



Homer City Hall

491 E. Pioneer Avenue

Homer, Alaska 99603

www.cityofhomer-ak.gov

City of Homer Agenda

City Council Worksession

Tuesday, May 26, 2020 at 4:00 PM

City Hall Cowles Council Chambers via Zoom Webinar

Webinar ID: 965 8631 4135 Password: 792566

Dial 1-669-900- 6833 or 1-253-215 8782; (Toll Free) 888-788-0099 or 877- 853-5247

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)

DISCUSSION TOPIC(S)

- a. [City](#) Manager Candidate Review and Selection for Telephonic Interviews

COMMENTS OF THE AUDIENCE (3 minutes)

ADJOURNMENT NO LATER THAN 4:50 P.M.

Next Regular Meeting is Monday, June 8, 2020 at 6:00 p.m., Worksession 4:00 p.m. Committee of the Whole at 5:00 p.m. All meetings scheduled to be held virtually from the City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.



City of Homer

www.cityofhomer-ak.gov

Human Resources

491 East Pioneer Avenue
Homer, Alaska 99603

personnel@cityofhomer-ak.gov
(p) 907-235-8121 x2225
(f) 907-235-3148

Memorandum

TO: City Council
THROUGH: Marvin Yoder
FROM: Andrea Browning, HR
DATE: May 13, 2020
SUBJECT: City Manager Applications

Each binder contains:

1. City Manager Job Description; please pay attention to the Knowledge, Skills, and Abilities required for the position. The KSA's are highlighted for you.
2. Applications (broken into three groups)
 - a. Applicants who met both the educational requirement and have some municipal government experience (even if not very applicable), as well as any candidates who have very applicable municipal experience but do not meet educational requirement.
 - 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
3. Scoring Sheets (in the back of binder)

There were some candidates who applied for the CM position in the first application period, were reviewed by Council, and upon seeing the reposting have subsequently applied again. Those candidates are: John Ardaugh, Raymond Bossert Jr., George Cowan, Jefferson Dubel, Susana Stinnett, and George Zoukee (participated in telephonic interview).

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.

One resume contained a photo of the applicant. That was 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.

[Homer](#)[Departments](#)[Government](#)[e](#)[Documents](#)[Job Openings](#)[Helpful Links](#)

Employment Application | Submitted: 10-May-2020

AAA

Jason Beal

☎ (307) 272-1937

✉ jbchevman85@yahoo.com

🏠 175 East 7th Street
Lovell, WY 82431
United States**City Manager****Job Location** - Homer, AK**Department** - Administration**Source** - Other - Alaska Municipal League
Classifieds

Employment History

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

Big Horn County - Current Employer

Job Title: Deputy Sheriff--Administration

Dates Employed From: Oct/2017

Dates Employed To: Currently Employed

Employment Length: 2 years, 7 months

Duties: I patrol Big Horn County and enforce State Statutes. I perform investigations, prepare reports and affidavits, and testify in court. I also prepare, submit, and monitor the Sheriff's Office budget as the Chief Administrative Deputy.

Reason For Leaving: Currently Employed

Supervisor Name: Ken Blackburn

Address: Basin, WY, UNITED STATES

Phone: (307) 568-2324

Ending Rate of Pay: 42000

May We Contact? No

State of Wyoming

Job Title: State Trooper Recruit

Dates Employed From: Jul/2016

Dates Employed To: Sep/2017

Employment Length: 1 year, 2 months

Duties: Attended the Highway Patrol Academy

Reason For Leaving: Determined it was not a good fit for me personally or professionally

Supervisor Name: Randy Starkey

Address: Cheyenne, WY, UNITED STATES

Phone: (307) 777-4375

Ending Rate of Pay: 50000

May We Contact? Yes

Lovell Police Department

Job Title: Chief of Police

Dates Employed From: Oct/2015

Dates Employed To: Jul/2017

Employment Length: 1 year, 9 months

Duties: I supervised a police department and dispatch center. I patrolled the town of Lovell, investigated crimes, testified in court, and attended town meetings as required.

Reason For Leaving: Accepted position with State of Wyoming

Supervisor Name: Jed Nebel

Address: Lovell, WY, UNITED STATES

Phone: (307) 548-6551

Ending Rate of Pay: 55000

May We Contact? Yes

Weston County School District #1

Job Title: Interim High School Teacher

Dates Employed: 12/03-05/04

Duties: I taught high school social studies

Reason For Leaving: Accepted Full-Time Position at Lovell Middle School

Supervisor Name: Brad LaCroix

Address: 116 Casper Avenue
Newcastle, WY, UNITED STATES

Phone: 307-746-4451

Ending Rate of Pay: \$26,000

May We Contact? Yes

Big Horn County School District #2

Job Title: Teacher, Coach, Activity Bus Driver**Dates Employed:** 08/04-05/07**Duties:** I taught middle school math, geography, and science. I also served as a middle school volleyball and basketball coach.**Reason For Leaving:** Attended Graduate School**Supervisor Name:** Sherie Monk, Retired Principal**Address:** 502 Hampshire Avenue
Lovell, WY, UNITED STATES**Phone:** 307-548-2259**Ending Rate of Pay:** \$35,000**May We Contact?** Yes

Big Horn County School District #2

Job Title: Coach, Activity Bus Driver**Dates Employed:** 08/08 to Present**Duties:** I am currently the head golf coach at the high school and also serve as the head 7th grade boys and girls basketball coach.**Reason For Leaving:** Part-Time Employment**Supervisor Name:** Dan Coe, Retired Superintendent**Address:** 502 Hampshire Avenue
Lovell, WY, UNITED STATES**Phone:** 307-548-2259**Ending Rate of Pay:** \$8,500**May We Contact?** Yes

Big Horn County

Job Title: Emergency Management Coordinator, Deputy Sheriff**Dates Employed:** 08/08 to Present**Duties:** I serve as the emergency management coordinator for the county. I monitor and administer federal and grants for the county. I work closely with state and federal agencies in preparation of natural disasters and following disasters both natural and man made. I also serve as a patrol deputy and enforce state statutes. I prepare reports and affidavits which are transferred to the prosecuting attorney's office. I testify in court proceedings.**Reason For Leaving:** Career Advancement**Supervisor Name:** Ken Blackburn**Address:** P.O. Box 69 Basin, WY,
UNITED STATES**Phone:** 307-548-2516**Ending Rate of Pay:** \$43,000**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.

Northwest College | College or University

Degree: Associates of Arts

Major: General Studies

Graduated? Yes

Montana State University- Billings | College or University

Degree: Bachelor of Science

Major: Secondary Education, Social Science Broadfield

Graduated? Yes

University of Wyoming | Graduate School

Degree: Master of Public Administration

Major: Public Administration

Graduated? Yes

Wyoming Law Enforcement Academy | Certification

Degree: Wyoming Peace Officer Certification

Major: Criminal Justice

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 2020.doc	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.

Julie Faber

Relationship: Supervisor--Retired in February 2020

Phone: 307-272-9189

Years Known: 12+

Sherie Monk

Relationship: Supervisor--Retired Principal
Years Known: 20+

Phone: 307-272-3680

Greg Hess

Relationship: Work with from another Agency
Years Known: 20+

Phone: 307-272-5328

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) *

Answer

I believe the most important elements of the City Manager position are the ability to build a the team for the betterment of the community. This collective teamwork between the City Manager, elected officials, other city staff, and the citizens of Homer are critical to the success of Homer. Another key element is communication between the aforementioned groups. Communication between all of the aforementioned groups is critical for the City of Homer to progress into the future. A third element that is important to the position of City Manager is in the realm of performance management and evaluation. The City Manager supervises the other departments and serves as the single point of entry for information being moved up the chain of command to conclusion at the council.

Disqualifier?

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) *

When I served as the Chief of Police for the Town of Lovell, I was charged with the rebuilding of a department, both patrol and dispatch, that had been decimated due to a changing political environment. I was charged with working closely with a newly elected Mayor and a newly reestablished position of a Town Administrator. I had the experience, training, and education to complete this task. Communication was a key element in the rebuilding of the department and the team philosophy with town officials. I had to create a team philosophy with those within the

department, other town officials, and the general public. Serving as the Chief of Police I also worked full shifts as well my other administrative duties. I strove to engage with the community in many different ways from simply visiting with those in the public to conducting training to educate the citizens of what the department was doing and to answer questions they may have regarding the department.

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) *

As the City Manager, I would serve at the will of, and as an extension of the council. If there is a new policy that is introduced at a council meeting that I may not agree with, the decision regarding the new policy lies solely with the council. Once the policy has been approved by the council, it is up to the City Manager to implement the new policy. If I have concerns regarding a particular policy, I would like to express those, but more in an offline situation with council members. As with many policies, The City Manager would be charged with researching and assisting in the development of the new policy. The City Manager can present the information to the council, and once the decision has been made, it is up to the City Manager to implement the new policy regardless if they agree with it or not.

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 comprised of several intertwined elements. One of the most critical elements is the creation of a team philosophy where all parties involved are working towards the common goal. The only way for this to occur successfully is for there to be clear and open communications between the Council, City Manager, Department Heads, and the general public. I believe in leading by example and providing encouragement to others. In addition there needs to be a clear established chain of command that allows for the flow of information in an efficient manner. I believe department heads should have the ability to run their departments without micromanagement from the next level. I believe employees need to be held accountable for their actions and this can be partially accomplished through performance

management and evaluations. When corrective measures or possible remedial training are required I believe employees should be allowed these opportunities.

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 believe I have the experience and education to make this position a success. I earned my Master of Public Administration Degree which has provided me with an enhanced working knowledge of government and how it operates at various levels. I have served in different public administration positions which have had different responsibility. I have served as the Emergency Management Coordinator for Big Horn County in which I served as the liaison between local/county entities and the State of Wyoming in addition to other federal partners. I have served a Chief of Police where I had to rebuild a department and restore the image of a police department. Currently I serve as the Chief Administrative Deputy for the Big Horn County Sheriff's Office where I am charged with the formation, proposal, and monitoring of the budget. I interact frequently with different groups both in government and have conducted training for those who live in the county. I have worked with people in different capacities and have the ability to communicate and build teams with the various stakeholders.

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? *

June 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 always believed in being a part of the community for which I live and work in. I have worked in city or county government for approximately twelve years. I enjoy working with people and understand the dynamics that exist while working with them. I have worked with people in the capacity of an emergency management coordinator, teacher, coach, and law enforcement officer. I have worked with people at their best and have also worked with them at their worst. I have experience working with both the state government and federal government. I completed a Master of Public Administration Degree which provided me with an enhanced working knowledge of government at various levels and the intricacies which exist. I have experience working with municipalities and have an understanding of the grant processes as I have been administering grants for Big Horn County for approximately ten years.

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. *

State of Wyoming School Safety and Security Advisory Committee 2014-2017 Wyoming Officials Association-Basketball 1999-present Northwest College Alumni Boards of Directors 2004-2015 Wyoming Peace Officers Association 2008-present Pryor Mountain Wild Mustang Center Board of Directors 06/10 -present

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	I have both education and actual work experience working in the public administration arena. I completed a graduate program at the University of Wyoming in Public Administration, and have been working for the public since the early 2000s.	
What type of computers and software have you used? *	I have used both Macs and PCs. However, I am the most familiar with PCs and their operating systems. I have used Word, Excel, and PowerPoint. I also have experience using Smartboards and the Smart Notebook software that works with them. I have used different email platforms along with various social media.	
Other qualifications specific to this position? *	I have several years working with the public in several different capacities. I have worked with many municipalities and understand how they operate.	
List any certifications you have received: *	Master of Public Administration Wyoming Professional Peace Officer Commercial Driver License Class BM	
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 not a big city applicant. I come from a very rural county in Wyoming. Big Horn County has a total population of around 13,500 and covers a geographic area of about 3,600 square miles. There are about thirteen different communities that make up the county. Lovell is the largest town in Big Horn County which has a population of about 2,500. I understand the difficulties which come from living in an area with a limited population. I also know that there are many more advantages than there are disadvantage	

living in a smaller more rural area.

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 Wesley Beal

Date: 2020-05-10 08:02:57pm

IP Address: 162.248.138.187

Signature

Date

Jason W. Beal

175 East 7th Street, Lovell, Wyoming 82431- (307) 272-1937 jbchevman85@yahoo.com

EDUCATION

Master of Public Administration Degree August 2008. University of Wyoming.
Laramie, Wyoming.

Bachelor of Science Degree May 2003. Secondary Education-Social Science Broad-field. Montana State University-Billings. Graduated Magna Cum Laude.

Associates of Arts Degree May 2000. General Studies. Northwest College, Powell, Wyoming.

Wyoming Peace Officer Certification March 2010. Wyoming Law Enforcement Academy. Douglas, Wyoming. **Currently Professional Peace Officer Certification.**

PROFESSIONAL EXPERIENCE

Deputy Sheriff, Big Horn County Sheriff's Office, 10/17-Present Basin, Wyoming
82410 40+hours per week

I was hired by the Big Horn County Sheriff's Office as a Deputy Sheriff. I respond to and investigate various crimes within Big Horn County. I prepare reports, affidavits, search warrants, make arrests, and testify in court. I prepare budgets, monitor expenditures, administer grants, and participate in search and rescue missions.

Wyoming State Trooper Recruit, 07/17/-09/17, State of Wyoming, Cheyenne, Wyoming
82009 40+ Hours Per week

While serving as a Wyoming State Trooper Recruit, I attended the Wyoming Highway Patrol Academy.

Chief of Police, 10/15-07/17, Lovell Police Department, Lovell, Wyoming 82431
40+ Hours per week

While serving as the Chief of Police, I supervised six police officers along with a dispatch center with six dispatchers. I conducted investigations of varying circumstances in addition to my administrative duties. Upon taking over as Chief of Police, I was charged with the rebuilding of a department as there were only two officers and two dispatchers still on staff prior to my appointment as Chief. I was approached by the new mayor to accept the appointment and begin the rebuilding process. I had to restore the foundation and also rebuild the reputation of the Lovell Police Department.

Advanced Emergency Medical Technician (AEMT), 08/15-07/17, North Big Horn Hospital, Lovell, Wyoming 82431
20+ Hours per week

I worked for North Big Horn Hospital as an AEMT. I worked on an on call basis and respond to medical emergencies. In addition to responding to medical emergencies, I also transported patients from one medical facility to another. The training that I have received as an AEMT has been valuable as a law

enforcement officer as many times we are on scene of a medical emergency or accident before the ambulance is able to arrive and I can begin providing medical care. I am in the process of being rehired following my return to the area.

Patrol Deputy/ Emergency Management Coordinator/Grants Administrator/School Resource Officer 08/08-10/15, Big Horn County Sheriff's Office, Basin, Wyoming.
40+ Hours per week

During my time with Big Horn County I was given many administrative duties such as grants administration for the Sheriff's Office grants. I conducted many investigations, patrolled Big Horn County, and testified in court proceedings. In 2013, I assumed the role as the Emergency Management Coordinator for Big Horn County and worked closely with the Wyoming Office of Homeland Security.

Activity Bus Driver 08/08-Present (Part-Time), Big Horn County School District #2, Lovell, Wyoming. 10+- hours per week during school year.

I drive buses to and from various activities around Wyoming and out of Wyoming as well. I was initially hired as an activity bus driver in 1998, and have remained on the roster as a part-time driver since that time while I attended college, as a teacher, and then when I returned Post-Graduate School. I have also assisted with training of new drivers in mountain driving techniques.

Basketball Coach, 10/10-10/15, Big Horn County School District #2, Lovell, Wyoming 82431. 15-20 Hours per week during the season

Since 2010, I have served as the Head 7th grade boys and Head 7th grade girls basketball coach at Lovell Middle School. This allowed me with the opportunity to work with students and the public in a positive way. I was able to serve as a liaison between the school and law enforcement communities.

Golf Coach, 8/15-10/15, Big Horn County School District #2, Lovell, Wyoming 82431
20-30 Hours per week during the season

I served as the Head High School Golf Coach for Lovell High School during the fall 2015 season. I was contacted by the school personnel to see if I would be willing to serve as the Head Golf Coach following a resignation that occurred the week prior to school starting. It was another great opportunity to work with students and serve as the liaison between the school and law enforcement.

Teacher. 6th grade Geography, Math, Science, Basketball, Volleyball Coach, 08/04-05/07 Lovell Middle School, Lovell, Wyoming 82431
40+ Hours per week

In 2004, I was hired to teach 6th grade math and science. In addition to teaching, I also served as an 8th grade volleyball and 8th grade basketball coach. The following school year, I began teaching 6th grade math and geography while maintaining my coaching responsibilities.

Teacher. 9th grade World Perspectives Newcastle High School 12/03-5/04
40+ Hours per week

I was hired in December of 2003 to serve as an interim High School Social Studies Teacher to fill a vacancy that occurred shortly after the school year began.

Other Certifications

Wyoming Professional Peace Officer Certification
Advanced Emergency Medical Technician (AEMT)
Commercial Driver License "BM" with air brakes, passenger, school bus, and tanker
PADI Open Water SCUBA Diver

PROFESSIONAL MEMBERSHIPS

Wyoming Officials Association-Basketball 1999-present
Northwest College Alumni Boards of Directors 05/04-05/16
Wyoming Peace Officers Association 2008-present
Pryor Mountain Wild Mustang Center Board of Directors 06/10 –present
State of Wyoming School Safety and Security Advisory Committee 2014-2016

REFERENCES

Julie Faber
P.O. Box 47
Basin, Wyoming 82410
(307) 272-9189

Sherie Monk
P.O. Box 92
Cowley, Wyoming 82420
(307) 272-3680

Greg Hess
202 South 3rd Street
Basin, Wyoming 82410
(307) 272-5328

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Employment Application | Submitted: 01-Apr-2020

AAA

Weston Davis

☎ (832) 444-2857

✉ westondavis99@yahoo.com

🏠 613 Fahrenthold St
El Campo, TX 77437
United States**City Manager****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 El Campo - Current Employer

Job Title: EMS Director**Dates Employed From:** Jul/2018**Dates Employed To:** Currently Employed**Employment Length:** 1 year, 10 months

Duties: Oversee a \$2 million dollar budget and lead a staff of dedicated EMS professionals in providing pre-hospital care. We serve the City of El Campo and West Wharton County. We have a culture dedicated to service, personnel safety, and following evidence based medicine. Our organization is run as a business that serves the public with the highest

Supervisor Name: Terry Stanphill**Address:** El Campo, TX, UNITED STATES**Phone:** (979) 543-3335**Ending Rate of Pay:** \$87,000**May We Contact?** Yes

levels of fiscal responsibility and stewardship.

Reason For Leaving: Currently Employed

Harris County Emergency Corp

Job Title: Paramedic

Dates Employed From: Mar/2011

Dates Employed To: Mar/2020

Employment Length: 9 years

Duties: Formerly employed full time and then I was a part time employee. My duties include medical standby coverage for NFL games, including the Super Bowl, MLS & NBA games, concerts and outdoor festivals. I am an instructor for The Difficulty Airway Course hosted regularly at HCEC.

Reason For Leaving: Wanted to dedicate more effort and energy into my full time position.

Supervisor Name: Monty Northern

Address: Houston, TX, UNITED STATES

Phone: (281) 449-3131

Ending Rate of Pay: \$22/hr.

May We Contact? Yes

City of Pearland

Job Title: Clinical Manager

Dates Employed From: Jan/2015

Dates Employed To: Jul/2018

Employment Length: 3 years, 6 months

Duties: My primary responsibility is for the clinical care of the department. I've accomplished this by creating and directing a Total Quality Management program. I guide and oversee the FTO program for Fire and EMS training using the EMS-FTEP program. I am responsible for protocol creation and development.

Reason For Leaving: Gained employment with City of El Campo

Supervisor Name: Jason Jackson

Address: Pearland, TX, UNITED STATES

Phone: (281) 997-5850

Ending Rate of Pay: \$79,000

May We Contact? Yes

Northstar EMS

Job Title: Paramedic

Dates Employed From: Jun/2009

Dates Employed To: Mar/2011

Employment Length: 1 year, 9 months

Duties: Operated as a paramedic with a private ambulance service

Reason For Leaving: Gained employment with Harris County Emergency Corp

Supervisor Name: Donna Russell

Address: Humble, TX, UNITED STATES

Phone: (281) 548-7771

Ending Rate of Pay: \$17/hr.

May We Contact? Yes

Eagle Medical Transport

Job Title: Owner

Dates Employed From: Oct/2007

Supervisor Name: Myself

Address: Cove, TX, UNITED STATES

Dates Employed To: May/2009**Employment Length:** 1 year, 7 months

Duties: Owned and operated a private ambulance service that provided emergency and non-emergency response, critical care transport, special event coverage, and wheelchair van transport. I oversaw a budget of \$250,000 annually. I performed the functions of daily operations, logistics, fleet maintenance, human resources, benefit administration, payroll and marketing.

Reason For Leaving: Closed the business**Phone:** (832) 205-3180**Ending Rate of Pay:** \$48,000**May We Contact?** Yes

City of Humble

Job Title: Captain

Dates Employed From: Sep/2002**Dates Employed To:** Feb/2008**Employment Length:** 5 years, 5 months

Duties: I began my tenure as a firefighter/ paramedic was promoted to the rank of Captain and functioned as an EMS Supervisor. My role included performing as a supervisor for Fire and EMS operations. I guided and oversaw EMS training and the FTO program. I was responsible for protocol creation and development.

Reason For Leaving: Left to run my business full time**Supervisor Name:** Mike Legoudes**Address:** Humble, TX, UNITED STATES**Phone:** (281) 446-7889**Ending Rate of Pay:** \$65,000**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.

Barbers Hill High School | High School or Equivalent

Degree: Diploma**Major:****Graduated?** Yes

San Jacinto College | College or University

Degree: AAS**Major:** Fire Protection Technology**Graduated?** Yes

West Texas A&M | College or University

Degree: BAAS**Major:** Emergency Management Administration**Graduated?** Yes

University of Texas Rio Grande Valley | Graduate School

Degree: MPA
Major: Public Affairs

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
WDavis Resume.pdf	Q Preview Download
WDavis Cover Letter.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.

William Cox

Relationship: Friend/ Professional Associate
Years Known: 18
Phone: 3615571157

Mindi Snyder

Relationship: Former city manager
Years Known: 2
Phone: 9795419215

Carolyn Gibson

Relationship: Professional associate
Years Known: 2
Phone: 9795436727

Job Questions

CltY 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) *	The city manager must have integrity and the ability to lead a diverse team. The position requires someone to act as a "conductor" of a group of talented employees with various job specialties. The city manager does not have to be an expert in all things, but has to understand they are not the expert. Additionally the city manager must a great leader willing to put the team and the community before themselves.	
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 always went above my current position to learn what others within the organization do. Recently I have attended several professional conferences and classes to gain the knowledge to be a city manager. A city manager must continually learn about what they do not know and ways to get better.	
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) *	Whenever I do not agree with a policy I privately discuss my concerns with those who created the policy. I seek to understand their intention of the policy. If I do not think this is the best policy I will be transparent with my concerns with the policy creator. At the end of a discussion I will always implement the policy to the best of my ability whether I agree or not.	
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. The team should always be put before the leader in all situations. A servant leader does what is best for the team and in term the team puts the public before themselves. This philosophy of leadership has been a great way to build trust and motivate the team to do their best.	
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 past experience collaborating with city council and other boards will allow me to work effectively and efficiently with and for council. I have worked with the public my entire career and have much experience engaging in public relations. I have been involved in emergency management with hurricanes, flooding, and pandemics functioning in command and EOC functions. Most of my life has been hiring and holding people accountable to policies through my	

employers and personal business. I have experience with collaborating with state, local, county, and the private sector as required. I keep up to date on federal, state, and local laws that are pertinent to the serving of the public. I have been responsible for the budget and financial health of municipal and private sector budgets.

