

ROBERT L. MOFFIT

5275 Mast Lane, Gladwin, Michigan 48624

Cell: (989) 429-0127

Confidential

June 9, 2018

To whom it may concern,

Please accept this letter as my genuine interest in applying for your Interim Manager position.

Currently, I am the City Manager in Gladwin, Michigan and have held this position for nearly 13 years. I was the City Manager in Zilwaukee, Michigan five years prior to my current position. In order to better establish how my experience relates to your position, I have listed some of my qualifications:

-18 years as a City Administrator

-Master's Degree in Business Administration from Saginaw Valley State University in 1991

-Certified Public Manager Program accreditation in 2010

-Adjunct Professor, teaching Economics, at Saginaw Valley State University - 2001-2005

-Strong areas of experience include: development and oversight of city budgets, working with boards and department heads, problem solving, communication and project management

-Currently serving on boards at the city, county, regional and state level

It would be a pleasure to hear from you in the near future.

Sincerely,

Robert L. Moffit

CAREER OBJECTIVE

Very motivated City Manager looking for the challenge of a new interim position in a new community which will showcase my strong abilities to lead budgeting, project management, board facilitation and relationship building within Board Members, Staff, Businesses and Residents.

SUMMARY OF QUALIFICATIONS

Over twenty years of experience in Management, with eighteen years specifically working as a City Manager. Possess a very strong background in developing and implementing City budgets. Fiscal responsibility blended with teamwork, problem-solving and customer service are several of the skills that I will bring to work everyday if I am selected to be your next Village Manager.

Skills include:

- **Overseeing the day-to-day operations of two Michigan Communities.**
- **Being an effective communicator to oversee Human resource programs, people and policies.**
- **Work well with Councils, Residents and Employees in using collaborative problem solving.**
- **Implementation of Board decisions to include project planning, implementation and oversight**
- **I have considerable experience with updating employee handbooks, park plans, manuals, and other city policies.**
- **Experience with construction in all areas of city operations including water, sewer, streets, sidewalks and other contracted services.**
- **Proactively seek out opportunities to write Grants that will benefit the community.**

AREAS OF ACCOMPLISHMENT

- **Raised grant money for several community projects including: patrol vehicles, park, trail and water system improvements.**
- **Established and help oversee annual paving and sidewalk repairs and improvements.**
- **Raised monies to help facilitate and build two play scape projects in our City Park and Campground.**
- **Worked with department heads and City Council to annually put together the City's balanced budget.**
- **Spend a lot of time with others on community issues and brainstorming ideas for community improvements.**
- **Consistently finish under budget every year, while striving to maintain or improve community services.**

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Career History

City Administrator, 1000 West Cedar Ave., Gladwin, MI 48624 July 1, 2005 to present.

City Manager, 319 Tittabawassee Road Zilwaukee, Michigan 48604 June 1, 2000 to June 30, 2005.

United Way Campaign Director October 1, 1999 to May 30, 2000.

St Luke's Hospital/Covenant Healthcare from 1985 to 1999. Worked in the Security Department as an officer then as the Security Manager. I also worked as a Mental Health Counselor and as a Manager in the Information Systems Department.

Adjunct Professor, in the Business Department at Saginaw Valley State University from 2001 to 2005.

United States Army Military Policeman from 1984 to 1991.

Current Board and Committee positions

East Michigan Council of Government (EMCOG) since 2006. Current Board Chair

Gladwin County Economic Development Corporation (EDC) Board since December 2006

Gladwin County Land Bank Board since 2014

Rural Council of Michigan since 2010. Current Vice-Chair

Michigan Municipal Executive Board (State- level City Manager Board) since January 2016

Gladwin City Wellhead Protection Committee. Current Chair since 2005

Gladwin County Recreation Authority for Bike Paths. Current Chair since 2015

Michigan Economic Developers Association (MEDA) Education Committee since 2003

REFERENCES

**Sue Fortune
Executive Director
East Michigan Council of Government
3144 Davenport Ave. Suite 200
Saginaw, MI 48602
(989) 797-0800
sfortune@emcog.org**

**John Avery
Executive Director
Michigan Economic Developers Association
P.O. Box 15096
Lansing, MI 48901
(517)241-0011
avery.john@medaweb.org**

**Dave Haag
Auburn City Manager
1388 M-61
Sterling, MI 48659
(989)233-5263
dhaag@auburnmi.org**

**Tom Winarski
Retired Banker/Retired Mayor
201 West Grout Street
Gladwin, MI 48624
(989) 426-5407
thomaswinarski@att.net**

**Mike K. Hargrave
Gladwin Airport Manager
5920 West M-18
Gladwin, MI 48624
(989) 578-2174
mikehargrave1@gmail.com**