. The budgeting process is critical to the overall success of the city and future planning for capital investments.

City of Hiawatha

2006-2014

City Administrator/Chief Administrative Officer

Hiawatha, KS

Appointed by the City Council, the City Administrator is responsible for ensuring the policy decisions made by the City Council are executed and for the timely and cost-effective delivery of the City's public services. Responsibilities include managing the City budget, carrying out City Council goals and policy decisions, overseeing day-to-day operations of the City, delivery of public services in an efficient manner, and informing and advising the City Council of any and all City matters.

- Successfully obtained Federal Grant dollars for the second phase of downtown streetscape redevelopment in the excess of \$500,000 in federal share for FY 2012.
- Obtained \$500,000 Community Development Block Grant through a competitive process for sewer distribution system rehab and reconstruction for FY 2012.
- Authored successful grant applications bringing \$838,000 in grant money to the community for FY 2011 equaling 15.4% of the overall budget.

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- Execute strategies for service delivery while managing an annual budget in excess of \$5.6 million controlling costs, decreasing tax mill levies, and reducing staffing levels by 10% while scheduling multiple capital improvement projects for FY 2012
 - Function as administrative and leadership liaison to various boards and community committees; including Hiawatha Foundation for Economic Development, Hiawatha Convention & Visitor's Bureau, Planning Commission, and Board of Zoning Appeals
 - Effectively coordinated public-private partnership project and managed the completion of the relocation of City administrative offices to the newly renovated Francis Sewell Plamann History Center.
 - Managed economic development department including the development of a comprehensive incentive program for new lodging development, facilitated the development of new commercial development between local property owners and two new national franchise businesses scheduled to begin construction in spring 2012
 - Development of the Hiawatha Fitness and School Trail awarded a \$21,500 grant from the Sunflower Foundation and \$782,967 from the Federal Transportation Community and System Preservation program.

Education

Masters Public Administration

Grand Valley State University – Grand Rapids, MI

Bachelor of Science | Political Science

Grand Valley State University – Allendale, MI

Senior Executive Institute

University of Virginia – Charlottesville, VA

Activities & Organizations

International City/County Management Association, Member, Class of 2014 Leadership ICMA Graduate, Credentialed Manager

Michigan Municipal Executives – Member

Florida City/County Managers Association – Application pending June 2022

Merit Network Broadband Advisory Board Member 2018-2021

Michigan Public Power Association Board Member 2018- 2021

Michigan Municipal Risk Management Authority – State Pool Committee 2016-2017, 2019- Present, Vice-Chair 2020 Chair 2017, Events Committee 2020

Oceana County Economic Alliance – Board Member 2018- 2021

Society for Human Resources Management – Senior Certified Professional