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? *	05/01/2020	
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. *	Classes and conferences on city manager related information.	

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 (International City/ County Management Association), TCMA (Texas City Management Association), ELGL (Engaging Local Government Leaders)

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? *	Office suite, PDF software, budget software, LMS software	
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.		
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: Weston Davis

Date: 2020-04-01 11:56:17am

IP Address: 199.66.150.242

Signature

Date

WESTON K. DAVIS

613 Fahrenthold
El Campo, TX 77437

832.444.2857
westondavis99@yahoo.com

04/01/2020

City of Homer
491 E. Pioneer Ave
Homer, AK 99603

To Whom It May Concern,

It has long been a desire of mine to continue to serve the public in meaningful ways. This desire has drawn me to the point of looking for a place to serve as City Manager. My wife and I love the outdoors, coastal communities, and wildlife. Having the opportunity to permanently settle in Alaska would be great for my family. We have a desire to call Homer our home.

Homer has an amazing and vibrant community with ample shopping and dining opportunities. This is a major draw for people to settle here or to attract people from the lower forty-eight. Having a focus on smart growth, economic development, and sustainability can make the city successful for decades to come.

As an entrepreneur I am always exploring new revenue sources and developing budget priorities. The entrepreneurial spirit and possibilities in Homer seem to be unlimited. The city's desire to provide long term planning that builds on success is a wonderful mission that I can align with.

Although I do not have the experience of those who have recently been finalists, I know I can be a good fit for the city. I have an infinite curiosity of how everything works in a municipality and have a passion for learning every job. My passion for being an entrepreneur has led me to learn more about economic development and I look forward to becoming certified in economic development. Additionally I am a candidate that has never been let go from any position and am eligible for re-employment for every organization that I have worked.

I would welcome the opportunity to discuss, in person, how I can meet and exceed your expectations for the position of City Manager. The organizational change, innovation, and professionalism I have been responsible for would be a benefit to the city. In the interim, thank you for reviewing this letter and the accompanying resume.

Respectfully,

Weston Davis

Weston K. Davis

Weston Davis

613 Fahrenthold, El Campo, TX, 77437: 832-444-2857: westondavis99@yahoo.com

EMS Director, City of El Campo

July 2018 – Present

- Manage a \$2M enterprise fund.
- Supervised emergency management and led the EMS response to COVID-19
- Successfully developed and implemented fiscal budgets that increased revenue and decreased expenses
- Successfully obtained several sources of outside grant funding
- Led the development of the departments' mission & vision statement, core values, and strategic plan
- Assisted with the development of the city's strategic plan
- Collaborated with department heads to provide comprehensive city services
- Successfully negotiated lower prices with vendors and suppliers
- Developed departmental and city-wide policies
- Successfully negotiated several intergovernmental agreements
- Created leadership positions resulting in improved accountability
- Implemented leadership development and succession management to create a culture of leadership
- Implemented an inventory and fleet control system to streamline operations and reduce waste
- Responsible for creating risk management process to improve safety and accountability

Clinical Manager, City of Pearland

Jan 2015 – July 2018

- Trained all new departmental staff
- Implemented a system of total quality management
- Created a training program based on state and national standards
- Developed a newly created position within the fire department to oversee clinical care
- Led the creation of a culture of continuous quality improvement
- Updated and created risk management programs that decreased risk
- Led a program to develop improved customer service
- Successfully functioned in the EOC during Hurricane Harvey for multiple operational periods

Paramedic, Harris County Emergency Corp

Mar 2011 – Mar 2020

- Provided professional development for paramedics, nurses, and physicians
- Operated in highly visible nationally televised public events including the SuperBowl, Presidential Rallies, and NFL games
- Provided professional development to a diverse and inclusive team

Paramedic, Northstar EMS

Jun 2009 – Mar 2011

- Successfully operated as a paramedic with a private EMS service
- Collaborated with dispatchers to improve dispatching and call taking

Owner, Eagle Medical Transport

Oct 2007 – May 2009

- Created a profitable business with a continuous increase in revenue
- Successfully negotiated contracts with hospitals and governmental agencies
- Recruited and hired personnel, establishing a high standard of service
- Built long-standing relationships with other agencies, facilities and government organizations

Captain, City of Humble**Sep 2002 – Feb 2008**

- Increased the quality and frequency of professional development
- Updated clinical operating protocols to comply with current state standards

Volunteer Fire Chief, Beach City VFD**Jul 1998 – Nov 2011**

- Led a team of volunteers and provided leadership and support to maintain staffing
- Improved intergovernmental relations amongst several partners
- Increased the revenue and reallocated expenditures
- Created a comprehensive policy manual
- Performed training to maintain state and national compliance
- Reduced the ISO rating for the City of Beach City and unincorporated Chambers County
- Operated for several operational periods for Hurricanes Ike and Rita and Tropical Storm Allison

Academics

MPA Master of Public Administration, *University of Texas Rio Grande Valley*, 2019

BS Emergency Management Administration, *West Texas A&M*, 2012

AAS Fire Protection Technology, *San Jacinto College*, 2003

Professional Affiliations

Texas City Management Association (TCMA)

International City/County Management Association (ICMA)

Engaging Local Government Leaders (ELGL)

[Homer](#)[Departments](#)[Government](#)[e](#)[Documents](#)[Job Openings](#)[Helpful Links](#)

Employment Application | Submitted: 10-May-2020

AAA

Rob Dumouchel

☎ (805) 704-7540

✉ robdumouchel@gmail.com🏠 124 W Wabash Ave
Eureka, CA 95501
United States**City Manager****Job Location** - Homer, AK**Department** - Administration**Source** - Other - icma.org

Employment History

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

City of Eureka, Development Services Department - Current Employer

Job Title: Interim Director**Dates Employed From:** Mar/2020**Dates Employed To:** Currently Employed**Employment Length:** 0 years, 2 months

Duties: *Direct the City's Planning Division and make discretionary decisions as the Director for actions such as minor use permits, coastal development permits, administrative adjustments, and minor variances. *Responsible for the implementation of the City's zoning code, general plan, housing element, local coastal program, and other long-term

Supervisor Name: Pam Powell**Address:** Eureka, CA, UNITED STATES**Phone:** 707-441-4160**Ending Rate of Pay:** \$98,200/yr**May We Contact?** No

strategic plans. *Administer a budget of \$1.96M. *Serve as a key member of the City's leadership team. *Manage Building Division staff under direction of Chief Building Official/Public Works Director while a larger citywide reorganization is underway. *Rapidly redeployed Planning & Building Divisions with a distributed workforce model after COVID-19 shelter in place orders were issued for Humboldt County.

Reason For Leaving: Currently Employed

City of Eureka, Public Works Department

Job Title: Planning & Building Manager

Dates Employed From: Oct/2019

Dates Employed To: Mar/2020

Employment Length: 0 years, 5 months

Duties: *Responsible for day-to-day operations of the City's Planning and Building Divisions, which included the management of eight full-time employees and three temporary employees. *Collaborated frequently with other City departments and divisions to improve service to the public and enforcement of City regulations. *Reconfigured public counter hours, phone systems, and web-based experiences to decrease interruptions and increase efficiency for counter staff. *Negotiated contracts with service providers. *Implemented a new pre-development multi-division review process for small development projects. *Coordinated a peer to peer training program within the planning division. *Assigned work; completed performance reviews; interviewed and hired staff. *Continued management of the City's commercial cannabis licensing program.

Reason For Leaving: Promoted

Supervisor Name: Brian Gerving

Address: Eureka, CA, UNITED STATES

Phone: 707-441-4155

Ending Rate of Pay: \$76,800/yr

May We Contact? No

City of Eureka, Public Works Department

Job Title: Permit Manager

Dates Employed From: Jul/2019

Dates Employed To: Oct/2019

Employment Length: 0 years, 3 months

Duties: *Responsible for day to day operations of the City's Planning & Building Divisions, which included the management of eight full-time employees and three temporary employees. *Collaborated frequently with other City departments and divisions to improve service to the public and enforcement of City regulations. *Reconfigured public counter hours, phone systems, and web-based experiences to decrease interruptions and increase efficiency for counter staff. *Negotiated contracts with service providers. *Implemented a new pre-development multi-division review process for small development projects. *Coordinated a peer to peer training program within the planning division. *Assigned work completed performance reviews interviewed and hired staff. *Continued management of the City's commercial Cannabis Licensing program.

Supervisor Name: Brian Gerving

Address: Eureka, CA, UNITED STATES

Phone: 707-441-4155

Ending Rate of Pay: \$69,800

May We Contact? No

Reason For Leaving: Promoted

City of Eureka, Development Services Department

Job Title: Associate Planner

Dates Employed From: Jun/2018

Dates Employed To: Jun/2019

Employment Length: 1 year

Duties: *Assumed management of the City's Cannabis Licensing program six months after the launch of legal recreational cannabis in California
*Guided cannabis businesses through the City's licensing program which included : providing planning and zoning consultation reviewing applications coordinating a multi-department review process which can include Police, Fire, Building, Source Control, and Code Enforcement coordinating background checks completing use permits and coastal development permits making environmental review CEQA determinations and responding to requests from State regulatory agencies. *Managed the City's cannabis retail request for proposals process. *Wrote modifications to the municipal code allowing on-site consumption of cannabis in licensed facilities.

Reason For Leaving: Promoted

Supervisor Name: Rob Holmlund

Address: Eureka, CA, UNITED STATES

Phone: 707-441-4160

Ending Rate of Pay: \$66,300

May We Contact? No

Humboldt State University

Job Title: Graduate Research Assistant

Dates Employed From: Jan/2017

Dates Employed To: Dec/2018

Employment Length: 1 year, 11 months

Duties: *Worked as part of a research team consisting of academics and industry consultants to create fishing community sustainability planning documents for the ports of Eureka and Shelter Cove in Humboldt County, CA funded by the NOAA Saltonstall-Kennedy Grant Program. *Led Eureka based research efforts under the direction of a Principal Investigator
*Identified and interviewed waterfront stakeholders created a public participation process conducted document review and made presentations at public meetings held by local governments, fishing and waterfront focused industry groups, and the American Fisheries Society

Reason For Leaving: End of Contract/Project

Supervisor Name: Laurie Richmond

Address: Arcata, CA, UNITED STATES

Phone: 707-826-3202

Ending Rate of Pay: \$20,000/yr

May We Contact? Yes

City of Eureka, Development Services Department

Job Title: Assistant Planner

Dates Employed From: Aug/2017

Dates Employed To: May/2018

Employment Length: 0 years, 9 months

Supervisor Name: Rob Holmlund

Address: EUREKA, CA, UNITED STATES

Phone: 707-441-4160

Duties: *Assisted the public with planning and zoning-related questions and projects *Reviewed : building plans, vacation dwelling unit applications, business licenses, home occupation permits, and CDBG Homebuyer applications. *Researched and prepared staff reports for coastal development permits, conditional use permits, design review projects, historic preservation projects, and appeals. *Planned, promoted, and implemented public engagement events. *Managed relationships with project applicants. *Presented projects to the Design Review Committee, Historic Preservation Commission, Planning Commission, and City Council.

Reason For Leaving: Promoted

Ending Rate of Pay: \$57,300

May We Contact? No

City of Eureka, Parks & Recreation Department

Job Title: Assistant Environmental Programs Coordinator & Assistant Planner

Dates Employed From: Jan/2015

Dates Employed To: Sep/2016

Employment Length: 1 year, 8 months

Duties: *Provided complex support and assistance to the Departments management team in the coordination and implementation of parks-related projects. *Collaborated on grant writing projects that resulted in over 800, 000 in funding for parks facilities and environmental programming. *Helped create and develop E.C.O. Eureka, a program which serves as a delivery device for environmental stewardship and conservation information within the City of Eureka *Provided support to the Community Access Project for Eureka's C.A.P.E Pathway to Payday program which teaches job interviewing skills to people experiencing homelessness as well as others with barriers to traditional employment. *Presented projects and programs to the City Council and Open Space Parks & Recreation Commission.

Reason For Leaving: Promoted

Supervisor Name: Donna Wood

Address: Eureka, CA, UNITED STATES

Phone: 707-268-1858

Ending Rate of Pay: \$22/hr

May We Contact? No

Systems & Marketing Solutions

Job Title: Vice-President

Dates Employed From: Oct/2006

Dates Employed To: Sep/2013

Employment Length: 6 years, 11 months

Duties: *Grew business from a two-person startup to a team of seven professionals that managed millions of dollars each year in Pay Per Click PPC ads for a nationwide clientele. *Coordinated digital marketing campaigns, developed marketing strategies, and managed monthly client reporting process. *Provided direction, oversight, and training to a team of marketing analysts.

Reason For Leaving: Sold ownership stake in business, returned to

Supervisor Name: Bob Dumouchel

Address: Grover Beach, CA, UNITED STATES

Phone: 805-481-0118

Ending Rate of Pay: \$60,000

May We Contact? Yes

college

US Army

Job Title: Specialist E4 98C KP - Korean Language Trained Signals Intelligence Analyst

Dates Employed From: Jan/2001

Dates Employed To: Dec/2004

Employment Length: 3 years, 11 months

Duties: Completed the Defense Language Institutes Korean Basic Course at the Presidio of Monterey, CA and Electronic Warfare Signals Intelligence Analyst Course at Goodfellow Air Force Base, TX. Held Department of Defense recognized proficiencies in Korean 2/2+/2, Swedish 3/3, Norwegian 3/3, and Danish 1+/2 as well as a Top Secret/Sensitive Compartmented Information SCI clearance. Honorably discharged

Reason For Leaving: Medical Discharge

Supervisor Name: N/A

Address: Goodfellow AFB, TX,
UNITED STATES

Phone: 325-654-5295

Ending Rate of Pay: E-4

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.

Humboldt State University | Graduate School

Degree: Master of Science

Graduated? Yes

Major: Environmental and Natural Resource Sciences

Allan Hancock College | College or University

Degree: Associate of Arts

Graduated? Yes

Major: Liberal Studies: Mathematics and Science

Humboldt State University | College or University

Degree: Bachelor of Science

Graduated? Yes

Major: Environmental Management & Protection, Natural Resources Planning

Allan Hancock College | College or University

Degree: Associate of Science

Graduated? Yes

Major: Recreation Management

Allan Hancock College | College or University

Degree: Associate of Science
Major: Computer Business Information Systems

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

Rob Dumouchel - Homer 2020.pdf

 Preview

Download

Text Only Resume

Rob Dumouchel
rob dumouchel@gmail.com , 124 W Wabash Ave, Eureka, CA 95501
805-707-7540

EDUCATION

Humboldt State University, Arcata, CA
Master of Science, Environmental and Natural Resource Sciences (2019)
Thesis - Fishing Community Capitals & Regulatory Ghosts :
Planning for Sustainability in Eureka, California
Bachelor of Science (Magna Cum Laude) , Environmental Management &
Protection, Natural Resources Planning (2016)
College of Natural Resources and Sciences Academic Excellence
Award 2016-2017
Department of Environmental Sciences and Management Outstanding
Student Award 2016-2017

Allan Hancock College, Santa Maria, CA
Associate of Arts, Liberal Studies : Mathematics and Science, Honors (2014)
Associate of Science, Recreation Management, Honors (2013)
Associate of Science, Computer Business Information Systems, Honors (2008)

PROFESSIONAL CERTIFICATIONS

International Public Management Association for Human Resources
Public Sector HR Essentials Program, IPMA-CP (2020)

Emergency Management Institute
FEMA Professional Development Series (2020)

Pepperdine University, School of Public Policy, Malibu, CA

Professional Certificate, Advanced Public Engagement for Local Government (2018)

PROFESSIONAL EXPERIENCE

City of Eureka, Eureka, CA

Eureka is a remote micropolitan city on the north coast of California which is home to 28 ,000 residents. Eureka is a full- service city with approximately 225 full-time equivalent positions and a \$64.9 million operating budget for FY 2019-2020.

Located between Humboldt Bay and redwood forests, Eureka exists in a complex and challenging regulatory environment.

Interim Director, Development Services Department ,March 2020 to Present

- . Direct the City's Planning Division and make discretionary decisions as the Director for actions such as minor use permits, coastal development permits, administrative adjustments, and minor variances.
- . Responsible for the implementation of the City's zoning code, general plan, housing element, local coastal program, and other long-term strategic plans.
- . Administer a budget of \$1.96M.
- . Serve as a key member of the City's leadership team.
- . Manage Building Division staff under direction of Chief Building Official/Public Works Director while a larger citywide reorganization is underway.
- . Rapidly redeployed Planning & Building Divisions with a distributed workforce model after COVID-19 shelter in place orders were issued for Humboldt County.

Planning & Building Manager, Public Works Department ,October 2019 to March 2020

Permit Manager, Public Works Department ,July 2019 to October 2019

- . Responsible for day-to-day operations of the City's Planning & Building Divisions, which included the management of eight full-time employees and three temporary employees.
- . Collaborated frequently with other City departments and divisions to improve service to the public and enforcement of City regulations.
- . Reconfigured public counter hours, phone systems, and web-based experiences to decrease interruptions and increase efficiency for counter staff.
- . Negotiated contracts with service providers.
- . Implemented a new pre-development multi-division review process for small development projects.
- . Coordinated a peer to peer training program within the planning division.
- . Assigned work; completed performance reviews; interviewed and hired staff.

. Continued management of the City's commercial cannabis licensing program.

Associate Planner (Cannabis Licensing) , Development Services
Department , June 2018 to June 2019

. Assumed management of the City's cannabis licensing program six months after the launch of legal

recreational cannabis in California.

. Guided cannabis businesses through the City's licensing program which included : providing planning and

zoning consultation; reviewing applications; coordinating a multi-department review process which can

include Police, Fire, Building, Source Control, and Code Enforcement; coordinating background checks; completing use permits and coastal development permits; making environmental review (CEQA)

determinations; and responding to requests from State regulatory agencies.

. Managed the City's cannabis retail request for proposals process.

. Wrote modifications to the municipal code allowing on-site consumption of cannabis in licensed facilities.

Assistant Planner (Current Planning) , Development Services
Department , August 2017 to May 2018

. Assisted the public with planning and zoning-related questions and projects

. Reviewed : building plans, vacation dwelling unit applications, business licenses, home occupation permits, and CDBG Homebuyer applications.

. Researched and prepared staff reports for coastal development permits, conditional use permits, design

review projects, historic preservation projects, and appeals.

. Planned, promoted, and implemented public engagement events.

. Managed relationships with project applicants.

. Presented projects to the Design Review Committee, Historic Preservation Commission, Planning Commission, and City Council.

Assistant Planner, Parks & Recreation Department , October 2016 to August 2017

Assistant Environmental Programs Coordinator, Parks & Recreation
Department , January 2015 to September 2016

. Provided complex support and assistance to the Department's management team in the coordination and

implementation of parks-related projects.

. Collaborated on grant writing projects that resulted in over \$800,000 in funding for parks facilities and environmental programming.

. Helped create and develop E.C.O. Eureka, a program which serves as a delivery device for environmental

stewardship and conservation information within the City of Eureka.

- . Provided support to the Community Access Project for Eureka's (C.A.P.E) Pathway to Payday program which teaches job interviewing skills to people experiencing homelessness as well as others with barriers to traditional employment.

- . Presented projects and programs to the City Council and Open Space Parks & Recreation Commission.
Humboldt State University, Arcata, CA

Graduate Research Assistant ,January 2017 to December 2018

- . Worked as part of a research team consisting of academics and industry consultants to create fishing community sustainability planning documents for the ports of Eureka and Shelter Cove in Humboldt County, CA funded by the NOAA Saltonstall-Kennedy Grant Program.

- . Led Eureka based research efforts under the direction of a Principal Investigator.

- . Identified and interviewed waterfront stakeholders; created a public participation process; conducted document review; and made presentations at public meetings held by local governments, fishing and waterfront focused industry groups, and the American Fisheries Society.

Systems & Marketing Solutions, Grover Beach, CA

Vice-President ,October 2006 to September 2013

- . Grew business from a two-person startup to a team of seven professionals that managed millions of dollars each year in Pay Per Click (PPC) ads for a nationwide clientele.

- . Coordinated digital marketing campaigns, developed marketing strategies, and managed monthly client reporting process.

- . Provided direction, oversight, and training to a team of marketing analysts.

VOLUNTEER EXPERIENCE

Santa Barbara Channel Swimming Association, Channel Islands, CA ,Board of Directors ,2012 to 2016

California Fish & Game Commissioner Hostler-Carmesin, Trinidad, CA ,Intern ,2015

MILITARY EXPERIENCE

US Army, Various Locations

Specialist (E4) 98C KP - Korean Language Trained Signals Intelligence

Analyst ,2001 to 2004
Completed the Defense Language Institute's Korean Basic Course at the Presidio of Monterey, CA and Electronic Warfare Signals Intelligence Analyst Course at Goodfellow Air Force Base, TX. Held Department of Defense recognized proficiencies in Korean (2/2+2) , Swedish (3/3) , Norwegian (3/3) , and Danish (1+2) as well as a Top Secret/Sensitive Compartmented Information (SCI) clearance. Honorably discharged.

PUBLICATIONS

Richmond, L., Dumouchel, R., Pontarelli, H., Casali, L., Smith, W., Gillick, K., Goode, P., Dowling, M., and Suarez, A. (2019) .
Fishing Community Sustainability Planning : A Framework and Examples from the California Coast. Sustainability, 11 (7) .

Richmond, L., Gruby, R., Kotowicz, D., and Dumouchel, R. (2019) . Local Participation and Large Marine Protected Areas :
Lessons from a U.S. Marine National Monument. Journal of Environmental Management, 252 (15) .

Dumouchel, R. (2019) . Fishing Community Capitals & Regulatory Ghosts : Planning for Sustainability in Eureka, California
(Master's thesis, Humboldt State University) .

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Laurie Richmond

Relationship: Professor/Supervisor
Years Known: 6

Phone: 707-826-3202

Henry Pontarelli

Relationship: Colleague
Years Known: 3

Phone: 805-801-9646

Ken Bates

Relationship: Fishing Community Planning Project Stakeholder
Years Known: 3

Phone: 707-442-7382

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) *	I think it is critical for a City Manager to be an approachable professional that can efficiently and effectively utilize a leadership team of Department Directors that are experts in their fields. The City Manager needs to have the vision to connect the dots between the many intertwined systems that make up the municipal environment and then be able to translate that complex vision effectively to staff, council, and the public. A City Manager should be self-aware, emotionally intelligent, and thick skinned.	
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 think my time as the cannabis licensing program manager for the City of Eureka highlights my skill in learning and keeping pace with a rapidly evolving program while creating teams that cut across departmental hierarchies. I had to balance the rapid expansion of legal businesses with Council directives on what they wanted legal cannabis to look like in the City. I led, and continue to lead, a team which includes police, fire, code enforcement, finance, planning, economic development, and public works personnel. The program has resulted in hundreds of thousands of dollars in local cannabis license revenues, millions of dollars in real estate sales and commercial building improvements, the creation of a large number of new businesses, and hundreds of new jobs. For context, Eureka is in Humboldt County, known for a large traditional cannabis market. The legalization of cannabis was a once-in-a-lifetime economic development opportunity to bring a large, complex, and longstanding market from the rural parts of county into appropriate commercial spaces throughout the 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	I let the Council make whatever decision they're going to make as an elected deliberative body. I'm assuming that as City Manager I've already had my chance to discuss the policy and my professional objections with individual council members in	

attachment as you would your resume or cover letter) *

one-on-one meetings. If the Council chooses to introduce and ultimately adopt an ordinance that I don't agree with, it's my job to implement it regardless of my feelings on the 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'm very collaborative, team-oriented, and quite mission focused. I believe that staff should be trusted and empowered to do their jobs and create solutions. I don't have every answer, instead I strive to have a well-developed team of professionals that support each other in running the City. I try to spend a lot of time out of my office, observing, and asking questions to make sure I understand the context of the organization's daily operations. I'm very cognizant that my staff doesn't consist of numbers on a spreadsheet, they're people. I make a lot of effort to ensure staff is doing well at a personal level. Leadership, for me, is setting a clear set of boundaries and expectations for a team that trusts and respects each other and facilitating the cooperation needed to meet organizational goals and objectives.

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 think one area in which I may have a unique advantage over other applicants is my experience with fishing communities. As a graduate student I worked as part of a team of researchers on a NOAA Saltonstall-Kennedy Grant Program funded project which completed two fishing community sustainability planning projects in the ports of Shelter Cove, CA and Eureka, CA. Our team interviewed about 100 total stakeholders, held a series of public engagement events, and created two professional planning documents which have been passed to the fishing communities and local governments to implement. I have additionally co-authored an academic journal article on the fishing community sustainability planning process.

Additional Questions

Employment |

Question

Answer

Disqualifier?

Have you previously filed an

No

application? *

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. *	I have completed training in land use, environmental planning, public engagement, human resources, and emergency management (ICS, NIMS, etc). I have previously held leadership roles within the Masters and open water swimming community.	
Describe any job-related training received in the United States military. *	Graduate of: Basic Training at Fort Leonard Wood, MO; the Korean language basic course at the Defense Language Institute, Presidio of Monterey, CA; Signals Intelligence Analyst course at Goodfellow AFB, TX.	
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, Santa Barbara Channel Swimming Association (2012-2016); Intern, California Fish & Game Commissioner Hostler-Carmesin (2015); Board Member, Southern Pacific Masters Swimming (2009-2011); Board Member, San Luis Obispo Creative & Marketing Alliance (2009-2012)	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	I am a well-rounded professional with municipal-focused training and experience in recreation, planning, building, and human resources.	
What type of computers and software have you used? *	Very experienced with computers, software, websites, etc.; well versed in Microsoft Office products (Word, Excel, Powerpoint, Publisher, etc.); Trakit (software for planning and building project tracking); NeoGov (HR software); Incode (used as municipal finance software); Basic skills in ArcGIS; Adobe Photoshop	
Other qualifications specific to this position? *		
List any certifications you have received: *	IPMA-CP (Public HR Certification) Advanced Public Engagement for Local Government Certification - Pepperdine University Emergency Management Institute FEMA Professional Development Series 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 *	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	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: Robert James Dumouchel II

Date: 2020-05-10 04:08:24pm

IP Address: 75.111.9.124

Signature

Date

Rob Dumouchel

robdumouchel@gmail.com | 124 W Wabash Ave, Eureka, CA 95501 | 805-707-7540

EDUCATION

Humboldt State University, Arcata, CA

Master of Science, Environmental and Natural Resource Sciences (2019)

Thesis – Fishing Community Capitals & Regulatory Ghosts: Planning for Sustainability in Eureka, California

Bachelor of Science (Magna Cum Laude), Environmental Management & Protection, Natural Resources Planning (2016)

College of Natural Resources and Sciences Academic Excellence Award 2016-2017

Department of Environmental Sciences and Management Outstanding Student Award 2016-2017

Allan Hancock College, Santa Maria, CA

Associate of Arts, Liberal Studies: Mathematics and Science, Honors (2014)

Associate of Science, Recreation Management, Honors (2013)

Associate of Science, Computer Business Information Systems, Honors (2008)

PROFESSIONAL CERTIFICATIONS

International Public Management Association for Human Resources

Public Sector HR Essentials Program, IPMA-CP (2020)

Emergency Management Institute

FEMA Professional Development Series (2020)

Pepperdine University, School of Public Policy, Malibu, CA

Professional Certificate, Advanced Public Engagement for Local Government (2018)

PROFESSIONAL EXPERIENCE

City of Eureka, Eureka, CA

Eureka is a remote micropolitan city on the north coast of California which is home to 28,000 residents. Eureka is a full-service city with approximately 225 full-time equivalent positions and a \$64.9 million operating budget for FY 2019-2020. Located between Humboldt Bay and redwood forests, Eureka exists in a complex and challenging regulatory environment.

Interim Director, Development Services Department | March 2020 to Present

- Direct the City's Planning Division and make discretionary decisions as the Director for actions such as minor use permits, coastal development permits, administrative adjustments, and minor variances.
- Responsible for the implementation of the City's zoning code, general plan, housing element, local coastal program, and other long-term strategic plans.
- Administer a budget of \$1.96M.
- Serve as a key member of the City's leadership team.
- Manage Building Division staff under direction of Chief Building Official/Public Works Director while a larger citywide reorganization is underway.
- Rapidly redeployed Planning and Building Divisions with a distributed workforce model after COVID-19 shelter in place orders were issued for Humboldt County.

Planning & Building Manager, Public Works Department | October 2019 to March 2020

Permit Manager, Public Works Department | July 2019 to October 2019

- Responsible for day-to-day operations of the City's Planning and Building Divisions, which included the management of eight full-time employees and three temporary employees.
- Collaborated frequently with other City departments and divisions to improve service to the public and enforcement of City regulations.
- Reconfigured public counter hours, phone systems, and web-based experiences to decrease interruptions and increase efficiency for counter staff.
- Negotiated contracts with service providers.
- Implemented a new pre-development multi-division review process for small development projects.
- Coordinated a peer to peer training program within the planning division.
- Assigned work; completed performance reviews; interviewed and hired staff.
- Continued management of the City's commercial cannabis licensing program.

Associate Planner (Cannabis Licensing), Development Services Department | June 2018 to June 2019

- Assumed management of the City's cannabis licensing program six months after the launch of legal recreational cannabis in California.
- Guided cannabis businesses through the City's licensing program which included: providing planning and zoning consultation; reviewing applications; coordinating a multi-department review process which can include Police, Fire, Building, Source Control, and Code Enforcement; coordinating background checks; completing use permits and coastal development permits; making environmental review (CEQA) determinations; and responding to requests from State regulatory agencies.
- Managed the City's cannabis retail request for proposals process.
- Wrote modifications to the municipal code allowing on-site consumption of cannabis in licensed facilities.

Assistant Planner (Current Planning), Development Services Department | August 2017 to May 2018

- Assisted the public with planning and zoning-related questions and projects
- Reviewed: building plans, vacation dwelling unit applications, business licenses, home occupation permits, and CDBG Homebuyer applications.
- Researched and prepared staff reports for coastal development permits, conditional use permits, design review projects, historic preservation projects, and appeals.
- Planned, promoted, and implemented public engagement events.
- Managed relationships with project applicants.
- Presented projects to the Design Review Committee, Historic Preservation Commission, Planning Commission, and City Council.

Assistant Planner, Parks & Recreation Department | October 2016 to August 2017

Assistant Environmental Programs Coordinator, Parks & Recreation Department | January 2015 to September 2016

- Provided complex support and assistance to the Department's management team in the coordination and implementation of parks-related projects.
- Collaborated on grant writing projects that resulted in over \$800,000 in funding for parks facilities and environmental programming.
- Helped create and develop E.C.O. Eureka, a program which serves as a delivery device for environmental stewardship and conservation information within the City of Eureka.
- Provided support to the Community Access Project for Eureka's (C.A.P.E) Pathway to Payday program which teaches job interviewing skills to people experiencing homelessness as well as others with barriers to traditional employment.
- Presented projects and programs to the City Council and Open Space Parks & Recreation Commission.

Humboldt State University, Arcata, CA

Graduate Research Assistant | January 2017 to December 2018

- Worked as part of a research team consisting of academics and industry consultants to create fishing community sustainability planning documents for the ports of Eureka and Shelter Cove in Humboldt County, CA funded by the NOAA Saltonstall-Kennedy Grant Program.
- Led Eureka based research efforts under the direction of a Principal Investigator.
- Identified and interviewed waterfront stakeholders; created a public participation process; conducted document review; and made presentations at public meetings held by local governments, fishing and waterfront focused industry groups, and the American Fisheries Society.

Systems & Marketing Solutions, Grover Beach, CA

Vice-President | October 2006 to September 2013

- Grew business from a two-person startup to a team of seven professionals that managed millions of dollars each year in Pay Per Click (PPC) ads for a nationwide clientele.
- Coordinated digital marketing campaigns, developed marketing strategies, and managed monthly client reporting process.
- Provided direction, oversight, and training to a team of marketing analysts.

VOLUNTEER EXPERIENCE

Santa Barbara Channel Swimming Association, Channel Islands, CA | Board of Directors | 2012 to 2016

California Fish & Game Commissioner Hostler-Carmesin, Trinidad, CA | Intern | 2015

MILITARY EXPERIENCE

US Army, Various Locations

Specialist (E4) 98C KP – Korean Language Trained Signals Intelligence Analyst | 2001 to 2004

Completed the Defense Language Institute's Korean Basic Course at the Presidio of Monterey, CA and Electronic Warfare Signals Intelligence Analyst Course at Goodfellow Air Force Base, TX. Held Department of Defense recognized proficiencies in Korean (2/2+/2), Swedish (3/3), Norwegian (3/3), and Danish (1+/2) as well as a Top Secret/Sensitive Compartmented Information (SCI) clearance. Honorably discharged.

PUBLICATIONS

Richmond, L., Dumouchel, R., Pontarelli, H., Casali, L., Smith, W., Gillick, K., Goode, P., Dowling, M., & Suarez, A. (2019). Fishing Community Sustainability Planning: A Framework and Examples from the California Coast. *Sustainability*, 11(7).

Richmond, L., Gruby, R., Kotowicz, D., & Dumouchel, R. (2019). Local Participation and Large Marine Protected Areas: Lessons from a U.S. Marine National Monument. *Journal of Environmental Management*, 252(15).

Dumouchel, R. (2019). Fishing Community Capitals & Regulatory Ghosts: Planning for Sustainability in Eureka, California (Master's thesis, Humboldt State University).



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 29-Apr-2020

AAA

Franklin Etheridge

(706) 949-9523

ftetheridge@gmail.com

3 Heritage Way

Thomson, GA 30824

United States

City Manager

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 Thomson - Current Employer

Job Title: City Administrator

Dates Employed From: Sep/2019

Dates Employed To: Currently Employed

Employment Length: 0 years, 8 months

Duties: As the Manager and Human Resource Director I was responsible to effectively manage and deliver services. Devised and implemented strategies to improve the City's operations, reduce liabilities and expenses, and promote efficiencies in service delivery. • Managed a \$19,000,000 budget, including general, water/sewer, gas, and solid waste

Supervisor Name: City Council

Address: Thoms, GA, UNITED STATES

Phone: 706-595-1781

Ending Rate of Pay: \$86,000

May We Contact? Yes

funds with 90 full-time, within five departments. Reviewed and made recommendations to address manning needs in specific divisions. • Made the hard recommendations to end curbside recycling services as the City had been taking significant financial losses for several years. Maintained employees by transfers to other divisions. • Worked across governmental entities in supporting joint departments for IT, Planning & Zoning, Airport, and Water and Sewer Operations.

Reason For Leaving: Currently Employed

Long County Board of Commissioners

Job Title: County Administrator

Dates Employed From: Jun/2017

Dates Employed To: Mar/2019

Employment Length: 1 year, 9 months

Duties: Served as the first Administrator in nearly 20 years. Worked to redefine daily operations and create an effective team. I worked on developing strategies and policies to improve operations, reduce liabilities, and expenses, promote efficiencies in service delivery and effectively support the Commission. • Prepared multiple County general and capital budgets in excess of \$10,000,000. • Acquired a \$166,000 GEDA grant, backing the County’s \$145,000 funds, to build the entrance to the County’s Industrial Park • Manage 45 full-time and part-time employees. • Implemented a formal classification and compensation plan for all employees.

Reason For Leaving: Commission wanted to go back to not having an administrator

Supervisor Name: Board of Commissioners

Address: Ludowici, GA, UNITED STATES

Phone: 912-545-2143

Ending Rate of Pay: \$61,000

May We Contact? Yes

Twiggs County Board of Commissioners

Job Title: County Administrator

Dates Employed From: Nov/2016

Dates Employed To: Jun/2017

Employment Length: 0 years, 7 months

Duties: Served as the County Administrator with the additional duties of County Clerk and Finance Officer. As the Chief Operating Officer responsible for effectively managing and delivering county services. Worked development strategies and polices to improve the County’s public operations, reduce liabilities and expenses, promote efficiencies in service delivery and support the Board of Commissioners. • Prepared the County’s continuing resolution operating and capital budgets in excess of \$7,000,000. • Managed 36 full-time and part-time employees while also providing financial and personnel services for the Constitutional Officers. • Transitioned Health Care Plans and brokers to increase employee benefits at a lower cost. • Initiated monthly financial reconciliation reports for the Commission and created a formal

Supervisor Name: Board of Commissioners

Address: Jeffersonville, GA, UNITED STATES

Phone: 478-945-3629

Ending Rate of Pay: \$58,800

May We Contact? Yes

compensation plan for all employees.

Reason For Leaving: Move close to family

Randolph County Board of Commissioners

Job Title: County Manager

Dates Employed From: Dec/2014

Dates Employed To: Nov/2016

Employment Length: 1 year, 11 months

Duties: As the County's first manager I was responsible for effectively managing and delivering county services. Devised and implemented strategies and polices to improve the County's public operations, reduce liabilities, and expenses, and promote efficiencies in service delivery. • Forecasted and executed County's annual operating and capital budgets in excess of \$5,400,000 along with a \$250,000 solid waste fund. • Supervised and managed 25 full-time and part-time • As the personnel officer successfully completed the transition to a health insurance broker thus increasing employee benefits at a lower cost and increasing participation levels. • Provided monthly financial reconciliation reports and established written policies and procedures for bidding, purchasing, and general accounting. • Prepared the first classification and compensation plan to formally define position requirements and provide regionally competitive salaries for all employees. • Being in a Transportation Enhancement Act region, I negotiated the priority road projects, made recommendations to the Commission, and provided County oversight on construction projects. • Represented the Development Authority in regional meetings and participated in negotiations with potential industrial clients ensuring both developer and community needs were met.

Reason For Leaving: Board wanted to go back to no Manager system

Marion County Board of Commissioners

Job Title: County Manager

Dates Employed From: Sep/2013

Dates Employed To: Dec/2014

Employment Length: 1 year, 3 months

Duties: Served as the County's first County Manager. Effectively managed and delivered county services. Implemented strategies and policies to improve the County's operations, reduce liabilities and expenses, promote efficiencies in service delivery. • Responsible for an annual budget of \$4,800,000; including general government, water utility and solid waste funds. • Manager 40 full-time and part-time employees. • Coordinated the County's private fire services and public offices to manage costs and services. • Served as the County's special projects manager; to include evaluating construction and financing options on

Supervisor Name: Board of Commissioners

Address: Cuthbert, GA, UNITED STATES

Phone: 855-782-6310

Ending Rate of Pay: \$58,000

May We Contact? Yes

Supervisor Name: Board of Commissioners

Address: Buena Vista, GA, UNITED STATES

Phone: 229-649-2603

Ending Rate of Pay: \$51,000

May We Contact? Yes

additional water well and treatment plant to address system capacity issues. • Advocated the County’s position on legislative and regulatory issues at the state level • Represented the County’s interests through presentations and meetings before diverse audiences • Implement a classification and compensation plan with the Carl Vinson Institute of Government • Prepared and submitted CDBG grants applications for road construction, • Reviewed the level and quality of service provided by our solid waste contractor, • Updated the community’s Airport Plans to address future development and attracting tenants

Reason For Leaving: Seeking better opportunity for my wife.

City of LaFayette

Job Title: City Manager

Dates Employed From: Oct/2011

Dates Employed To: May/2013

Employment Length: 1 year, 7 months

Duties: As the Manager and Human Resource Director I was responsible to effectively manage and deliver services. Devised and implemented strategies to improve the City’s operations, reduce liabilities and expenses, and promote efficiencies in service delivery. • Operated a \$22,000,000 budget, including general, water/sewer, electric, gas and solid waste funds. • Managed 130 full-time, 15 part-time, and 15 seasonal employees within nine departments. • Reduced the City’s audited fiscal debt from over \$650,000 at the beginning of FY 2012 to a positive \$27,000 in just twelve months. • Prepared a \$9.7 million bond issue to convert existing GEFA loans; to save \$750,000 over 15 years and finance a \$2,500,000 sewer treatment plant improvement. • Prepared cost of service studies; ensuring Council had accurate data to assess enterprise fund user fees and evaluate appropriate transfers to the general fund. • Managed daily operations of the airport to include setting competitive Avgas prices to attract additional private air traffic into Barwick-LaFayette Airport. • Oversaw the adoption of a long-delayed classification and salary study, which was the first time that all employees had a position description to which they were held accountable. • Led efforts to improve the municipal golf by implementing goals and improving public services while trying to reduce the City’s supplemental costs to operate the facility; including replacing carts, upgrading the sprinkler systems, empowering employees to attract additional paying rounds while reducing costs.

Reason For Leaving: Council wanted to bring hometown person back home.

City of Pembroke

Job Title: City Manager

Dates Employed From: Apr/2009

Supervisor Name: Mayor Neal Florence

Address: LaFayette, GA, UNITED STATES

Phone: 706-639-1500

Ending Rate of Pay: \$78,000

May We Contact? Yes

Supervisor Name: City Council

Dates Employed To: Mar/2011

Employment Length: 1 year, 11 months

Duties: Served as the first City Manager responsible for effectively managing and delivering city services. Devised and implemented strategies and policies to improve the City's operations, reduce liabilities and expenses, and promote efficiencies in service delivery. • Supervised 25 full-time employees, 12 part-time employees, and approximately 20 volunteers. • Operated a \$1.6 million general fund budget with a \$1.1 million utility enterprise fund, and a yearly SPLOST fund of \$480,000. • Successfully applied for USDA and GEFA grants to complete water and sewer extensions and upgrades, road construction, and downtown landscaping and lighting projects. • Actively pursued grants for a new city park, a new fire station, and a historic theater renovation. • Oversaw the planning and construction of an additional 4,000 sq. ft. Public Works facility. • Engaged in human resources management issues; including workers compensation claims, evaluations, job descriptions, pay rates, benefit packages, and HIPPA requirements. • Worked with the City Clerk to ensure accounts payable and receivable were monitored, and departments stayed within budget. • Used state prison labor to complete the renovation of City Hall, to expand office spaces and add curbside appeal.

Reason For Leaving: Mayor did not want to continue having a manager form of government

Address: Pembroke, GA, UNITED STATES

Phone: 912-653-4413

Ending Rate of Pay: \$60,000

May We Contact? Yes

Jackson County Board of Commissioners

Job Title: County Planner

Dates Employed From: Jul/2005

Dates Employed To: Apr/2009

Employment Length: 3 years, 9 months

Duties: Served as the senior planner for Jackson County during a period of rapid development and infrastructure expansion. • Managed and led five employees with a departmental budget of \$500,000. • Met daily with citizens and developers of the 10th fastest growing community in the United States to provide information on ordinances and development issues. • Reviewed and approved subdivision and commercial construction permits. • Initiated a technical review committee, with both internal and external members, to provide timely and consistent reviews, feedback, and approval of commercial and residential developments. • Provided staff review and documentation of land use amendments and rezoning applications. • Presented revisions to the Unified Development Plan and the Comprehensive Plan to include the adoption of an upscale commercial corridor overlay district.

Reason For Leaving: Down sizing during recession and accepting a City Manager position

Supervisor Name: Darrell Hampton, County Manager

Address: Jefferson, GA, UNITED STATES

Phone: 706-637-1199

Ending Rate of Pay: \$55,000

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.

Troy University | Graduate School

Degree: Master of Public Administration

Major: Public Administration

Graduated? Yes

University of Georgia | College or University

Degree: Bachelor of Arts

Major: Georgraphy

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
Homer AK City Manager.docx	Q Preview Download

Text Only Resume

Franklin T. Etheridge
3 Heritage Way
ftetheridge@gmail.com
Thomson, GA 30824
706-949-9523 (C)

Ms. Andrea Browning, Personnel Director
491 East Pioneer Ave
Homer AK 99603

RE : Rawlins, WY City Manager Position

Dear Ms. Browning,

I consider the Homer City Manager position to be a great opportunity as Homer i community that will provide both professional challenges and a quality of life. look forward to supporting Mayor Castner and the Council's efforts to further develop and support the community. My experiences as both a city and county manager have exposed me to the critical operational aspects of local government and given me a detailed vantage point on service delivery. I am an achievement-

oriented leader with over 20 years of experience in local government. Challenge are faced head-on and difficult issues are resolved with integrity and fairness.

A top priority for me has been to maintain a highly functional, citizen-friendly organization. I practice an open door policy, by being approachable to members of the community and staff. I encourage individuals to think for themselves and to act within parameters set by the Council in order to resolve our community's concerns and needs. This approach requires an organizational culture with common goals and objectives. It further emphasizes teamwork while developing the individual manager and employee and empowering the entire staff to make decisions appropriate to their work.

In addition to a career in the public sector I gained valuable experience in the private sector and proudly served in the U.S. Air Force. I have solidified my professional experience as a City and County Manager with department head positions where I had responsibility for planning and zoning, economic development, building permitting and inspections, code enforcement, soil and erosion control, storm water management, budgeting and financial accountability, human resources, and supervision of professional and technical employees. Additionally, I have worked in full-service communities supporting provisions of electrical, water/sewer, and gas utility services. I also have more than 13 years of leadership as an intelligence analyst and geodetic surveyor in the Air Force where I often served in multi-cultural environments using diplomatic skills that are transferable to working in a local government. As you can see, I will bring a significant amount of experience and background to the position that can effectively be used to manage the day to day activities of the departments and employees.

I am searching for a position like this where my wife and I can become active permanent members of the community. We are looking to move outside of the south. As a late career manager, I am looking for a community to serve for a long period of time. You will note on my resume several of my positions have been for less than two years and this is a trend I want to change. In many of these positions I served as the community's first manager and worked to create a culture change by going from a strong Mayor form of government to a Council-Manager form of government. As such, I have built the foundation for a successful Council-Manager relationship while developing the professionalism of the staff and providing a public face for the local government to the community. I have left each community with strong friendships and a continuing working relationship with the elected officials. These positions also provided me with insight into the needs of the Council and the community and how to approach difficult situations. I encourage you to contact any of my former employers to get a better perspective on my skills and what I accomplished while serving them. I believe that to a person they will say I am a hard worker with a positive attitude that always worked in the interest of the community.

I look forward to the opportunity to serve with Mayor Castner and the Council and wholeheartedly commit to helping Homer continue its success. I look forward to working with the Council to continue working on the vision for future development of Homer and the protection of its natural beauty. Thank you for your

consideration and I look forward to the opportunity to talk with you and interv
with Mayor Castner and the Council to discuss the contributions that I bring to
the table.

Sincerely,

Franklin T. Etheridge

Franklin T. Etheridge, MPA

FRANKLIN T. ETHERIDGE
ftetheridge@gmail.com
Thomson, GA 30824

3 Heritage Way

CITY MANAGER, HOMER, ALASKA

CAREER OBJECTIVE

To serve as Homer's City Manager ensuring daily operations and long-range plans
support and reinforce the Council's and the community's strategic vision and
goals.

CAREER EXPERIENCE

Completed the new terminal for the LaFayette Barwick Airport, taking the \$650
,000 project from concept to ribbon cutting in less than 18 months
Completed numerous water and sewer system upgrades to include completing a \$9.7
million bond issue to finance a \$2 ,500 ,000 sewer treatment plant enhancement
project and convert existing GEFA loans in order to save \$750 ,000 over 15 year
for LaFayette.

Implemented classification and compensation plans for several communities that
impacted up to 135 employees

Oversaw the \$2.5 million renovation of the historic Randolph County Courthouse
its reuse for County offices, the Chamber of Commerce, and a Transportation
Museum.

PROFESSIONAL EXPERIENCE

CITY ADMINISTRATOR, Thomson, GA

Sep 2019 - Present

As the Manager and Human Resource Director I was responsible to effectively man
and deliver services. Devised and implemented strategies to improve the City's
operations, reduce liabilities and expenses, and promote efficiencies in servic
delivery.

Managed a \$19 ,000 ,000 budget, including general, water/sewer, gas, and solid
waste funds with 90 full-time, within five departments. Reviewed and made
recommendations to address manning needs in specific divisions.

Made the hard recommendations to end curbside recycling services as the City ha
been taking significant financial losses for several years. Maintained employee
by transfers to other divisions.

Worked across governmental entities in supporting joint departments for IT,
Planning & Zoning, Airport, and Water and Sewer Operations.

COUNTY ADMINISTRATOR, Long County, GA

Jun 2017 - Mar 2019

Served as the first Administrator in nearly 20 years. Worked to redefine daily operations and create an effective team. I worked on developing strategies and policies to improve operations, reduce liabilities, and expenses, promote efficiencies in service delivery and effectively support the Commission. Prepared multiple County general and capital budgets in excess of \$10 ,000 ,000 Acquired a \$166 ,000 GEDA grant, backing the County's \$145 ,000 funds, to build the entrance to the County's Industrial Park Manage 45 full-time and part-time employees. Implemented a formal classification and compensation plan for all employees.

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Nov 2016 - Jun 2017

Served as the County Administrator with the additional duties of County Clerk a Finance Officer. As the Chief Operating Officer responsible for effectively managing and delivering county services. Worked development strategies and poli to improve the County's public operations, reduce liabilities and expenses, promote efficiencies in service delivery and support the Board of Commissioners Prepared the County's continuing resolution operating and capital budgets in excess of \$7 ,000 ,000.

Managed 36 full-time and part-time employees while also providing financial and personnel services for the Constitutional Officers.

Transitioned Health Care Plans and brokers to increase employee benefits at a lower cost.

FRANKLIN T. ETHERIDGE

706-949-9523/

ftetheridge@gmail.com

Initiated monthly financial reconciliation reports for the Commission and creat a formal compensation plan for all employees.

COUNTY MANAGER, Randolph County, GA

Dec 2014 - Nov 2016

As the County's first manager I was responsible for effectively managing and delivering county services. Devised and implemented strategies and polices to improve the County's public operations, reduce liabilities, and expenses, and promote efficiencies in service delivery.

Forecasted and executed County's annual operating and capital budgets in excess \$5 ,400 ,000 along with a \$250 ,000 solid waste fund.

Supervised and managed 25 full-time and part-time

As the personnel officer successfully completed the transition to a health insurance broker thus increasing employee benefits at a lower cost and increasi participation levels.

Provided monthly financial reconciliation reports and established written polic and procedures for bidding, purchasing, and general accounting.

Prepared the first classification and compensation plan to formally define position requirements and provide regionally competitive salaries for all employees.

Being in a Transportation Enhancement Act region, I negotiated the priority roa projects, made recommendations to the Commission, and provided County oversight construction projects.

Represented the Development Authority in regional meetings and participated in negotiations with potential industrial clients ensuring both developer and community needs were met.

COUNTY MANAGER, Marion County, GA

Sep 2013 - Dec 2014

Served as the County's first County Manager. Effectively managed and delivered county services. Implemented strategies and policies to improve the County's operations, reduce liabilities and expenses, promote efficiencies in service delivery.

Responsible for an annual budget of \$4 ,800 ,000; including general government, water utility and solid waste funds.

Manager 40 full-time and part-time employees.

Coordinated the County's private fire services and public offices to manage costs and services.

Served as the County's special projects manager; to include evaluating construction and financing options on additional water well and treatment plant address system capacity issues.

Advocated the County's position on legislative and regulatory issues at the state level

Represented the County's interests through presentations and meetings before diverse audiences

Implemented a classification and compensation plan with the Carl Vinson Institute Government

Prepared and submitted CDBG grants applications for road construction,

Reviewed the level and quality of service provided by our solid waste contractor

Updated the community's Airport Plans to address future development and attract tenants,

CITY MANAGER, LaFayette, GA

Oct 2011 - May 2013

As the Manager and Human Resource Director I was responsible to effectively manage and deliver services. Devised and implemented strategies to improve the City's operations, reduce liabilities and expenses, and promote efficiencies in service delivery.

Operated a \$22 ,000 ,000 budget, including general, water/sewer, electric, gas solid waste funds.

Managed 130 full-time, 15 part-time, and 15 seasonal employees within nine departments.

Reduced the City's audited fiscal debt from over \$650 ,000 at the beginning of 2012 to a positive \$27 ,000 in just twelve months.

Prepared a \$9.7 million bond issue to convert existing GEFA loans; to save \$750 ,000 over 15 years and finance a \$2 ,500 ,000 sewer treatment plant improvement

Prepared cost of service studies; ensuring Council had accurate data to assess enterprise fund user fees and evaluate appropriate transfers to the general fund

Managed daily operations of the airport to include setting competitive Avgas prices to attract additional private air traffic into Barwick-LaFayette Airport

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Oversaw the adoption of a long-delayed classification and salary study, which was the first time that all employees had a position description to which they were held accountable.

Led efforts to improve the municipal golf by implementing goals and improving public services while trying to reduce the City's supplemental costs to operate

the facility; including replacing carts, upgrading the sprinkler systems, empowering employees to attract additional paying rounds while reducing costs.

CITY ADMINISTRATOR, Pembroke, GA
2011

Apr 2009 - Ma

Served as the first City Manager responsible for effectively managing and delivering city services. Devised and implemented strategies and policies to improve the City's operations, reduce liabilities and expenses, and promote efficiencies in service delivery.

Supervised 25 full-time employees, 12 part-time employees, and approximately 20 volunteers.

Operated a \$1.6 million general fund budget with a \$1.1 million utility enterpr fund, and a yearly SPLOST fund of \$480 ,000.

Successfully applied for USDA and GEFA grants to complete water and sewer extensions and upgrades, road construction, and downtown landscaping and lighti projects.

Actively pursued grants for a new city park, a new fire station, and a historic theater renovation.

Oversaw the planning and construction of an additional 4 ,000 sq. ft. Public Wc facility.

Engaged in human resources management issues; including workers compensation claims, evaluations, job descriptions, pay rates, benefit packages, and HIPPA requirements.

Worked with the City Clerk to ensure accounts payable and receivable were monitored, and departments stayed within budget.

Used state prison labor to complete the renovation of City Hall, to expand offi spaces and add curbside appeal.

PLANNING MANAGER, Jackson County, GA

Jul 2005 - Apr 2009

Served as the senior planner for Jackson County during a period of rapid development and infrastructure expansion.

Managed and led five employees with a departmental budget of \$500 ,000.

Met daily with citizens and developers of the 10th fastest growing community in the United States to provide information on ordinances and development issues.

Reviewed and approved subdivision and commercial construction permits.

Initiated a technical review committee, with both internal and external members to provide timely and consistent reviews, feedback, and approval of commercial residential developments.

Provided staff review and documentation of land use amendments and rezoning applications.

Presented revisions to the Unified Development Plan and the Comprehensive Plan include the adoption of an upscale commercial corridor overlay district.

OTHER RELEVANT POSITIONS

Building & Planning Director, Habersham County, GA
Jul 2005

May 200

Planning & Development Director, Camden County, GA
May 2003

May 200

Captain USAFR, Intelligence Officer, US Air Force Special
Operations Command, Hurlburt Field, FL

Nov 1999 - Nov 2002

Land Use Planner & Survey Manager, Choctaw Engineering,
Ft. Walton Beach, FL Aug 1997 - Dec 1999
Senior Planner, Destin, FL Oct 1996 - Aug 1997
Economic Development Planner, Martin County, FL Oct 1995 - Oct
1996
Captain, Intelligence/Targets Analyst, USAF Sep 1982 - May 1995

EDUCATION

Master of Public Administration : Troy University, Troy, Alabama (Shaw AFB, SC
Campus)
Bachelor of Arts in Geography : University of Georgia, Athens, Georgia

FRANKLIN T. ETHERIDGE

706-949-9523/ftetheridge@gmail.com

MEMBERSHIPS AND QUALIFICATIONS

International City/County Management Association (2009- Present; ICMA-CM,
2016-2017)
Georgia City-County Management Association
Georgia Academy for Economic Development Graduate
University of Georgia, Carl Vinson Institute of Government, Management Developm
Program, Certified Level I and Level II Management Graduate
Walker County and Camden County, GA Chamber of Commerce Leadership Development
Program
Southeast Georgia Regional Leadership Development Program
Rotary Club in Camden County, Ga; LaFayette, GA; and Cuthbert, GA

REFERENCES

Joseph Mosley, Assistant County Manager
Liberty County Board of Commissioners
112 N Main St, Room 2200
Hinesville, GA 31313

Jimmy Bradley, Commissioner, Randolph County
787 US Hwy 82 East
Cuthbert, GA 39840
229-310-6727

Johnnie A Miller, Pembroke City Council
P.O. Box 1143 , Pembroke, GA 31321
912-531-3936

Steve Young, Commissioner, Marion County
100 E. Burkhalter Ave
Buena Vista, GA 31803
229-649-2603

Michael Riddle, Commissioner, Long County
P.O. Box 476
Ludowici, GA 31316

912-432-2482

Allen Burns, Executive Director
Coastal Regional Commission
1181 Coastal Drive SW
Darien, GA 31305
912-577-9901

Andy Arnold, Mayor, City of LaFayette
P.O. Box 89
LaFayette, GA 30728
706-639-1500

Al Crace, City Manager, City of Alma
502 West 12th Street, Suite 104
Alma, GA 31510
912-390-2020

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Steve Young

Relationship: Former Supervisor
Years Known: 6

Phone: 229-649-2603

Michael Riddle

Relationship: Former Supervisor
Years Known: 6

Phone: 912-432-2482

Joseph Mosley

Relationship: Professional Manager
Years Known: 10

Phone: 912-536-4766

Job Questions

City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most	Every day brings a different challenge and	62

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) ***

you must be able to multi-task. However, I believe an important element is the ability to communicate with the Mayor and council, staff, and the public. Keeping up with events and issues and then being able to honestly and concisely communicate information to people to keep them informed of events, focused on a tasks, timelines, and expenses is critical in achieving community success. Besides being able to understand the budget and keeping operations within funding levels the Manager must be able to get out of the office and see the daily operations of our employees. This gives an insight into how qualified employees are, see what training and equipment needs exist, and whether projects being completed in timely manner or do changes need to be considered. You must be able to lead by example and engaging the employees is one method of being able to successfully manage the daily operations of the City.

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 completion of the LaFayette-Barwick Airport Terminal project may be a project that best demonstrates a professional accomplishment. Within the first month of becoming the manager for LaFayette, GA, in 2011 I became familiar with a project to replace the existing terminal building using state and federal funding. However, I quickly became aware that the state wanted to cancel the project because the City had delayed the project for over two years. None of the local entities were talking with each other; the Airport Authority was not speaking to the Council and the architect was not talking to the engineer. I negotiated an extension with the state to complete the project. Next I hosted a meeting with all of the parties in attendance and bluntly laid out the issues, described the lack of agreement between each other, the potential loss of funding and the impact on airport operations, and setting time lines to complete the project within 18 months. I got the grudging buy in from all of the parties and their consent to work with each other through, design, contracting, and construction of the terminal. Despite some initial distrust we

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) *

worked as a team and completed the \$750,000 terminal project within budget and in 12 months. The end result was a new terminal open to corporate and hobby aircraft traffic with a pilot lounge with showers, planning area, managers office, visitors lounge, and public meeting rooms.

At no time would my response be a public process or a platform to publicly disagree with Council or a Councilmember. My approach has always been to sit down with presenters after the meeting to discuss their goals. After that I would talk individually with other members of Council to get feedback. I would then meet with the affected department heads to discuss the policy proposal, set goals to review alternatives, review what other communities have adopted, and prepare advice and recommendations to the Council and Mayor.

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 would generally describe my management style as situational dependent but is centered on being a collaborative leader. Given that it appears most of your staff is competent, dedicated, and tenured, I feel that this approach, in most non-emergency situations, is the better way to lead and encourage these employees and see them maintain their higher level of performance. At the end of the day the Council and my goals are to successfully complete a project within time and budget constraints. I am an achievement-oriented leader with over 20 years of experience in local government. Challenges are faced head-on and difficult issues are resolved with integrity and fairness. A top priority for me has been to maintain a highly functional, citizen-friendly organization. I practice an "open door policy," by being approachable to members of the community and staff. I encourage individuals to think for themselves and to act within parameters set by the Council in order to resolve our community's concerns and needs. This approach requires an organizational culture with common goals and objectives. It further emphasizes teamwork while developing the individual manager and employee and empowering the entire staff to make

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) *	decisions appropriate to their work. I bring a level of experience in smaller full-service city management to the table. In addition to a career in the public sector I gained valuable experience in the private sector and proudly served in the U.S. Air Force. I have solidified my professional experience as a City and County Manager with department head positions where I had responsibility for planning and zoning, economic development, building permitting and inspections, code enforcement, soil and erosion control, storm water management, budgeting and financial accountability, human resources, and supervision of professional and technical employees. Additionally, I have worked in full-service communities supporting provisions of electrical, water/sewer, and gas utility services. I also have more than 13 years of leadership as an intelligence analyst and geodetic surveyor in the Air Force where I often served in multi-cultural environments using diplomatic skills that are transferable to working in a local government. As you can see, I will bring a significant amount of experience and background to the position that can effectively be used to manage the day to day activities of the departments and employees and support your efforts with the Borough and state.
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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	No	

immigration status will be required upon employment) *

On what date would you be available for work? * 5/15/2020

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. *	• Georgia, Carl Vinson Institute of Government, Management Development Program, Certified Level I and Level II Management Graduate Walker County and Camden County, GA Chamber of Commerce Leadership Development Course	
Describe any job-related training received in the United States military. *	Squadron Officers School, Geodetic Officers Course, Information Security, Special Operations Intelligence Officers School, Intelligence Officer School, Targeting Officers School	
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 Management Association (2009- Present; ICMA-CM, 2016-2017) • Georgia City-County Management Association • Georgia Academy for Economic Development Graduate • University of hip Development Program • Southeast Georgia Regional Leadership Development Program • Rotary Club in Camden County, Ga; LaFayette, GA; Cuthbert, GA and Thomson, GA	

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? *	Microsoft Office, GIS,
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. *	None
State any additional information you feel may be helpful to us in considering your application *	Non
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: Franklin T. Etheridge
Date: 2020-04-29 01:04:09pm
IP Address: 174.56.207.53

Signature

Date



Franklin T. Etheridge

3 Heritage Way
Thomson, GA 30824

ftetheridge@gmail.com
706-949-9523 (C)

Ms. Andrea Browning, Personnel Director
491 East Pioneer Ave
Homer AK 99603

April 29, 2020

RE: Rawlins, WY City Manager Position

Dear Ms. Browning,

I consider the Homer City Manager position to be a great opportunity as Homer is a community that will provide both professional challenges and a quality of life. I look forward to supporting Mayor Castner and the Council's efforts to further develop and support the community. My experiences as both a city and county manager have exposed me to the critical operational aspects of local government and given me a detailed vantage point on service delivery. I am an achievement-oriented leader with over 20 years of experience in local government. Challenges are faced head-on and difficult issues are resolved with integrity and fairness.

A top priority for me has been to maintain a highly functional, citizen-friendly organization. I practice an "open door policy," by being approachable to members of the community and staff. I encourage individuals to think for themselves and to act within parameters set by the Council in order to resolve our community's concerns and needs. This approach requires an organizational culture with common goals and objectives. It further emphasizes teamwork while developing the individual manager and employee and empowering the entire staff to make decisions appropriate to their work.

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I am searching for a position like this where my wife and I can become active and permanent member of the community. We are looking to move outside of the south. As a late career manager, I am looking for a community to serve for a long period of time. You will note on my resume several my positions have been for less than two years and this is a trend I want to change. In many of these positions I served as the community's first manager and worked to create a culture change in going from a strong Mayor form of government to a Council-Manager form of government. As such, I have built the foundation for a successful Council-Manager relationship while developing the professionalism of the staff and providing a public face for the local government to the community. I have left each community with strong friendships and a continuing working relationship with the elected officials. These positions also provided me with insight into the needs of the Council and the community and how to approach difficult situations. I encourage you to contact any of my former employers to get a better perspective on my skills and what I accomplished while serving them. I believe that to a person they will say I am a hard worker with a positive attitude that always worked in the interest of the community.

I look forward to the opportunity to serve with Mayor Castner and the Council and wholeheartedly commit to helping Homer continue its success. I look forward to working with the Council to continue working on the vision for future development of Homer and the protection of its natural beauty. Thank you for your consideration and I look forward to the opportunity to talk with you and interview with Mayor Castner and the Council to discuss the contributions that I bring to the table.

Sincerely,

Franklin T. Etheridge

Franklin T. Etheridge, MPA

CITY MANAGER, HOMER, ALASKA

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To serve as Homer's City Manager ensuring daily operations and long-range plans support and reinforce the Council's and the community's strategic vision and goals.

CAREER EXPERIENCE

- Completed the new terminal for the LaFayette Barwick Airport, taking the \$650,000 project from concept to ribbon cutting in less than 18 months
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- Implemented classification and compensation plans for several communities that impacted up to 135 employees
- Oversaw the \$2.5 million renovation of the historic Randolph County Courthouse and its reuse for County offices, the Chamber of Commerce, and a Transportation Museum.

PROFESSIONAL EXPERIENCE

CITY ADMINISTRATOR, Thomson, GA

Sep 2019 – Present

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- Made the hard recommendations to end curbside recycling services as the City had been taking significant financial losses for several years. Maintained employees by transfers to other divisions.
- Worked across governmental entities in supporting joint departments for IT, Planning & Zoning, Airport, and Water and Sewer Operations.

COUNTY ADMINISTRATOR, Long County, GA

Jun 2017 – Mar 2019

Served as the first Administrator in nearly 20 years. Worked to redefine daily operations and create an effective team. I worked on developing strategies and policies to improve operations, reduce liabilities, and expenses, promote efficiencies in service delivery and effectively support the Commission.

- Prepared multiple County general and capital budgets in excess of \$10,000,000.
- Acquired a \$166,000 GEDA grant, backing the County's \$145,000 funds, to build the entrance to the County's Industrial Park
- Manage 45 full-time and part-time employees.
- Implemented a formal classification and compensation plan for all employees.

COUNTY ADMINISTRATOR, Twiggs County, GA

Nov 2016 – Jun 2017

Served as the County Administrator with the additional duties of County Clerk and Finance Officer. As the Chief Operating Officer responsible for effectively managing and delivering county services. Worked development strategies and policies to improve the County's public operations, reduce liabilities and expenses, promote efficiencies in service delivery and support the Board of Commissioners.

- Prepared the County's continuing resolution operating and capital budgets in excess of \$7,000,000.
- Managed 36 full-time and part-time employees while also providing financial and personnel services for the Constitutional Officers.
- Transitioned Health Care Plans and brokers to increase employee benefits at a lower cost.

- Initiated monthly financial reconciliation reports for the Commission and created a formal compensation plan for all employees.

COUNTY MANAGER, Randolph County, GA**Dec 2014 – Nov 2016**

As the County's first manager I was responsible for effectively managing and delivering county services. Devised and implemented strategies and policies to improve the County's public operations, reduce liabilities, and expenses, and promote efficiencies in service delivery.

- Forecasted and executed County's annual operating and capital budgets in excess of \$5,400,000 along with a \$250,000 solid waste fund.
- Supervised and managed 25 full-time and part-time
- As the personnel officer successfully completed the transition to a health insurance broker thus increasing employee benefits at a lower cost and increasing participation levels.
- Provided monthly financial reconciliation reports and established written policies and procedures for bidding, purchasing, and general accounting.
- Prepared the first classification and compensation plan to formally define position requirements and provide regionally competitive salaries for all employees.
- Being in a Transportation Enhancement Act region, I negotiated the priority road projects, made recommendations to the Commission, and provided County oversight on construction projects.
- Represented the Development Authority in regional meetings and participated in negotiations with potential industrial clients ensuring both developer and community needs were met.

COUNTY MANAGER, Marion County, GA**Sep 2013 – Dec 2014**

Served as the County's first County Manager. Effectively managed and delivered county services. Implemented strategies and policies to improve the County's operations, reduce liabilities and expenses, promote efficiencies in service delivery.

- Responsible for an annual budget of \$4,800,000; including general government, water utility and solid waste funds.
- Manager 40 full-time and part-time employees.
- Coordinated the County's private fire services and public offices to manage costs and services.
- Served as the County's special projects manager; to include evaluating construction and financing options on additional water well and treatment plant to address system capacity issues.
- Advocated the County's position on legislative and regulatory issues at the state level
- Represented the County's interests through presentations and meetings before diverse audiences
- Implemented a classification and compensation plan with the Carl Vinson Institute of Government
- Prepared and submitted CDBG grants applications for road construction,
- Reviewed the level and quality of service provided by our solid waste contractor,
- Updated the community's Airport Plans to address future development and attracting tenants,

CITY MANAGER, LaFayette, GA**Oct 2011 – May 2013**

As the Manager and Human Resource Director I was responsible to effectively manage and deliver services. Devised and implemented strategies to improve the City's operations, reduce liabilities and expenses, and promote efficiencies in service delivery.

- Operated a \$22,000,000 budget, including general, water/sewer, electric, gas and solid waste funds.
- Managed 130 full-time, 15 part-time, and 15 seasonal employees within nine departments.
- Reduced the City's audited fiscal debt from over \$650,000 at the beginning of FY 2012 to a positive \$27,000 in just twelve months.
- Prepared a \$9.7 million bond issue to convert existing GEFA loans; to save \$750,000 over 15 years and finance a \$2,500,000 sewer treatment plant improvement.
- Prepared cost of service studies; ensuring Council had accurate data to assess enterprise fund user fees and evaluate appropriate transfers to the general fund.
- Managed daily operations of the airport to include setting competitive Avgas prices to attract additional private air traffic into Barwick-LaFayette Airport.

- Oversaw the adoption of a long-delayed classification and salary study, which was the first time that all employees had a position description to which they were held accountable.
- Led efforts to improve the municipal golf by implementing goals and improving public services while trying to reduce the City's supplemental costs to operate the facility; including replacing carts, upgrading the sprinkler systems, empowering employees to attract additional paying rounds while reducing costs.

CITY ADMINISTRATOR, Pembroke, GA**Apr 2009 – Mar 2011**

Served as the first City Manager responsible for effectively managing and delivering city services.

Devised and implemented strategies and policies to improve the City's operations, reduce liabilities and expenses, and promote efficiencies in service delivery.

- Supervised 25 full-time employees, 12 part-time employees, and approximately 20 volunteers.
- Operated a \$1.6 million general fund budget with a \$1.1 million utility enterprise fund, and a yearly SPLOST fund of \$480,000.
- Successfully applied for USDA and GEFA grants to complete water and sewer extensions and upgrades, road construction, and downtown landscaping and lighting projects.
- Actively pursued grants for a new city park, a new fire station, and a historic theater renovation.
- Oversaw the planning and construction of an additional 4,000 sq. ft. Public Works facility.
- Engaged in human resources management issues; including workers compensation claims, evaluations, job descriptions, pay rates, benefit packages, and HIPPA requirements.
- Worked with the City Clerk to ensure accounts payable and receivable were monitored, and departments stayed within budget.
- Used state prison labor to complete the renovation of City Hall, to expand office spaces and add curbside appeal.

PLANNING MANAGER, Jackson County, GA**Jul 2005 – Apr 2009**

Served as the senior planner for Jackson County during a period of rapid development and infrastructure expansion.

- Managed and led five employees with a departmental budget of \$500,000.
- Met daily with citizens and developers of the 10th fastest growing community in the United States to provide information on ordinances and development issues.
- Reviewed and approved subdivision and commercial construction permits.
- Initiated a technical review committee, with both internal and external members, to provide timely and consistent reviews, feedback, and approval of commercial and residential developments.
- Provided staff review and documentation of land use amendments and rezoning applications.
- Presented revisions to the Unified Development Plan and the Comprehensive Plan to include the adoption of an upscale commercial corridor overlay district.

OTHER RELEVANT POSITIONS

- | | |
|--|---------------------|
| • Building & Planning Director, Habersham County, GA | May 2003 – Jul 2005 |
| • Planning & Development Director, Camden County, GA | May 2000 – May 2003 |
| • Captain USAFR, Intelligence Officer, US Air Force Special Operations Command, Hurlburt Field, FL | Nov 1999 – Nov 2002 |
| • Land Use Planner & Survey Manager, Choctaw Engineering, Ft. Walton Beach, FL | Aug 1997 – Dec 1999 |
| • Senior Planner, Destin, FL | Oct 1996 – Aug 1997 |
| • Economic Development Planner, Martin County, FL | Oct 1995 – Oct 1996 |
| • Captain, Intelligence/Targets Analyst, USAF | Sep 1982 – May 1995 |

EDUCATION

- Master of Public Administration: Troy University, Troy, Alabama (Shaw AFB, SC Campus)
- Bachelor of Arts in Geography: University of Georgia, Athens, Georgia

MEMBERSHIPS AND QUALIFICATIONS

- International City/County Management Association (2009- Present; ICMA-CM, 2016-2017)
- Georgia City-County Management Association
- Georgia Academy for Economic Development Graduate
- University of Georgia, Carl Vinson Institute of Government, Management Development Program, Certified Level I and Level II Management Graduate
- Walker County and Camden County, GA Chamber of Commerce Leadership Development Program
- Southeast Georgia Regional Leadership Development Program
- Rotary Club in Camden County, Ga; LaFayette, GA; and Cuthbert, GA

REFERENCES

Joseph Mosley, Assistant County Manager
Liberty County Board of Commissioners
112 N Main St, Room 2200
Hinesville, GA 31313

Jimmy Bradley, Commissioner, Randolph County
787 US Hwy 82 East
Cuthbert, GA 39840
229-310-6727

Johnnie A Miller, Pembroke City Council
P.O. Box 1143, Pembroke, GA 31321
912-531-3936

Steve Young, Commissioner, Marion County
100 E. Burkhalter Ave
Buena Vista, GA 31803
229-649-2603

Michael Riddle, Commissioner, Long County
P.O. Box 476
Ludowici, GA 31316
912-432-2482

Allen Burns, Executive Director
Coastal Regional Commission
1181 Coastal Drive SW
Darien, GA 31305
912-577-9901

Andy Arnold, Mayor, City of LaFayette
P.O. Box 89
LaFayette, GA 30728
706-639-1500

Al Crace, City Manager, City of Alma
502 West 12th Street, Suite 104
Alma, GA 31510
912-390-2020



Employment Application | Submitted: 16-Apr-2020

AAA

Thomas Glover

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(509) 540-4017

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Thomas.E.Glover2020@gmail.com

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2990 Detour Rd.

Walla Walla, WA 99362

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Other - ICMA

Employment History

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

Walla Walla County

Job Title: Community Development Director

Dates Employed From: Jan/2010

Dates Employed To: Jul/2019

Employment Length: 9 years, 6 months

Duties: Oversaw land us planning, building plan review and construction inspection services, and code compliance for unincorporated county area.

Reason For Leaving: Employment terminated by the Board of County

Supervisor Name: Board of County Commissioners

Address: Walla Walla, WA, UNITED STATES

Phone: (509) 524-2505

Ending Rate of Pay: \$107,400 per year.

May We Contact? Yes

Commissioners, no specific reason provided.

Walla Walla Joint Community Development Agency

Job Title: Director

Dates Employed From: Oct/2010

Dates Employed To: Dec/2014

Employment Length: 4 years, 2 months

Duties: Oversaw the current planning, building plan review/construction inspection, and code compliance for both Walla Walla County and the City of Walla Walla.

Reason For Leaving: Agency disbanded, appointed Director for Walla Walla County CD

Supervisor Name: Board of Directors

Address: Walla Walla, WA, UNITED STATES

Phone: 000-0000

Ending Rate of Pay: \$94,000

May We Contact? No

Walla Walla County

Job Title: Community Development Director

Dates Employed From: Jun/2007

Dates Employed To: Dec/2010

Employment Length: 3 years, 6 months

Duties: Oversaw the land use planning, building plan review/construction inspection, and code compliance services for unincorporated County.

Reason For Leaving: Appointed Director of the newly established Walla Walla Joint Community Development Agency

Supervisor Name: Board of County Commissioners

Address: Walla Walla, WA, UNITED STATES

Phone: (509) 524-2507

Ending Rate of Pay: \$75,000

May We Contact? Yes

Town of Mancos

Job Title: Town Administrator

Dates Employed From: Jul/2000

Dates Employed To: Jun/2007

Employment Length: 6 years, 11 months

Duties: Oversaw the day-to-day operation of the town, including Public Works, Parks/Rec, Utility Billing/Finance, Building Inspection, planning, law enforcement, and various citizen committees.

Reason For Leaving: Took job with Walla Walla County

Supervisor Name: Mayors Rath and Black (former)

Address: Mancos, CO, UNITED STATES

Phone: (970) 533-7725

Ending Rate of Pay: \$45,000

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.

University of Colorado | College or University

Degree: M.A.
Major: Urban & Regional Planning

Graduated? Yes

Eastern Washington University | College or University

Degree: B.A
Major: Urban & Regional Planning

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	
Glover_Tom_cvrltr - Homer AK .pdf	Preview	Download
Resume - Tom3.docx	Preview	Download
References Tom6.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.

Michelle Liberty

Relationship: Planning Commissioner
Years Known: 10

Phone: (509) 524-2505

Lauren Prentice

Relationship: Principal Planner
Years Known: 12

Phone: (509) 524-2620

Cindy Simpson

Relationship: Town Trustee
Years Known: 15+

Phone: (970) 533-7725

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) *	The most important element is to carry out the mission and policies set by the Mayor and City Council. This includes setting goals with staff, assigning tasks, and reporting on progress to the Mayor and Council. As well, the City Manager is to relay the mission of the Mayor and Council to the residents of the city, and allow for public feedback/input as work is implemented. The manager is to maintain integrity, transparency, and establish a productive work environment.	
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 Town Administrator for seven years I oversaw a very aggressive public infrastructure replacement program, re-establish the town's law enforcement program, and successfully built a staff team of capable, responsible professionals.	
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) *	My job as city manager is to carry out the policy set by city council. However, I would voice my concern for the policy, specifically stating what about the new policy has me in disagreement with it, and if necessary, request that a subcommittee of the council and mayor meet with me to discuss it further before adopting it. I may not win that discussion, but I think it would be helpful to the council to know where I stand, and if further guidance or direction is required that we hammer that part out before implementing the new 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	I prefer to provide my staff with the training, skills, equipment they need to do their jobs. I consider them to be their own subject matter experts (I cannot operate a water treatment plant, but I want to support the person who	

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) *

does so they can do it well, if not better). But, I need to hold them accountable for the tasks assigned to them. If they fail, I need to understand why, and likely make a course correction to remedy the situation. Sometimes that is just providing clarity, sometimes additional training, sometimes they need me to make a decision on an alternative path. Sometimes it might be that the staff person needs an improvement plan. I prefer to keep an open door to my office. I make myself available for staff to approach me with questions, concerns, feedback, that is needed to further mission. I provide job performance evaluations each year, and through that process set goals for individuals. My philosophy with the Mayor and Board is to bring to their attention any issues of concern that may be bubbling to the surface, and I see myself as the person who will address the issue before it becomes a bigger problem. I keep my Mayor and Council informed of my doings, progress on projects, and status of budget as the year unfolds. I believe its necessary for the city manager to make (myself) a part of the community, participate in local community service groups, events, and to "shop locally" for personal/household items, as well as work-related equipment/resources. I lead with confidence, realizing that people are looking to me to provide direction/guidance. Over the years I've developed that confidence, having survived controversial community issues, and political turmoil on the local level.

I have approx. 20 years working at the executive level, where I have reported directly to an elected body. I have built budgets, some of them quite complicated where financial contributions from other governing jurisdictions are required for operation. I have built and managed a local law enforcement program, developing my understanding of law enforcement issues and concerns. I have developed policy, and policy recommendations, and I've written ordinances and resolutions ...and explained those things to the residents of the community. I've served as interim director while also serving as director of another separate jurisdiction. I

have successfully managed my responsibilities during times of difficult economic periods. I've built staff teams, written personnel manuals, and served as the HR contact when no HR Director was on board. I've managed contracts, hired consultants, including attorneys, engineers, and (once) an HR consultant. I provide written reports of my activities to the elected officials twice a month (with each public meeting), and attend all meetings of my board.

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? *	June 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? *	No	

Education |

Question	Answer	Disqualifier?
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Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	ICMA since 2003 AICP since 1996
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. *	Rotary Club

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Leadership, public speaking, good writing skills.	
What type of computers and software have you used? *	PC, WordSuite, Excel	
Other qualifications specific to this position? *	n/a/	
List any certifications you have received: *	AICP	
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: Thomas E. Glover

Date: 2020-04-16 03:53:26pm

IP Address: 199.101.81.147

Signature

Date



April 16, 2020

City of Homer
Attn: Andrea Browning, HR Director
Homer, Alaska

Dear Ms. Browning:

I am pleased to present my credentials for your review for the position of **City Manager** for the City of Homer. I have been working in public administration for 30+ years; the last 19 years I've been working at the executive level. I enjoy this work, and I'm proud of my accomplishments. Below, I have outlined how my experience and vision fit well with what I see are critical components of this position.

Collaborative work: In my 12 years of service to this community I have forged professional working relationships with other City and County departments, local, regional, and state organizations, including cities and counties on both sides of the border, as well as the State's Department of Commerce, Department of Ecology, and the Department of Transportation (both Washington and Oregon). I have found that collaborating with other local municipalities, citizen and volunteer boards, the development community, and the residents from our community has been personally rewarding, as well as good for the community.

Personnel Management: I have built staff teams, provided leadership, direction, and support for them, and evaluated performance and accomplishments. I have written personnel policies, job descriptions, and have overseen the hiring process for position replacements as well as for new teams serving new agencies and organizations (Walla Walla Joint Community Development Agency, and the Walla Walla Valley MPO, see resume attached). I engage diversity in my staffing. I understand that a good team is built from people with different life experiences and backgrounds. I aim to build a positive team environment, finding that supporting staff yields more productive results than berating them or ignoring their input.

Budget and Fiscal Management: My approach to budgeting is conservative; estimating a likely balance of revenue with expenses, and building in a contingency if possible to manage unforeseen circumstances. As well, I have managed grants, provided fiscal summaries to meet reporting requirements, and maintained transparency in communication to the community regarding the use of those funds.

My resume, attached, provides detail of my experience managing and leading multiple organizations and departments. This includes land use and community planning, budget development and management, policy development and process improvement, personnel management, and oversight of complex and very expensive capital construction projects. I am very much interested in this position!

Sincerely,



Thomas E. Glover, AICP



Thomas E. Glover, AICP

Walla Walla, WA 99362

(509) 540-4017 cell

Thomas.E.Glover2020@gmail.com

SUMMARY:

Knowledgeable professional executive with a diverse work history and 20 years' experience in town, county, and regional public-sector management.

SKILLS:

- Working and communicating with residents, private industry representatives, elected and appointed officials, and staff from multiple State agencies and local governments.
- Development and day-to-day management of annual operating budgets.
- Public policy analysis, plan development, and code amendments/implementation.
- Land use planning, zoning, transportation planning and economic development.
- Personnel management, team building, supervision, goal-setting, and long-term development of staff in support of the mission.
- Public speaking, consensus building, transparency, community partnerships.

EXPERIENCE:

Director

Walla Walla County Community Development Department

Walla Walla, WA

June 2007 through December 2010

January 2015 through July 2019

Reported to a three-member Board of County Commissioners as department head for County Community Development Department (land use planning, building permitting and construction review, code compliance and inspection). 12 years' service, two transitions.

- Led a team of 11 land use planners, building inspectors, compliance personnel, and administrative staff in the day-to-day departmental operations, led through transitions resulting from changing economic and political focus at local, regional and state levels.
- Prepared and managed a \$1,000,000 annual department budget.
- Implemented a computerized permit tracking software program.
- Collaborated with County HR/Risk Management Department to adjust staff structure as determined by workload and changing priorities.
- Served as liaison between the Board of County Commissioners and the County Conservation District, developing and implementing the County's Voluntary Stewardship Program regarding agricultural activities in designated environmentally sensitive areas.
- Re-established the Department after the dissolution of the Joint Agency, nine staff positions.

Director

Walla Walla Joint Community Development Agency

Walla Walla, WA

January 2011 through December 2014

- A merger of the County's Community Development Department and the City's Development Services Department. Reported directly to an independent five-member appointed Board of Directors.
- Set up the new agency: created bylaws, annual budgets, operating procedures, personnel manual, job descriptions, salary structure and employee benefits package, contracted for accountant, HR, and attorney, and filled 13 staff positions.

Director (Interim) Walla Walla Valley MPO/SRTPO

Walla Walla, WA

- Reported directly to the WWJCDA Board of Directors, and served the MPO's Policy Board, comprised of representatives from *nine* member jurisdictions.
- Partnered with staff from Washington DOT and Oregon DOT (multi-state jurisdiction) developing an annual operating budget, funding sources and identifying regional partners.
- Secured separate (sq. ft.) office space, purchased furniture, set up phone lines and computers, secured attorney and accountant services, FEIN with the IRS, and established separate bank accounts and payroll services for two employees.
- Worked with the MPO Policy Board subcommittee to coordinate recruitment of new director, planning assistant, including developing job descriptions, advertising the positions nation-wide, and coordinating the interview process.

Town Administrator Town of Mancos

Mancos, Colorado

July 2000 to June 2007

Carried out goals, policies, and priorities of a seven-member Town Board of Trustees.

- Developed and administered an annual municipal budget totaling approx. \$2 million;
- Supervised 18 employees, including five department heads: Town Marshal, Public Works Director, Parks/Rec Director, Building Inspector, and Clerk/Treasurer;
- Intergovernmental liaison to regional organizations, including Region 9 Economic Development District, SW Colorado Transportation Commission, and the Small Business Development Center;
- Provided leadership to Planning & Zoning Commission, and Town Board subcommittees including Public Safety, Personnel, Public Works, Parks & Rec, Finance, and the Tree Board.
- Secured funding for several public facility construction projects totaling more than \$3,000,000 over a 6.5 year period: Town Hall, Community Center, Public Works Shop, Town Park renovation, and various water and sewer line replacement projects.
- Collaborated with State and Federal grant programs (State Dept. of Local Affairs Energy Assistance Program, USDA loans and grants, Great Outdoors Colorado, Conservation Trust Fund), as well as private donations, local revenue bonds, and regional partnerships.
- Completed an update of the Town's Personnel Manual, and established policies and procedures, including an annual job performance evaluation schedule for all employees.
- Oversaw the transition from contracted law enforcement services with County Sheriff Office to a re-established local Town Marshal's Office. Pursued grant funding for office construction and purchasing of vehicles, weapons, supplies, and personnel. Collaborated with the Public Safety Committee and an outside consultant (retired police chief) to develop a Leadership & Management Plan for Town's Public Safety Department, and initiated a nation-wide recruitment for Town Marshal.
- Initiated and conducted two Town Board retreats annually, focusing on budget development; and operating policies and administrative procedures.

EDUCATION:

- M.A., Urban & Regional Planning, University of Colorado, Denver.
- B.A., Urban & Regional Planning, Eastern Washington University, Cheney.

PROFESSIONAL MEMBERSHIPS:

- International City/County Managers Association (ICMA), 2004 – present.
- American Planning Association/ AICP: 20+ years.

LEADERSHIP DEVELOPMENT:

- Recognition for leadership, service, and dedication in guiding the formation of the Walla Walla Metropolitan Planning Organization, MPO Policy Board, spring 2013.
- Leadership Walla Walla, Walla Walla Community College, 2011 – 2012
- Leadership Montezuma County, Cortez Chamber of Commerce, Colorado, 2005 – 2006
- Voted one of the Region's Top Ten Leaders, 2004, Four Corners Business Journal.
- *"Individual Achievement Award"* from the Colorado Chapter of the American Public Works Association, 1999.
- Leadership Weld County, Greeley Chamber of Commerce, Colorado, 1998 – 1999
- U.S. Peace Corps, 1987 – 1989



References for Thomas (Tom) Glover:

Lucy Schwallie, Attorney
(former HR/Risk Management Director, Walla Walla County)
lschwallie@seols.org

Michelle Liberty
Walla Walla County Planning Commission
liberty@getattitude.net

Bruce McCaw
Walla Walla County Planning Commission
(509) 529-1365 home
(509) 200-5513 cell

Renee Hadley, District Manager
Walla Walla County Conservation District
(509) 956-3756
Renee.Hadley@wwccd.net

Matt Kunic, Community Planner
FHWA – Washington Division
711 Capitol Blvd. S, Suite 501
Olympia, WA 98501
matthew.kunic@dot.gov
(360) 753-9487

Cindy Simpson, Town Board Member
Town of Mancos, Colorado
cindyssimpson@gmail.com
(970) 759-0791

Andy Porter, Reporter
Walla Walla Union-Bulletin
(509) 629-0727
aeporter@charter.net

Joy Bader, Engineering Technician IV
Walla Walla County Public Works
(509) 524-2733 work
(509) 540-1992 cell

Michael Melder, P.E.
Sr. Project Manager/Civil Engineering Manager
PBS – Walla Walla
michael.melder@pbsusa.com
(509) 394-4075
(509) 540-5063

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Employment Application | Submitted: 09-Apr-2020

AAA

Thomas Heck

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(775) 742-7132

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thomas.heck@msn.com

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9900 Wilbur May Pkwy. #4301

Reno, NV 89521-3090

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Other - ICMA

Employment History

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

Chugach

Job Title: Kwajalein Logisitics Program Mgr; West Sound Project General Manager

Dates Employed From: Jan/2012

Dates Employed To: Jan/2016

Employment Length: 4 years

Duties: Regan Ballistic Missile Test Site Kwajalein Atoll • Directed Base Operating support for five remotely separated sites. • Directed the Logistics support operation for the entire atoll (8 islands), supporting the National Ballistic Missile Defense program. Operations included

Supervisor Name: Joe Marro

Address: Anchorage, AK, 99503

Phone: 702 334-4770

Ending Rate of Pay: 175000

May We Contact? Yes

responsibility for Public Works, Supply and Transportation, Airfield, Automotive, Fire Department (airfield and structural), Housing, Marine Operations, Project Controls, Finance, and HR. • Manage over 850 personnel and a \$64M budget with savings of over \$3M • Responsible for all utilities to include providing primary power to seven different islands including fuel delivery; providing water and sewer collection and distribution to three islands. • Managed the operation, maintenance and repair of 3M SF of failing 1950 vintage facilities. • Provided regular supply and transportation throughout the atoll and internationally. • Managed daily flight operations (personnel and cargo) for commercial and military aircraft to include fixed and rotary aircraft for two major airfield and six helipads. • Managed the maintenance and repair of over 500 vehicles and heavy equipment of which 58% was overage - on two islands. • Managed the operation, maintenance and repair of 11 Marine vessels and four barges supporting mission operation and delivery of personnel and cargo throughout the atoll.

Reason For Leaving: New Boss wanted to hire his own Project Mgr

El Dorado County

Job Title: Director, General Services

Dates Employed From: Sep/2008
Dates Employed To: Mar/2009
Employment Length: 0 years, 6 months

Duties: CA • Reluctantly agreed to take on this short term opportunity to resolve long standing department problems that 7 directors in five years could not fix - developed and implemented strategic action plan and corrected deficiencies. • Managed 60 personnel and a \$25M budget for Capital Projects, Parks, Facilities, and Fleet. • Successfully resolved long standing politically sensitive personnel and program issues within the department; improving customer responsiveness and department efficiency and effectiveness. • Provided oversight and direction for all personnel functions including hiring, performance evaluations, progressive discipline, and termination.

Reason For Leaving: RIF

Supervisor Name: Gayle Erbe-Hamlin

Address: El Dorado County, CA, CA, 95667
Phone: 530 621-5667
Ending Rate of Pay: 130000
May We Contact? Yes

Interwest Consulting Group

Job Title: Multiple Municipal Roles

Dates Employed From: May/2005
Dates Employed To: Nov/2007
Employment Length: 2 years, 6 months

Duties: Managing a troubled \$50M capital program and development projects for 18 months; later assigned as Lead Plan Check in Development Services, then Senior Project Manager and then Director of Operations - all in Elk Grove, CA based on need - versatility as a

Supervisor Name: Mike Kashiwagi

Address: Boulder, CO, 95758
Phone: 916 683-3340
Ending Rate of Pay: 175000
May We Contact? Yes

consultant highly valued! • Managed a \$20M Downtown Revitalization and \$20M Park and Aquatics Center Project, which included consultant project management and contracting oversight, obtaining stakeholder input, facilitating community town hall meetings, resolved parking issues, as well as working with utility companies and state agencies. Successfully bid and awarded these two \$20M projects. • Routinely collaborated with City Council, other city leaders, and community stakeholders providing technical assistance, problem solving, and action planning. • Worked with and provided oversight to developers and construction contractors to ensure project compliance with local, state, and federal standards. • Managed plan check, development conditioning, and adequacy of improvement plans, infrastructure, designs, and construction projects. Managed a staff of up to 20 plus consultants.

Reason For Leaving: Downturn in Development

U.S. AIR FORCE

Job Title: Retired LtCol

Dates Employed From: Jul/1980

Dates Employed To: Sep/2000

Employment Length: 20 years, 2 months

Duties: Had 11 assignments in 22 years

Reason For Leaving: Retired from the Air Force

Supervisor Name: Dieter Barnes

Address: USAF, CA, 90245

Phone: 310 363-5126

Ending Rate of Pay: .

May We Contact? Yes

University of Southern California

Job Title: Director, Buildings and Grounds

Dates Employed From: Jun/1998

Dates Employed To: Apr/2000

Employment Length: 1 year, 10 months

Duties: • Lead operations of 80 personnel and \$9 million budget. • Managed financial and human resources allocation in multiple geographically separate locations. • Built, implemented, and monitored annual operating/capital requirements budget. • Provided financial and operational analysis to USC leadership. • Spearheaded organizational improvements for maximum productivity and customer responsiveness resulting in savings to the University of over \$150K annually. • Established performance metrics and ensured compliance with federal, state, and local regulations. • Resolved long standing but sensitive personnel issues.

Reason For Leaving: Better Opportunity

Supervisor Name: John Welsh

Address: Los Angeles, CA, 90089

Phone: 213 740-6977

Ending Rate of Pay: \$86000

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.

United States Air Force Academy, USAF | College or University

Degree: Bachelor of Science degree

Major: General Studies: Civil Engr/Math

Graduated? Yes

Pepperdine University | Graduate School

Degree: MBA

Major: Executive Master's of Business Administration

Graduated? Yes

Troy State University | Graduate School

Degree: Master of Science

Major: Public Administration

Graduated? Yes

George Washington University | Graduate School

Degree: Ed. S.

Major: Human Resource Development

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
CM Resume - S 2019.pdf	Preview Download
Ref5 2018.pdf	Preview Download
GenCoverLtr_10 -31-18_.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.

Mr. Jamie Heidle

Relationship: Boss
Years Known: 8 years

Phone: (805) 355-2283

Mr. Bill Bernstein

Relationship: Boss
Years Known: 10

Phone: (561) 585-3680

Mr. D. Brent Wilson

Relationship: Mentor
Years Known: 40

Phone: (505) 553-0856

Job Questions

Clty 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) *	Being able to lead a group of staff to successful accomplish the boards agenda.	
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 ran a 860 person operation in the Kwajalein Islands. I had seven remote islands and a launch facility. It was like managing a city.Operations included responsibility for Public Works, Supply and Transportation, Airfield, Automotive, Fire Department (airfield and structural), Housing, Marine Operations, Project Controls, Finance, and HR.	
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	I would privately express my concerns with the board. But once they voted to implement it, I would proceed as if it was my own.	

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) ***

I use Situational Leadership as the basis for how I work with staff. Situational Leadership uses a leadership strategy based on the maturity of an organization.

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 is extensive and unlike most I am able to hit the ground running and produce outstanding results. I have extensive education as well.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	Not that I remember.	
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? *	May 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	NA	
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 extensive leadership education and training.	
Describe any job-related training received in the United States military. *	I was an engineer and had extensive leadership training at the US Air Force Academy.	
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 membership, APWA membership	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Extensive leadership training	
What type of computers and software have you used? *	MS Office	
Other qualifications specific to this position? *	I have three graduate degrees.	
List any certifications you have received: *	EIT	
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 *	You will find no one better.	
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: Thomas S Heck
Date: 2020-04-09 08:21:06am
IP Address: 162.210.108.201

Signature

Date



THOMAS S. HECK
9900 Wilbur May Pkwy #4301
Reno, NV 89521-3090

(775) 742-7132

thomas.heck@msn.com

Dear Sir or Madam:

I am writing you to express interest in your recruitment. Please find enclosed my resume for your consideration for this position, which was advertised on the Internet.

During my 30 plus year career in public service, I have developed a diverse background by filling various important leadership roles. In addition to my time in the military, I have been a Project Manager for a national defense program, a Town Manager in Florida, a General Services Director, and a Public Works Director -- few have had this broad breath of experience. This experience has been key to my ability to function effectively with elected officials and in various political environments.

Not to mention, as a Project Manager I was responsible for Public Works, Supply and Transportation, Airfield Operations, Automotive, Fire Department, Housing, Marine Operations, Project Controls, Finance, and HR - 2500 miles from anywhere, I was responsible for support to seven islands (up to 50 miles apart) and a launch facility. This extensive experience provides a well-rounded background that has prepared me for this position!

Lastly, I am interested in this job because I have previously lived in this area and love it!

A brief overview of my experience and education is provided as follows:

Experience and Education: I have over 30 years of leadership experience. I have worked for the military, a prestigious university, several municipalities, a county, a national consulting firm and the national ballistic missile defense program. My academic credentials provide a skill set that has supported my effectiveness throughout an organization. I am a graduate of the US Air Force Academy. I also have an MBA, an MPA, and an Ed.S. (post graduate degree) in Human Resource Development.

Executive Leadership: I have managed various staffs, both professional and non-professional. I am a student of leadership and have extensive education, both formally and informally, in this area. I believe in fostering staff engagement to ensure pride of ownership. I have had success in coaching and mentoring others to not only do things right but also to focus on ensuring the right things get done. I empower my direct reports to take ownership of their assigned tasks while coaching and mentoring their efforts. I attribute my success in getting things done to establishing goals and objectives and supporting staff on completing them; I believe in rewarding what gets done.

My team building skills are exemplary -- I know the importance of collaboration in order to bring competing interests to consensus. I regularly engage with others to build bridges that ultimately facilitates the successful accomplishment of the organization's priorities. But most importantly, I know how to get the right things done.

Fiscal Management: I have built and managed operating budgets valued at up to \$70M and five-year capital budgets valued at up to \$834M. I am a quick study of fiscal resources and have always been able to produce more with the given allocation.

Customer Service: Relationship building and credibility are critical success factors in providing excellent customer service. I have always found personal ways to dialogue with service users and customers to obtain first hand feedback regarding how services are meeting the needs of the community. I have facilitated a variety of both organizational stakeholders and external stakeholder groups to establish dialogue and develop credibility with them.

Personnel Management: Managing various organizations under different types of personnel systems has provided me with a great deal of personnel management experience. I have been a negotiator for union contracts and a change agent. I have implemented effective workforce development, recruitment and retention plans; conducted performance feedback and evaluations; responded to grievances, and provided progressive discipline when necessary. Showing respect and appreciation for a job well done has aided in my success. Dialoguing with staff at all levels has frequently allowed me to solve issues before they became problems. I do subscribe to Management By Walking Around (MBWA). This allows me to obtain first hand information on what is going on in my organization!

Please note that my resume shows a few short term assignments. These were not by choice and beyond my control (2008 tanking of development work, change in council members, and new boss wanting his guy). Would be happy to discuss in detail.

Thank you for reviewing the enclosure and considering me for this important position. I see this as a great opportunity for me and look forward to discussing how I might contribute to your community.



Thomas S. Heck

TSH/s

Enc.:

Thomas S. Heck

References

Mr. Jamie Heidle
Kwajalein Atoll
(805) 355-2283
james.l.heidle.civ@mail.mil
heidlejames7@gmail.com
Public Works Director US Army, Kwajalein (Boss)

Mr. Bill Bernstein
Manalapan, FL
(561) 585-3680
billb88@gmail.com
Town Commissioner (Boss)

Mr. Phil Carter
Rancho Cordova, CA
(916) 548-6810
Pcarter10202@gmail.com
President, Pacific Municipal Services (Boss)

Mr. D. Brent Wilson
P.O. Box 829
Cedar Crest, NM 87008
(505) 553-0856
nmountaineer@gmail.com
Colleague

Mr. Fred Rochez
31 Whitewind Lane
Las Vegas, NV 89110
(702) 452-9346
Boss



Thomas S. Heck

9900 Wilbur May Pkwy. #4301

Reno, NV 89521-3090

thomas.heck@msn.com

(775) 742-7132

CAREER HIGHLIGHTS

- Over 30 years of public works leadership experience in both municipal and federal governments.
- Has a big picture focus, strong strategic planning skills; and the ability to produce on time results.
- Has been a Logistic Program manager responsible for over 860 personnel; a Public Works Director responsible for 182 personnel; a Chief of Operations with 450 personnel; and a Chief of Engineering with two 10 person multi-discipline design teams.
- Successfully developed and executed a myriad of large design and construction projects and programs -- \$834M program with \$200M under construction.
- An approachable leader who fosters strong relationships while still making work fun.
- Developed and managed budgets, producing cost savings while doing more with the given resources.
- Demonstrated flexibility in developing meaningful relationships with special interest groups, stakeholders, citizen groups, and the press.
- Over 30 years of successful relationships with senior leaders, elected officials, unions, workforce members, and human resources.
- Consistent high achiever and visionary with a strong 'can-do' focus who has been routinely appointed to transform operations to produce benchmark results – exceptional turn-around agent!
- Strong, energetic situational leader who has a history of providing fast track, cost effective solutions for customers and project requirements.

EDUCATION

- Pepperdine University, Malibu, California: Executive Master's of Business Administration (MBA).
- United States Air Force Academy, USAF Academy, Colorado: Bachelor of Science Degree (BS), General Studies: Civil Engineering/Math.
- Troy State University, Troy, Alabama: Master of Science Public Administration (MPA).
- George Washington University, Washington DC, Ed. S., Human Resource Development.

EXPERIENCE

Managed Trust, Rental Properties & Other Investments
Reno, NV

2017 - Present

Chugach:
West Sound Project Manager
Silverdale, WA
Logistics Project Manager
Reagan Ballistic Missile Test Site
Kwajalein Atoll

2012 -2016

- West Sound: Directed Base Operating Support for five remotely separated Naval bases and 17 satellite areas. Managed a \$70M budget and almost 400 personnel.
- Reagan Ballistic Missile Test Site: Directed the Logistics support operation for the entire atoll (8 islands), supporting the National Missile Defense program. Operations included responsibility for Public Works, Supply and Transportation, Airfield, Automotive, Fire Department (airfield and structural), Housing, Marine Operations, Project Controls, Finance, and HR.
- Manage over 860 personnel and a \$64M budget with savings of over \$3M .

- Responsible for all utilities to include providing primary power to seven different islands including fuel delivery; providing water and sewer collection and distribution to three islands.
- Managed the operation, maintenance and repair of 3M SF of failing 1950 vintage facilities.
- Provided regular supply and transportation throughout the atoll and internationally.
- Managed daily flight operations (personnel and cargo) for commercial and military aircraft to include fixed and rotary aircraft for two major airfield and six helipads.
- Managed the maintenance and repair of over 500 vehicles and heavy equipment of which 58% was overage – on two islands.
- Managed the operation, maintenance and repair of 11 Marine vessels and four barges supporting mission operation and delivery of personnel and cargo throughout the atoll.

Tom's Consulting

2011

- Assisted Nevada candidate in his United States Congressional Campaign.
- Performed property management for rental properties.
- Managed \$600,000 investment portfolio.
- Participated and assisted in local political action organizations.

**Town Manager
Manalapan, FL**

2010

- Left Manalapan after supporting the commission's reorganization efforts to combine the Town Manager and Finance Director position to produce the required budget reductions.
- Responsible for providing leadership, direction and management of all municipal departments including the Finance Department, Human Resources, Police, the Town Attorney, the Town Clerk and the Town Library.
- Directed all municipal administrative operations through a staff of 35 and a \$9M budget.
- Managed a Water and Sewer Utility including budgeting, and a \$6M capital improvements program. Developed badly needed capital improvements program.
- Implemented a program based budgeting process with guiding metrics. Developed and monitored the Town Annual Budget; presenting it to a seven member Commission for approval.
- Represented the Commission at all interagency meetings with Federal, State, and local government officials.

**Director, General Services
El Dorado County, CA**

2008 – 2009

- Reluctantly agreed to take on this short term opportunity to resolve long standing department problems that 7 directors in five years could not fix – developed and implemented strategic action plan and corrected deficiencies.
- Managed 60 personnel and a \$25M budget for Capital Projects, Parks, Facilities, and Fleet.
- Successfully resolved long standing politically sensitive personnel and program issues within the department; improving customer responsiveness and department efficiency and effectiveness.
- Provided oversight and direction for all personnel functions including hiring, performance evaluations, progressive discipline, and termination.

Tom's Consulting

2007 – 2008

- Performed property management for rental properties.
- Managed \$500,000 investment portfolio.
- Participated and assisted in local political action organizations.

**Interwest Consulting Group
Northern California Assignments**

2005 – 2007

- Extensive skills and abilities allowed me to fill numerous consultant leadership roles in different communities for development services, maintenance, design, and capital construction.

- Was assigned as the Engineering Manager in Yuba City, CA managing a troubled \$50M capital program and development projects for 18 months; later assigned as Lead Plan Check in Development Services, then Senior Project Manager and then Director of Operations – all in Elk Grove, CA based on need – versatility as a consultant highly valued!
- Managed a \$20M Downtown Revitalization and \$20M Park and Aquatics Center Project, which included consultant project management and contracting oversight, obtaining stakeholder input, facilitating community town hall meetings, resolved parking issues, as well as working with utility companies and state agencies. Successfully bid and awarded these two \$20M projects.
- Routinely collaborated with City Council, other city leaders, and community stakeholders providing technical assistance, problem solving, and action planning.
- Worked with and provided oversight to developers and construction contractors to ensure project compliance with local, state, and federal standards.
- Managed plan check, development conditioning, and adequacy of improvement plans, infrastructure, designs, and construction projects. Managed a staff of up to 20 plus consultants.

**Deputy Director of Public Works
Reno, NV**

2000 – 2005

- Lead operations of 170 personnel and a \$27 million budget for city maintenance (i.e., streets, traffic signal, sewer and storm systems, fleet, facilities, and a 4MGD treatment plant).
- Developed and implemented process improvement initiatives resulting in city savings of over \$3M annually and achieved improved outcomes for the City of Reno's maintenance functions.
- Implemented system transformation and organizational culture change to bring operations to national benchmark standards.
- Developed a \$100K leadership-training program for subordinate managers, supervisors and staff.
- Set goals and objectives for operations measured through a task management system.
- Routinely collaborated with the City Manager, City Council, Civil Service Commission, other city leaders, and community stakeholders.
- Managed financial and human resources allocations.
- Instituted Maintenance Management System for improved operational effectiveness and cost control.

**Director, Buildings and Grounds
University of Southern California
Los Angeles, CA**

1998 – 2000

- Lead operations of 80 personnel and \$9 million budget.
- Managed financial and human resources allocation in multiple geographically separate locations.
- Built, implemented, and monitored annual operating/capital requirements budget.
- Provided financial and operational analysis to USC leadership.
- Spearheaded organizational improvements for maximum productivity and customer responsiveness resulting in savings to the University of over \$150K annually.
- Established performance metrics and ensured compliance with federal, state, and local regulations.
- Resolved long standing but sensitive personnel issues.

**U.S. AIR FORCE – Retired LtCol
JUNE 1977 – SEP 1998**

Director of Public Works

1996 – 1998

Los Angeles Air Force Base, CA

- Responsible for providing oversight and management of over 2.7 million square feet of base facilities, utilities, including industrial/administrative buildings, and 574 family housing units at four remotely separate locations.
- Lead 182 personnel and managed a \$27M operating budget, along with a \$1.2M capital budget.
- Spearheaded 5-year facility strategic planning efforts, generating operating budgets for each alternative.
- Developed and managed metrics quarterly to ensure the highest level of facility support and customer service to end users.

Deputy Command Engineer

1994 –1996

Southern Command Engineering, Panama

- Managed a \$50M military training construction program for nation building.
- Acting Command Engineer for 12-month period in the absence of the Command Engineer.
- Provided direction to staff; briefed general officers, and provided engineering expertise to decision makers.
- Supervised 17 professional and support engineering staff.

U.S. Air Force - Travis AFB, CA

1991 – 1994

Civil Engineering Operations & Chief Engineering

- Responsible for directing the public works activities of almost 400 personnel who operate, maintain, and repair 10M SF of facilities; 500 plus facilities and all utilities including 2500 family housing units. Chief of Engineering Flight at the same time from Apr 93-Nov 93; managed five-year \$834M design/construction program and major area development planning effort. Managed multi-million dollar budgets.

U.S. Air Force - Langley AFB, VA

1990

Civil Engineering Chief of SABER

- Managing a \$3.5 million annual construction requirements contract for maintenance and repair of facilities and utilities, to include cost estimates, negotiations with contractors, and construction management.
- Personally developed a new contract and the source selection criteria.

Nevada EIT
Member ICMA

Other Air Force position information can be provide upon request.



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 05-Apr-2020

AAA

Rick Hohnbaum

📞 54155510905

✉ rhohnbaum@gmail.com

🏠 1190 D Street

Independence, OR 97351

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Other - AML Classified Ads

Employment History

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

City of Monroe

Job Title: City Administrator/Planner

Dates Employed From: Feb/2017

Dates Employed To: Mar/2020

Employment Length: 3 years, 1 month

Duties: City Planner, City Recorder, Economic and Community Development, Intergovernmental Relations including tribal, Public Works Administration, Budget Officer, Finance, Organizational Development, Project Management, Extensive Grant acquisition and administration

Supervisor Name: Mayor Paul Canter 541 321 2202

Address: Monroe, OR, UNITED STATES

Phone: (541) 847-5175

Ending Rate of Pay: 73,300

May We Contact? Yes

Reason For Leaving: Council terminated employment without cause

City of Gold Hill

Job Title: City Manager

Dates Employed From: Feb/2013

Dates Employed To: Jun/2016

Employment Length: 3 years, 4 months

Duties: CFO, grants, Budget Officer, HR, risk manager, emergency management, intergovernmental relations, public works administration

Reason For Leaving: New council voted 4-3 not to renew contract

Supervisor Name:
Margaret Dials city councilor and phone number above

Address: Gold Hill, OR, UNITED STATES

Phone: 541 601 3437

Ending Rate of Pay: 74,000

May We Contact? Yes

Compliance Service of America

Job Title: General Manager

Dates Employed From: May/2011

Dates Employed To: Apr/2012

Employment Length: 0 years, 11 months

Duties: CFO, Budget, Work flow analysis and improvement, risk manager, employee benefits administration, HR

Reason For Leaving: Laid off

Supervisor Name: Dyana Nedra Corporate Secretary

Address: Myrtle Point, OR, UNITED STATES

Phone: 800 400 1353

Ending Rate of Pay: 48,000

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.

Portland State University | Graduate School

Degree: Masters in Public Administration

Major: Finance and Intergovernmental Relations

Graduated? Yes

Western Oregon State | College or University

Degree: Bachelor of Science

Major: Social/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
resume.doc	Preview Download
Work History w job duties scope of work _2_.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.

Ryan Cope

Relationship: professional
Years Known: 10

Phone: 907 444-4522

Mike Bollweg

Relationship: Professional
Years Known: 7

Phone: 541 415 1117

John Morgan

Relationship: Professional
Years Known: 9

Phone: (503) 304-9401

Job Questions

CltY Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit	1. Effective communication skills are the most important element of the City Manager position. With the knowledge that	

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) ***

communication can consist of less than 10% being verbal, the communication skill involves a lot more than just words. What is that City Manager communicating by working a morning shift on the city owned garbage truck? What is that City Manager communicating by extending a council meeting with a PowerPoint on a subject which has been hashed and re-hashed? Being active in the community and representing the municipal organization (Rotary Club President) creates and communicates a trust relationship. Writing and verbal communications which are different and as individualistic as people are. 2. Partnership/Team development to accomplish what one unit of the organization cannot do alone. 3. Knowledge and skills are critical and some of the scars from previous service as a city manager are the foundations of learning which benefit the City that employs my services as a City Manager. Human Resources, Public Sector Finance and Budgeting, Alaska Coastal Zone Management, Project Management, Emergency Management and Community Development are all skills and experience which are critical for a successful City Manager for Homer. 4. Strength to do what is right and not what is easy when they are not the same.

The development of the harbor front of Whittier, Alaska. When I became the 13th City Manager of Whittier in May of 2003, (and the first to ever resign) it was a dirt and partially graveled pit-hole; the entire uplands along the entire length of the harbor front and water business district. This project involved ARRC, the City and multiple divisions of DOT&PK including AMHS, Harbors, Air, Highways and contracted services of the tunnel operations. It also involved DEC when employees installing water and storm lines got sick from working in the contaminated soils along the harbor front from the busted oil tanks of the 1964 earthquake. The hard-surfaced parking lot, the highway to the ferry terminal, the sidewalks and the multiple restrooms and access points to the harbor all happened by the creative partnership I administered as the City Manager of Whittier.

Later it was the cruise facility and docks which are on city owned lands with long-term leases. The funding was present when I arrived and had been there for three years, but no one had been able to tackle the project and get it done. I negotiated the return of the cruise ships to Whittier. Princess corporate was concerned that the city could initiate a local head tax. Knowing that one city council could not obligate future councils' policy, it was some very creative professional skills for me to negotiate the agreement to address this issue and facilitate the development of the project.

I proceed just like a policy that I did agree with. It is not my position to approve policy determined by council action. It is my role to create and administer policy as directed by the city council. There have been times when I have written ordinances or resolutions relating to policies which I have not approved. Some have been basic in form and some have been controversial. I had a city councilor who wanted the council to approve a resolution supporting the 2nd Amendment. I have no issues with the 2nd amendment but I really don't think it is a city council's role to issue resolutions relating to Amendments to the US Constitution. The City of Monroe, Oregon has a resolution which I wrote supporting the 2nd Amendment of the Constitution. Retail marijuana stores brought forth a process of creating an administrative process to determine rules and regulations. I am not a supporter of the public consumption of marijuana. The City of Gold Hill, Oregon had the first regulated retail shop for marijuana in the State of Oregon while I was the Gold Hill City Manager. I have no problem nor challenge in facilitating the process of policy adoption which I may not personally or professionally agree with. My role is to inform, advise and provide for the governing body.

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**

Leadership is about enabling. Enabling my governing body to lead and provide the leadership for a beautiful community and support its desired development and changes. Enabling my department heads to lead their

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) ***

departments and I serve as a resource for their success. Enabling the citizens to participate and be active in whatever role they choose in this lifestyle referred to as representative self-governance. My role is to facilitate the success of the organization and I do that by facilitating the success of the people involved in the municipal organization. I lead by enabling your experienced (and relatively new) fire chief as well as your long-serving police chief to be a positive force of enhancing the preparation, response and service to the community and that could include new jackets for responders to additional city-wide scenario emergency response training for city staff to hosting some community event(s). I lead by encouraging the governing body members to be passionate about something and provide leadership and enablement in that particular area or issue. Leadership is about enabling, facilitating and providing forward momentum for the organization.

The budget and finance development and administration are a critical area where I will share a particular level of experience and leadership within the organization. Not only do I enjoy that element of the position, I have consistently excelled. In Kotzebue I did two annual audits and a budget within my first 90 days. Emergency management is an area which I enjoy and can be tempted to expend to much of the municipal resources including my time and focus. As a former firefighter and emergency manager, the planning and training aspect receives a higher level of expectation from myself and for city staff. The third primary area of special experience is serving as the representative for the organization both locally and state-wide. Intergovernmental relations and public-private partnership development experience has been diverse and significant in my capacity as a city manager. The partnership in Whittier with Chugach National Forest and Chugach Alaska Corporation who had never done a joint project until the Shotgun Road Project which I facilitated using Federal Highway Administration funds. One area of

modification to the job description would be the role in “assist” in helping the council obtain information. I see it as a primary role of the position to inform and share with the governing board so that they may make informed decisions. I see my role more than just assisting in this aspect of the position as city manager.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	not sure	
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? *	May 15, 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. *	Extensive public sector finance administration, grant administration, emergency management, risk management,	

budget, human resource administration, finance software, public information officer, extensive ICS certification, project management, economic and community development

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. *

I have served as a mayor, city councilor and a planning commissioner within local government. I have also served as the finance chair/treasurer for \$1M annual budget mainline Protestant Church, Rotary President, Volunteer Fire Fighter (14 years) including acting chief while at Whittier for 5 months. I have served on numerous boards and commissions including League of Oregon Cities Transportation Issues, Washington County Library Advisory Board, Washington County Community Development Block Grant, Northwest Arctic Local Emergency Planning Committee and numerous local advisory groups.

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Public Sector budgeting, grant accounting, utility rate analysis, work flow analysis and improvement, created urban renewal district, harbor administration, finance analysis, public presentation skills, finance police and procedure development, public relations, staff development, risk management	
What type of computers and software have you used? *	Customized software such as Springbrook, Caselle	
Other qualifications specific to this position? *	I have served as the CFO for Kotzebue and Whittier Alaska with about 4 years of experience. I have also served as CFO for 4 cities in Oregon with over 12 years of experience. I have been the budget officer for all of these communities. Extensive successful grant accounting including a direct FHWA grant which was not a passed	

List any certifications you have received: *

through from the state due to a partnership on the project that I developed with USFS.

Extensive NIMS/ICS and fire administration certifications

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. *

I have no relatives working for the City of Homer. In the late 1980's my aunt was a volunteer at the library and then I think she became a part-time employee for not more than 5 years. Blythe Stanton was my late mother's older sister and her husband Ed was a local pastor there.

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

Alaskan Experience with public sector finance and policy administration.

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 Arthur Hohnbaum
Date: 2020-04-05 10:56:54am
IP Address: 47.25.236.198

Signature

Date

Rick A. Hohnbaum
rhohnbaum@gmail.com

1190 D Street Independence, OR 97351
(541) 551-0905 cell

Profile

- Experience as a city manager in Alaska and Oregon
- Goal-oriented individual with strong leadership capabilities
- Financial management and planning, including CFO positions
- HR Director 160-employee Public Hospital District

Education

Masters in Public Administration, Portland State University
Bachelor of Science, Social Science, Western Oregon University

Relevant Experience & Accomplishments

- City Administrator/Manager for communities ranging from 172 to 5,200
- Budget Officer for municipalities including oversight of hospital and school facilities
- Personnel Officer for cities ranging from 7 to 111 employees
- Chief Financial Officer for cities with annual budgets ranging from \$3M to \$55M
- Managed infrastructure projects including water, streets, wastewater, facilities
- Public policy development and administration
- Created and administered Urban Renewal District
- Wrote and administered utility franchisee agreements and contracts
- Administered and wrote grants and secured funding for capital projects and programs
- Established joint city/school district library facility and operations
- Sherwood School District Strategic Planning Team
- Washington County Community Development Block Grant Committee
- Founding member of Friends of Tualatin National Wildlife Refuge
- Staff and/or member of numerous local boards and commissions

Management/Supervision

- Facilitated annual budget creation with senior management team
- Recruit and hire finance staff members
- Extensive grant administration
- Management of finance software acquisition and maintenance
- HR Director/Quality Improvement Coordinator for a 160-employee hospital district
- Emergency management operations and planner
- Risk Manager for municipalities, hospital and consulting firm
- Facilitated multi-organizational project meetings including tribal and private entities
- Public Works Administrator
- Trained, supervised and evaluated staff, coached improvement management skills
- Established minimum standards for NIMS training and conducted city EOC exercise
- Facilitated team building exercises for municipal staff
- Project management and administration
- Created and administered personnel handbook policies and procedures
- Training officer for volunteer fire departments

Employment	City Manager-4 cities in Oregon, 3 in Alaska • Project Management-wastewater facility, water treatment plant, created library facility in partnership with school district, administered new road project in partnership with federal agency and native corporation
Experience	• Finance Administration-CFO in 6 cities, budget officer in 7 cities, finance analyst, presented annual budgets for adoption, provided monthly finance reports, oversight of all expenditures and revenues, grant administration including federal and state funds, audit prep, complex multi-funds budgets involving diverse revenue sources • Community Development-Comprehensive planning and administration, city planner, hazard mitigation • Intergovernmental Affairs-lobbying federal and state level, partnership development with federal and state agencies, counties and tribes
Most Recent	Monroe City Administrator - Monroe, Oregon 2017-2020 City Planner, Chief Finance Officer, Economic and Community Development, Intergovernmental Relations, Community Relations
Private Sector	Business Manager-Compliance Service of America -2011/2012 • Organizational Development-Systematic work flow improvements • Finance Officer-Created budgets for three years • Project Management-Major new clients and resources allocation
Public Sector Experience	Director of Human Resources-Lower Umpqua Hospital - 2008/2009 • Staff Development-Training and organizational development • Administered employee benefits-payroll, insurance • Quality Improvement Coordinator/Risk Management-OSHA • Community Relations-community volunteer and service
First Career	United Parcel Service including hazardous spills incident responder/safety trainer, accident/incident root cause analysis
Volunteer Experience	Board of Trustees for Oregon-Idaho Conference of Main Line Church Church Treasurer and Chair of Finance for large Main Line Church The Ford Family Foundation Working Team 5 and 6 Mayor-City of Sherwood City Councilor-City of Yamhill Rotary-Reedsport Rotary Club President Volunteer Firefighter-14 years (7 with TVFR) Chamber of Commerce Board Member Chair-Gardiner Rural Fire Protection District Board Regional Governance Committee (consortium of local governments) Oregon Department of Transportation Audit Committee Oregon Department of Emergency Management Grant Advisory Committee

Dates	Employer	Position	Staff Size-Budget-Scope of Duties
Feb. 1, 2017 To [redacted] ch, 2020	City of Monroe, Oregon	City Administrator	7, \$2.1M CFO, Public Works Administration, Budget Officer, Intergovernmental Relations, Extensive grant acquisitions and administration, City Planner, Economic and Community Development, COE partnership on Long Tom River Project, Long Tom Watershed, Community Library Legacy Project, significant governmental relations work with county, state and federal agencies, Oregon Main Street Program, significant community development projects
Feb. 12, 2013 to June 2, 2016	City of Gold Hill, Oregon	City Manager	6, \$2.4M, Acting public works director, intergovernmental relations, significant infrastructure analysis and updating, extensive wastewater projects accomplished along with long-term planning needs, \$2.5M wastewater collection system half grants/half low interest loans, \$5M plus in grant acquisitions and administration, community relations, CFO, HR, emergency management, economic development, public/private partnership development, project management, significant park development projects, personnel policy development
5-11 To 4-12	Comp. Service of America	General Manager	13, \$2M, business/work flow analysis, CFO, risk management, corporate tax setup and administration, project management, established personnel files, policies and procedures, benefits administration
3-11 To 5-11	NW Arctic School District	Substitute Teacher	0, N/A, on-call substitute teacher including two long term assignments replacing the band teacher and filling in for a world studies teacher, class room management, lesson planning, Northwest Arctic Borough School District where 90% of population is Native Alaskan
May 2010 To March 2011	City of Kotzebue, Alaska	City Manager	50, \$45M, two annual audits and one budget in my first 90 days. I was hired to put their financial house in order and establish a new revenue source of a city-owned liquor store. I recruited and hired a majority of the department heads: CFO, police chief, fire chief, public works director. I was the CFO until I hired one, emergency services, HR, finance, intergovernmental/tribal relations, lobbying, project management, economic development, initiated new dock facility, state and federal lobbying for funds for special projects
Sept. 2008 To [redacted] 2010	Lower Umpqua Hospital Reedsport	Director of Human Resources	160, N/A, Union contract negotiations with two unions, all personnel and human relations, created and implemented new organizational culture program instilling concepts related to customer service delivery for all employees, charged with massive downsizing of city's largest employer, administer employee benefits, emergency and risk manager, community relations, payroll administration, rotating shift of on-call hospital administrator
Oct. 2005 To Aug. 2008	City of Reedsport	City Manager	33, \$15M, Partnership development with local taxing districts to support the creation of a new urban renewal district, facilitated community meeting to establish finance plan for new urban renewal district, extensive wastewater issues, facilitated the development of a new wastewater treatment plant, business development and retention, economic development, CFO, HR, intergovernmental relations, special projects, project management, emergency manager, staff development, union negotiations, community relations, chamber board
March 2003 To Oct. 2005	City of Whittier, Alaska	City Manager	17, \$4M, Acting Harbormaster for half of my service at Whittier, Acting CFO after finding some financial irregularities during my first budget season, acting fire chief for six months, extensive water front economic development projects including infrastructure and leasing of city owned properties to small businesses, negotiations with tourism-related industry partners, Cruise Industry negotiations and development, projects involving both city and railroad properties, major project involving USFS and city, grant administration including a direct grant from Federal Highway Administration, HR, emergency manager, project management, community relations, intergovernmental relations, federal and state lobbying, Homeland Security, Port, Alaska Coastal Zone Planning, ARRC property management and development
July 1998 to March 2003	3 Positions	City Manager	Three Oregon city manager positions, two interim positions while they did searches and one almost three-year position. Significant emergency management and wastewater treatment facilities projects, negotiation of water rights and usage, budget officer, CFO, tribal and federal relations including military base operations, public works administration
[redacted] To July 1998	Half time till 1990	UPS	United Parcel Service originally on loading operations but was trained and certified for driving within my third month due to operational needs. Worked while attending college and while serving in half-time ministerial position. Full-time driving and hazardous materials re[redacted] and trainer during the last eight years employed. Semi-driving during 1998



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Employment Application | Submitted: 10-May-2020

AAA

Melissa Jacobsen

☎ (907) 399-3123

✉ melcolsam9299@gmail.com

🏠 4686 Tamara St. Homer
Homer, AK 99603
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.

City of Homer - Current Employer

Job Title: City Clerk

Dates Employed From: Jun/2004

Dates Employed To: Currently Employed

Employment Length: 15 years, 11 months

Duties: Custodian of the City Seal; Parliamentarian and Clerk to Homer City Council; Liaison between the public, Council, and other City officials; Supervisor of City Elections; Records Custodian; Prepare Council meeting agenda packets including receiving, reviewing, and preparing ordinances, resolutions, memorandums, and back up materials; Schedule and notice

Supervisor Name: Marvin Yoder

Address: Homer, AK, UNITED STATES

Phone: 907-235-8121

Ending Rate of Pay: \$89,000

May We Contact? Yes

all public meetings, public hearings, executive sessions, and elections; Maintain records for Hickerson Memorial Cemetery; Facilitate the special assessment district creation process; Manage the Invitation to Bid and Request for Proposals process; Facilitates the Appeal process as outlined in Homer City Code

Reason For Leaving: Currently Employed

Bay Realty

Job Title: Office Manager and Real Estate Agent

Dates Employed From: Sep/1997

Dates Employed To: Jun/2004

Employment Length: 6 years, 9 months

Duties: Prepared real estate listing and sales contracts Maintained real estate listing files Answered phones and routed calls to agents Worked with buyers and sellers to list and sell properties Assisted Broker with scheduling and showing properties Processed Commission payments to listing and selling agents and payroll for employees

Reason For Leaving: Hired by the City of Homer

Supervisor Name: Debra Leisek

Address: Homer, AK, UNITED STATES

Phone: 907-235-6183

Ending Rate of Pay: \$15.00 per hour plus sales Commissions

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.

Memorial Senior High School | High School or Equivalent

Degree:

Graduated? Yes

Major:

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

Cover Letter _ Resume.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.

Jo Johnson

Relationship: Supervisor
Years Known: 17

Phone: 907-299-1703

Katie Koester

Relationship: Supervisor
Years Known: 7

Phone: 907-299-7718

Beth Wythe

Relationship: Former Mayor
Years Known: 8

Phone: 235-3919

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) *	The willingness and ability to collaborate, strong communication skills, understanding the importance of transparency in local government, honesty and integrity, customer service oriented, willing to make difficult decisions and able to clearly explain why.	
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) *	Working for the City of Homer for 17 years, starting as Deputy City Clerk I and promoting up the ranks to City Clerk. I have observed, assisted in, and been part of the growth of our City over the years. I've worked with various Mayors, Council members, Commissioners, Board and Committee members and I've worked with two of the best City Manager's in the State.	

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 ideas and perspectives that developed the policy that's been proposed, and share my thoughts and reasoning why I'm not in agreement. I would provide factual information whenever possible to assist in working through the pros and cons of an issue, and then respect the decision 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) *	Collaboration. The City Manager is responsible for effective and efficient administration of city services. While they have the responsibility to be familiar with the different facets of all city services they can't know everything. It's imperative to be able to communicate and collaborate with the City Department Heads, Division Directors, and other subject matter experts to ensure well thought out direction is being delivered and effective decisions are being made.
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 experience in several areas identified in the job functions including enforcement of municipal law and carrying out directives of the Council; community relations and addressing questions and complaints from the public; Council meeting content and agenda preparation; working relationship with the City Attorney; coordinating with local government entities; working knowledge of state and local laws and regulations; and performing duties prescribed by Homer City Code, Title 29, and the Open Meetings Laws.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	No	
If yes, Please give dates applied	2004	
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	No	

Status? (Proof of citizenship or immigration status will be required upon employment) *	
On what date would you be available for work? *	July 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. *	Successfully completed the Introduction to Parliamentary Procedures through the University of Wisconsin.	
Describe any job-related training received in the United States military. *	As a Second Class Petty Officer in the United States Navy I lead other enlistees in the duties required in our department.	
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. *	South Peninsula Hospital Board Secretary, Alaska Association of Municipal Clerks Communications Director, 2nd Vice President, 1st Vice President, and President, Kachemak Bay Rotary Club Secretary, South Peninsula Pop Warner Secretary and President	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Nothing additional	
What type of computers and software have you used? *	PC computers with Microsoft Word, Excel, Power Point; Laserfiche Document Management software, Municode Meetings Agenda Management Software.	
Other qualifications specific to this position? *	Experience	
List any certifications you have received: *	Certified Municipal Clerk and Master Municipal Clerk	

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.

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.

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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: Melissa Jacobsen

Date: 2020-05-10 09:47:50pm

IP Address: 209.112.183.193

Signature

Date

Melissa Jacobsen
4686 Tamara Street
Homer, Alaska 99603

May 8, 2020

Honorable Mayor Castner and Homer City Council,

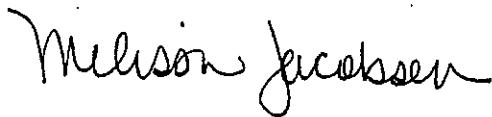
Thank you for the opportunity to apply for the position of City Manager for the City of Homer.

I began my career with the City of Homer June 24, 2004 when I was hired as Deputy City Clerk I, and have since advanced to City Clerk. I have developed a strong knowledge of City processes and have worked well with my colleagues, City Attorneys, and City Managers. I'm committed to life-long learning. Through my attendance at professional development courses, and attendance at numerous conference education sessions, I've achieved a Certified Municipal Clerk designation, and continued on to achieve the prestigious Master Municipal Clerk designation from the International Institute of Municipal Clerks.

I have the skills necessary to serve as the City Manager. I have spent time working with Commissioners, and Board and Committee members. I draft legislation and perform research to develop a complete record. I understand the importance of proper public notice, the significance of the Open Meetings Act, and the need for public awareness and involvement in the decision making process. My years of being involved in elections, the key component of the democratic process, continually instill the importance of following public process and being accountable to the citizens of Homer. I serve as a supervisor to City Clerk's office staff, and each year train and supervise Judges for City Elections. I've assumed leadership roles on the South Peninsula Hospital Board, the Alaska Association of Municipal Clerks, and chaired the City's employee committee. During my four year enlistment in the Navy I promoted from a Seaman, E-1 to a Second Class Petty Officer, E-5 and lead other enlistees in the duties required in our department. Advancing to City Manager is an elevation of my current job duties and a logical next step in my career with the City.

I moved to Homer in 1995. I've raised my children here and am fully invested in this community. It has been an honor to work for the City of Homer, to work with the citizens, and also with the decision makers; I am committed to continued service to the City.

Sincerely,

A handwritten signature in black ink that reads "Melissa Jacobsen". The script is cursive and fluid, with the first name "Melissa" written in a larger, more prominent hand than the last name "Jacobsen".

Melissa Jacobsen

Melissa Lea Jacobsen

4686 Tamara St. Homer, Alaska 99603, 907.399.3123; melcolsam9299@gmail.com

WORK EXPERIENCE

City of Homer

City Clerk – June 1, 2017 to present

- Custodian of the City Seal
- Parliamentarian and Clerk to City Council
- Liaison between the public, Council, and other City Officials
- Municipal Elections Supervisor, and Absentee Voting Official for the State of Alaska and Kenai Peninsula Borough Elections
- Records Custodian for the City
- Receive, review, and prepare ordinances, resolutions, memorandums, back up materials, and meeting minutes
- Prepare agenda packets for City Council meetings
- Maintain Cemetery Records
- Prepare the budget for City Council, City Clerk, and Elections
- Communicate regularly and effectively with local media
- Facilitate the special assessment district creation process
- Facilitate the Invitation to Bid and Request for Proposal
- Facilitate the Appeal Process
- Schedule and notice all public meetings, public hearings, and executive sessions
- Notary Public

Deputy City Clerk I & II – June 2004 to May 31, 2017

- Facilitated Municipal Elections, and assisted with State of Alaska and Kenai Peninsula Borough Elections
- Processed petitions and public notices for the initiation of special assessment districts
- Processed Public Records Requests
- Cemetery Plots and Deeds
- Parliamentarian and Clerk to City Commissions, Committees, and Task Forces
- Prepared ordinances, resolutions, memorandums
- Assisted in advertising public meetings, public hearings, and executive sessions
- Served as Acting City Clerk in the City Clerk's absence
- Carried out records storage and records destruction in accordance with the Records Retention Policy
- Notary Public

Bay Realty

Office Manager and Real Estate Agent – 1997 to June 2004

- Prepared real estate listing and sales contracts
- Maintained real estate listing files
- Worked with buyers and sellers to list and sell properties
- Assisted Broker with scheduling and showing properties
- Processed commission payments to listing and selling agents and payroll for employees
- Answered phones and routed calls to agents

SERVICE

- South Peninsula Hospital Board of Directors Board member 2019-2020, Board Secretary 2020-current
- United States Navy 1988-1992, advanced from Seaman (E-1) to Torpedoman's Mate Technician 2nd Class Petty Officer (E-5). Received the Navy Achievement Medal, a Good Conduct Medal, a Marksmanship Badge and an honorable discharged from service
- Alaska Association of Municipal Clerks, 2005 to present, served as Scholarship Committee Chair 2014-2015, Communications Director 2016-2017, 2nd Vice President 2018, 1st Vice President 2019, President 2020
- International Association of Municipal Clerks member 2005 to present
- Kachemak Bay Rotary Club Member and Secretary 2014
- Alaska Association of Realtors member 2000-2004
- Homer Pop Warner Board Member 2003-2006 served as Secretary and President

RELEVANT TRAINING

- FEMA Incident Command System 100, 200, 300, 400, 700, and 800
- Northwest Clerk's Institute Professional Development Programs
- University of Wisconsin Parliamentary Procedures
- Association of Records Managers and Administrators (ARMA) Records Retention Program

CERTIFICATIONS

- Master Municipal Clerk, 2016
- Certified Municipal Clerk, 2006

EDUCATION

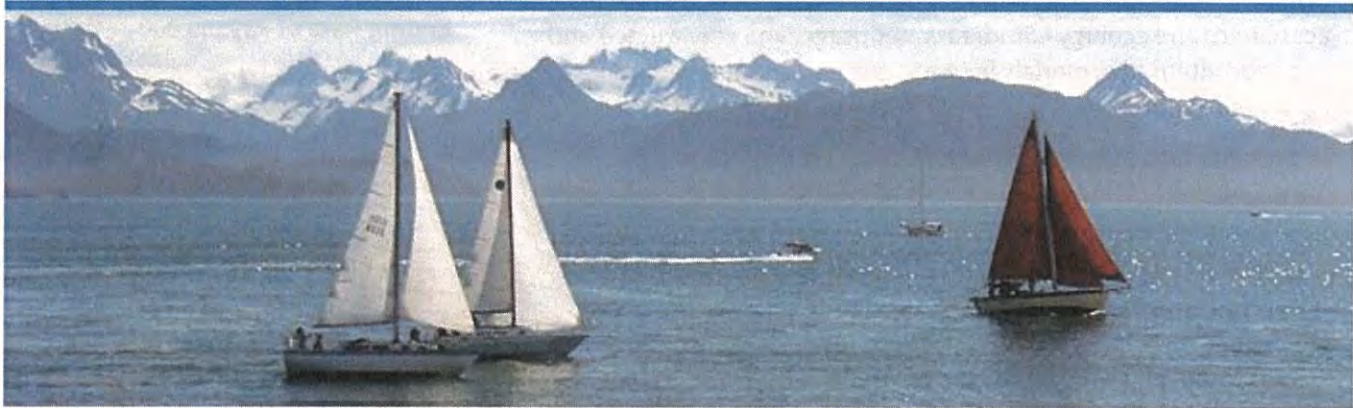
- Memorial Senior High School, Tulsa, Oklahoma, Graduated May 1985



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 09-Apr-2020

AAA

John Mejaski

(317) 702-5236

katmackjj@gmail.com

6521 Fawn Settle Drive

Wilmington, NC 28409

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Other - ICMA

Employment History

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

Independent Claims Adjuster - Current Employer

Job Title: Contractor

Dates Employed From: Jun/2013

Dates Employed To: Currently Employed

Employment Length: 6 years, 11 months

Duties: • Inspected storm, hail, and wind damage for several major carriers • Filed reports, created sketches and estimates in Xactimate software

Reason For Leaving: Currently Employed

Supervisor Name: Self

Address: Wilmington, NC, UNITED STATES

Phone: (317) 702-5236

Ending Rate of Pay: Varies

May We Contact? Yes

University of North Carolina

Job Title: Research Associate

Dates Employed From: Aug/2011

Dates Employed To: May/2013

Employment Length: 1 year, 9 months

Duties: • Studied network analysis, urban metabolism, natural resource economics and ecology • Studied water usage, and constructed and analyzed alternative models for water systems modifications in the Cape Fear River Basin

Reason For Leaving: Grant Funded

Supervisor Name: Stuart Borrett

Address: Wilmington, NC, UNITED STATES

Phone: 910-962-3000

Ending Rate of Pay: 50,000

May We Contact? Yes

Town of Banner Elk

Job Title: Town Manager

Dates Employed From: Mar/2008

Dates Employed To: Aug/2011

Employment Length: 3 years, 5 months

Duties: • Supervised 22 full-time employees and oversaw departments including Public Works, Police, Emergency Services, Administration, Finance, Zoning, and Parks and Recreation • Managed \$2 million annual budget • Created pedestrian master plan, recreation master plan and comprehensive land usage plan • Completed comprehensive analysis of water and sewer rates • Oversaw multiple major infrastructure improvements and upgrades

Reason For Leaving: Pursue work at UNC

Supervisor Name: Town Council

Address: Banner Elk, NC, UNITED STATES

Phone: (828) 898-5398

Ending Rate of Pay: 85,000

May We Contact? Yes

Town of Nashville

Job Title: Town Manager

Dates Employed From: Aug/2002

Dates Employed To: Nov/2005

Employment Length: 3 years, 3 months

Duties: • Supervised Water and Sewer Utilities, Roads, Waste and Administration Departments • Managed \$3.5 million budget • Facilitated project focusing on LEED design for municipalities • Improved Town's emergency management plan, vulnerability assessment and ERP • Revitalized participation in Main Street program to improve downtown streetscape, received \$450,000 grant, community support and matching funds • Brought multipurpose trail to the forefront, received \$850,000 grant and matching funds

Reason For Leaving: Move to NC

Supervisor Name: Town Council

Address: Nashville, IN, UNITED STATES

Phone: (812) 988-5526

Ending Rate of Pay: 60,000

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.

Ball State University | College or University

Degree: BS
Major: Environmental Science

Graduated? Yes

Indiana University | Graduate School

Degree: MPA
Major: Public Administration

Graduated? Yes

University of North Carolina | Graduate School

Degree: MS
Major: Marine Biology

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	
John_Mejaski_Resume20.doc	Preview	Download
John_Mejaski_CoverLetterHomer.doc	Preview	Download

Text Only Resume

J O H N J. M E J A S K I
6521 Fawn Settle Drive, Wilmington, NC 28409 - 504.812.6415 -
jjm224@gmail.com

E D U C A T I O N

University of North Carolina - Wilmington, North Carolina
Degree : MS in Marine Biology, 2013
Indiana University - Indianapolis, Indiana
Degree : MPA in Public Administration, 2002
Ball State University - Muncie, Indiana
Degree : BS in Natural Resources and Environmental Management, 1998

W O R K E X E R I E N C E

Independent Claims Adjuster June 2013-Present
Inspected storm, hail, and wind damage for several major carriers
Filed reports, created sketches and estimates in Xactimate software

Research Associate/Teaching Assistant, UNCW
August 2011-May 2013
Studied network analysis, urban metabolism, natural resource economics and ecology
Studied water usage, and constructed and analyzed alternative models for water systems modifications in the Cape Fear River Basin

Town Manager, Banner Elk, North Carolina March 2008-August 2011
Supervised 22 full-time employees and oversaw departments including Public Works, Police, Emergency Services, Administration, Finance, Zoning, and Parks and Recreation
Managed \$2 million annual budget
Created pedestrian master plan, recreation master plan and comprehensive land usage plan
Completed comprehensive analysis of water and sewer rates
Oversaw multiple major infrastructure improvements and upgrades

Senior Project Manager, Global Green USA March 2007-March 2008
Managed \$2 million grant and worked closely with Bush Clinton Katrina Fund
Inspected and assessed structural damage on 64 hurricane impacted schools
Oversaw construction and rebuilding of 20 schools that met criteria
Received and reviewed construction and renovation bids on public buildings
Headed community outreach to all hurricane damaged Parishes in Louisiana
Hosted workshops to educate on green building and energy reduction strategies

Executive Director, Garner Revitalization Association December 2005-December 2006
Oversaw all aspects of nonprofit start-up, including 501 (c) 3 status, planning, budgeting, public relations, reporting, community partner building, etc.
Served as liaison between town government, downtown businesses, residents, organizations, regional and state entities and funding sources
Received funds for downtown revitalization through grant requests, events and campaigns

Town Manager, Nashville, Indiana August 2002-November 2005
Supervised Water and Sewer Utilities, Roads, Waste and Administration Departments
Managed \$3.5 million budget
Facilitated project focusing on LEED design for municipalities
Improved Town's emergency management plan, vulnerability assessment and ERP

Revitalized participation in Main Street program to improve downtown streetscape, received \$450 ,000 grant, community support and matching funds
Brought multipurpose trail to the forefront, received \$850 ,000 grant and matching funds

Contractor, Indpls Dept. of Public Works Permitting Dept January
2002-August 2002
Property Management, McGlaughlin Enterprises May 1996-October 2001
Field Coordinator, ATC and Associates June 1998-August 2000

T R A I N I N G, VOLUNTEER & O T H E R

R

Awards and Scholarships

Governor's Award for Indiana's Leaders of Tomorrow - Indiana Humanities Council and Indiana Governor Frank O'Bannon, 2003
People to People Community Building Ambassadorial Delegation, Eastern Europe
Rotary International Professional Exchange Program, Nigeria
IPEP Safety in the Workplace Award, 2003
Community Service Scholarship Award - IUPUI Center for Service Learning and Indianapolis Mayor Bart Peterson, 2001
The Ultimate Good Spirit Award - Ball State Ultimate Team, 1998

Related Training and Certifications

NC Rural Center, Rural Economic Development Institution
UNC School of Government Public Executive Leadership Academy
UNC School of Government, The Development Finance Toolbox
UNC School of Government, Economic Development Course (BEDC)
NC Water Treatment Facility Operator Board Certification, Cross-Connection
NC State Storm water BMP Inspection and Maintenance
LEED Training for New Construction, LEED Training for Schools
American Red Cross, Introduction to Disaster, Shelter Operations, Mass Care
Water Distribution Systems, Waste Water Systems
Environmental Impact Assessment Training

Volunteer Leadership Roles

Cape Fear Rugby, Director of Recruitment and Communications
Banner Elk Volunteer Firefighter and Rescue Squad
Banner Elk Kiwanis Club, Board Member
Civitans, Rotary International, Lions Club International
Brown County Volunteer Fire Department, Building and Fundraising Committees
Indiana Association of Cities and Towns
Indiana Governor's Conference on Service and Volunteerism, Honored Presenter
BSU Ultimate Team Captain and Tournament Coordinator
Model UN, Delegate, Security Council Chair

Other Interests

Scuba, boating, volunteer service, gardening, classic cars, hiking,

photography, cooking.

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Teresa Anderson

Relationship: Community Leader
Years Known: 18

Phone: 812-988-9365

Pam Steward

Relationship: Community Leader
Years Known: 14

Phone: 504-812-1267

Tom McMurray

Relationship: Town Attorney
Years Known: 11

Phone: 828-386-1116

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) *	I believe the most important elements are implementing policy set by council, leading all departments with an attitude of teamwork, community engagement, and relationship building. I am committed to leading with vision while also managing the necessary details to get things done.	
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	As Town Manager of Nashville, Indiana, I worked with the community to create a greenway trail leading from town to the State Park. I developed a committee, many public and private partnerships, engaged local universities, held public forums, received grant funding, and raised the necessary matching funds. The community	

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) *

had never worked together in that way before, and had never received such funding.

My first step would be to seek to understand why the council is interested in this policy, and how it impacts our community. I would research and learn. If I still felt the policy was not in the best interest of our community, I would offer guidance and support to council members as we explore alternatives. I would ultimately implement any policy the council deems in the best interest of the citizens we serve though, regardless of personal opinion.

My leadership philosophy is hands on, all in, and enthusiastic. I'm very much a team player, and strive to connect with my employees and the citizens I serve, as well as the community at large. I pride myself on being able to focus on the big picture while also understanding the details.

I have experience in all aspects of municipal administration, such as public works, public safety, finance, planning and zoning, etc. In particular, I have experience managing tourist destinations, and the unique issues that can arise. I also have gained in depth understanding through research and field experience focused on coastal municipalities use resources and interact with the surrounding 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	No	

Status? (Proof of citizenship or immigration status will be required upon employment) *

On what date would you be available for work? * 5/20/20

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. *	• NC Rural Center, Rural Economic Development Institution • UNC School of Government Public Executive Leadership Academy • UNC School of Government, The Development Finance Toolbox • UNC School of Government, Economic Development Course (BEDC) • NC Water Treatment Facility Operator Board Certification, Cross-Connection • NC State Storm water BMP Inspection and Maintenance • LEED Training for New Construction, LEED Training for Schools • American Red Cross, Introduction to Disaster, Shelter Operations, Mass Care • Water Distribution Systems, Waste Water Systems • Environmental Impact Assessment 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. *	• Governor's Award for Indiana's Leaders of Tomorrow - Indiana Humanities Council and Indiana Governor Frank O'Bannon, 2003 • People to People Community Building Ambassadorial Delegation, Eastern Europe • Rotary International Professional Exchange Program, Nigeria • IPEP Safety in the Workplace Award, 2003 • Community Service Scholarship Award - IUPUI Center for Service	

Learning and Indianapolis Mayor Bart Peterson, 2001 • Banner Elk Volunteer Firefighter and Rescue Squad • Banner Elk Kiwanis Club, Board Member • Civitans, Rotary International, Lions Club International • Brown County Volunteer Fire Department, Building and Fundraising Committees • Indiana Association of Cities and Towns • Indiana Governor’s Conference on Service and Volunteerism, Honored Presenter

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	See Resume	
What type of computers and software have you used? *	All basic operating systems, modeling software (R, Matlab, etc), Adobe Suite products, Xactimate	
Other qualifications specific to this position? *	See Resume	
List any certifications you have received: *	• NC Rural Center, Rural Economic Development Institution • UNC School of Government Public Executive Leadership Academy • UNC School of Government, The Development Finance Toolbox • UNC School of Government, Economic Development Course (BEDC) • NC Water Treatment Facility Operator Board Certification, Cross-Connection • NC State Storm water BMP Inspection and Maintenance • LEED Training for New Construction, LEED Training for Schools • American Red Cross, Introduction to Disaster, Shelter Operations, Mass Care • Water Distribution Systems, Waste Water Systems • Environmental Impact Assessment Training	
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	n/a	

the employees' spouse. *

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

**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: John Mejaski
Date: 2020-04-09 11:51:12am
IP Address: 99.109.21.132



Signature

Date





JOHN J. MEJASKI

6521 Fawn Settle Drive, Wilmington, NC 28409 ~ 504.812.6415 ~ jjm224@gmail.com

April 9, 2020

City of Homer
491 E Pioneer Ave
Homer, AK 99603-7624

Please accept my resume for the City Manager position. My unique combination of education, skills, experience and energy would be a great fit for this position.

I have over 10 years of experience in local government, and in particular, have a great deal of experience in managing tourist destinations. I have served as the Town Manager of Nashville, Indiana and Banner Elk, North Carolina, Executive Director of an economic development corporation, and Senior Project Manager with Global Green USA.

I hold a Master's Degree in Public Affairs, a Master's of Science in Marine Biology, and a Bachelor's Degree in Natural Resources and Environmental Management. In my MS program at UNCW, my focus and research were on the relationship between coastal cities, utilities, and development. I directly studied how municipalities use resources, develop, and respond. In addition to this formal education, I've participated in a number of trainings and workshops. Two particularly important credentials include Public Executive Leadership Academy at UNC School of Government, and the Rural Centers Economic Development Course.

I gained a great deal of hands-on experience during my terms as Town Manager of Nashville and Banner Elk. The nature of these communities as tourist destinations and retirement communities offered outstanding opportunities to create partnerships and build public relations. I am passionate about economic development, and enjoy managing the fine balance between growth, environmental impacts, and quality of life issues.

This is a challenge I also enjoyed in Garner, North Carolina as the Executive Director of the Garner Revitalization Association, an economic and community development nonprofit. I worked with citizens and business owners from diverse backgrounds to help promote the historic downtown. Key to this was working with a number of events in the town, both large and small. As the nexus between the town government and the community I gained an even deeper understanding of relationship building. I also learned a great deal about economic development issues and formed a strong understanding of North Carolina's governmental infrastructure and state stakeholders.

Working in post-Katrina New Orleans provided an unparalleled learning experience. I gained an even stronger ability to work within extremely difficult political and social situations. Working with an internationally recognized company such as Global Green also gave me the opportunity to work with

major corporations, funders, celebrities and leaders from around the world. I enjoyed the opportunity to work on a number of major events as well.

I believe it is essential for a public official to focus heavily on building networks and relationships. In every community I've served, my wife and I have been active with a number of organizations. I also firmly believe in looking at the bigger picture and have actively created very successful networks and partnerships outside of the community. In addition, I have always valued teamwork among my employees, and between departments. In each position, I have focused on empowering both my employees and the citizens that I served. In fact, I received an award from late Governor Frank O'Bannon and the Indiana Humanities Council, as Indiana's Leader of Tomorrow. While this award reflected my many accomplishments, there was a great deal of emphasis on my ability to relate to the people in my community as well as beyond.

Another of my accomplishments in each position, has been the ability to seek, obtain, and implement grant funding for a number of projects and programs. In Nashville, Indiana, I brought in over \$1.3 million in grant money to a community that had never before received such funding. In New Orleans, I managed a \$2 million grant from the Bush Clinton Katrina Fund. While in Banner Elk I received over \$500,000 in grants to support our goals. While obtaining funding is important, mobilizing citizen support has been key to my success.

I take a very hands-on approach to leadership and enjoy being completely immersed in my work. One of my greatest strengths is my ability to engage my community, gather support for a project, and get citizens to actively participate. My education, experience and accomplishments make me a strong candidate for this position. However, my commitment, enthusiasm and passion for community and relationship building make me the ideal candidate for this position.

Sincerely,

John J. Mejaski, MPA, MS

JOHN J. MEJASKI

6521 Fawn Settle Drive, Wilmington, NC 28409 – 504.812.6415 – jjm224@gmail.com

EDUCATION

University of North Carolina – Wilmington, North Carolina

- ♦ Degree: **MS in Marine Biology, 2013**

Indiana University – Indianapolis, Indiana

- ♦ Degree: **MPA in Public Administration, 2002**

Ball State University – Muncie, Indiana

- ♦ Degree: **BS in Natural Resources and Environmental Management, 1998**

WORK EXPERIENCE

Independent Claims Adjuster

June 2013-Present

- ♦ Inspected storm, hail, and wind damage for several major carriers
- ♦ Filed reports, created sketches and estimates in Xactimate software

Research Associate/Teaching Assistant, UNCW

August 2011-May 2013

- ♦ Studied network analysis, urban metabolism, natural resource economics and ecology
- ♦ Studied water usage, and constructed and analyzed alternative models for water systems modifications in the Cape Fear River Basin

Town Manager, Banner Elk, North Carolina

March 2008-August 2011

- ♦ Supervised 22 full-time employees and oversaw departments including Public Works, Police, Emergency Services, Administration, Finance, Zoning, and Parks and Recreation
- ♦ Managed \$2 million annual budget
- ♦ Created pedestrian master plan, recreation master plan and comprehensive land usage plan
- ♦ Completed comprehensive analysis of water and sewer rates
- ♦ Oversaw multiple major infrastructure improvements and upgrades

Senior Project Manager, Global Green USA

March 2007-March 2008

- ♦ Managed \$2 million grant and worked closely with Bush Clinton Katrina Fund
- ♦ Inspected and assessed structural damage on 64 hurricane impacted schools
- ♦ Oversaw construction and rebuilding of 20 schools that met criteria
- ♦ Received and reviewed construction and renovation bids on public buildings
- ♦ Headed community outreach to all hurricane damaged Parishes in Louisiana
- ♦ Hosted workshops to educate on green building and energy reduction strategies

Executive Director, Garner Revitalization Association

December 2005-December 2006

- ♦ Oversaw all aspects of nonprofit start-up, including 501(c)3 status, planning, budgeting, public relations, reporting, community partner building, etc.
- ♦ Served as liaison between town government, downtown businesses, residents, organizations, regional and state entities and funding sources
- ♦ Received funds for downtown revitalization through grant requests, events and campaigns

Town Manager, Nashville, Indiana

August 2002-November 2005

- ♦ Supervised Water and Sewer Utilities, Roads, Waste and Administration Departments
- ♦ Managed \$3.5 million budget
- ♦ Facilitated project focusing on LEED design for municipalities
- ♦ Improved Town's emergency management plan, vulnerability assessment and ERP

- ♦ Revitalized participation in Main Street program to improve downtown streetscape, received \$450,000 grant, community support and matching funds
- ♦ Brought multipurpose trail to the forefront, received \$850,000 grant and matching funds

Contractor, Indpls Dept. of Public Works Permitting Dept
Property Management, McGlaughlin Enterprises
Field Coordinator, ATC and Associates

January 2002-August 2002
May 1996-October 2001
June 1998-August 2000

T R A I N I N G , V O L U N T E E R & O T H E R

Awards and Scholarships

- ♦ Governor's Award for Indiana's Leaders of Tomorrow – Indiana Humanities Council and Indiana Governor Frank O'Bannon, 2003
- ♦ People to People Community Building Ambassadorial Delegation, Eastern Europe
- ♦ Rotary International Professional Exchange Program, Nigeria
- ♦ IPEP Safety in the Workplace Award, 2003
- ♦ Community Service Scholarship Award – IUPUI Center for Service Learning and Indianapolis Mayor Bart Peterson, 2001
- ♦ The Ultimate Good Spirit Award – Ball State Ultimate Team, 1998

Related Training and Certifications

- ♦ NC Rural Center, Rural Economic Development Institution
- ♦ UNC School of Government Public Executive Leadership Academy
- ♦ UNC School of Government, The Development Finance Toolbox
- ♦ UNC School of Government, Economic Development Course (BEDC)
- ♦ NC Water Treatment Facility Operator Board Certification, Cross-Connection
- ♦ NC State Storm water BMP Inspection and Maintenance
- ♦ LEED Training for New Construction, LEED Training for Schools
- ♦ American Red Cross, Introduction to Disaster, Shelter Operations, Mass Care
- ♦ Water Distribution Systems, Waste Water Systems
- ♦ Environmental Impact Assessment Training

Volunteer Leadership Roles

- ♦ Cape Fear Rugby, Director of Recruitment and Communications
- ♦ Banner Elk Volunteer Firefighter and Rescue Squad
- ♦ Banner Elk Kiwanis Club, Board Member
- ♦ Civitans, Rotary International, Lions Club International
- ♦ Brown County Volunteer Fire Department, Building and Fundraising Committees
- ♦ Indiana Association of Cities and Towns
- ♦ Indiana Governor's Conference on Service and Volunteerism, Honored Presenter
- ♦ BSU Ultimate Team Captain and Tournament Coordinator
- ♦ Model UN, Delegate, Security Council Chair

Other Interests

Scuba, boating, volunteer service, gardening, classic cars, hiking, photography, cooking.



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 23-Apr-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 - City of Homer Alaska Website

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
Major: Public Administration

Graduated? Yes

Western International University | College or University

Degree: Degree
Major: Business Management

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	
Homer Lettor of Interest April 23 2020 final.pdf	Preview	Download
Homer Resume April 23 2020.pdf	Preview	Download
Capital Projects April 2020.pdf	Preview	Download
Letter to Gov P1.pdf	Preview	Download
Letter to Gov P2.pdf	Preview	Download
Letter to Gov P3.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.

Dwayne Johnson

Relationship: Former Employee
Years Known: 4 months

Phone: 9076251463

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

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) *	The most important elements of the City Manager position are: Good Character with high standards of integrity. 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. 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 and made decisions independently. The ability and persistence to address housing and economic development needs in the community. The ability to find solutions in turning a challenging financial situation to financial sustainability. An accomplishment in acquiring funding to improve public service is a passion and ability	
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) *		

that I would apply as City Manager of Homer. Best of all, is the ability to build working relationships with the City Council supporting their visions for the community. I look at the bigger picture as well. Created activities to build morale in the workplace and in the community. The best reward is hearing a "thank you" from a resident experiencing the benefit of improved service. It is very rewarding to help make a difference in the community where we live.

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) *

A new policy is introduced by Council Members. I will honestly share my take on the policy and will contribute on the discussions. Discussions should be encourage to help and guide the policy makers (City Council) on their decisions following protocol and guidelines in the passing or failing of the new introduced 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) *

Working together and serve the public to the best of our abilities ethically. My leadership philosophy is to lead and be a member of the team at the same time. Walk the talk. Be an example to lead and be followed. Work together for the common goal. Motivate and appreciate employees. 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) *

As the Chief Administrative Officer of city operations (managing administration office and city departments) and public services provided, I turned the city's bankrupt financial condition to financial stability. I have negotiated the acquisition of a property for housing and economic development that was valued at over a million dollars that city paid for at a fraction. 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. Improved morale in the workplace and in the community. Created activities that encouraged participation of residents such as parades, summer barbecue, and celebrations.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	January 29,2020	
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 the recruitment period, Effective date of hire	
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. *	City Clerk training, Landfill Management training certificate, MSHA training for gravel pit, Grant Writing, Utilities Financial and Personnel Management training	

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 *	Homer is my favorite town. I have chosen to spend my later years here. Therefore, I care about Homer, our town, and will serve our people wholeheartedly. 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 Stinnett

Date: 2020-04-23 03:10:58pm

IP Address: 66.230.97.105

Signature

Date



Susana V. Stinnett
P.O. Box 131
435 Paintbrush Court
Homer, Alaska 99603
(907) 438-6270
E-mail: susanastinnett@yahoo.com

City of Homer
Homer City Council
491 East Pioneer Avenue
Homer, Alaska 99603

Dear Mayor Castner and Homer City Council,

In response to the City Manager position recruitment, I would like to share my interest, intent, and dedication in serving the public. I have applied in January for the Homer City Manager position and was not successful in presenting to the City Council my passion and qualifications to serve. I have neglected to elaborate that public service is rewarding to me when I contribute to the well-being of residents and the community. Thank you for the opportunity to try again. The reward of good feelings inside is meaningful and unmatched by compensation in dollars. During my tenure as City Manager, I was driven with dedication through actions more than words and continually looking for ways to better the social and economic conditions in the community.

In addition to the duties and responsibilities of daily operations as City Manager, I have worked on grant applications that received funding, managed capital projects to completion such as water/sewer replacement projects from Polyvinyl Chloride (PVC pipe) to High Density Polyethylene (HDPE Arctic pipe) and road restoration project with Federal Emergency Management Agency (FEMA). I have managed a successful gravel pit that subsidized the acquisition of the 170 acres Mission School property, a parcel of land with improvements for housing and economic development. I am submitting my professional local government leadership dedication, knowledge, and experiences for an opportunity to continue serving the public. I have enclosed three pages of a letter sent to Governor Parnell identifying needs for improvements for the people's benefit in Saint Mary's. The City acquired the property and some of the improvements identified started to become a reality. Also, I have enclosed a page on how driven and committed I was to completing projects even when I have no knowledge on how to proceed. Willingness to learn, reaching out for help, teamwork, and focus have been instrumental in completing these projects.

I am a leader as well as a team member listening and collaborating with city leaders, city staff, partnering with leaders of other entities in the community, as well as external leaders, and government representatives to address concerns or challenges and to find possible solutions and plan of actions. I asked questions and encouraged participation of the city team.

Welcoming open communication to build trust, confidence, and motivation. Learning and working together as a team gives us the strength and opportunity to serve the best interest of the people in the community. I am a team-builder, results and service oriented, with high standards of integrity, and passionate about community improvements to promote and maintain safety, economic, and social well being in the community.

Considering the economic climate due to Covid-19, revenues will be reduced for any community in the country. In Alaska, additional challenges are expected for the State and our communities as a result from the falling oil prices. When given the opportunity to serve, my goal is to serve. Compensation of certain amount is not my priority. I will respect and agree to compensation decisions that will be made by the City Council as appropriate for my skills, experiences, and abilities. I am willing and ready and currently reside in Homer. Therefore, zero dollars in compensation for relocation.

Looking forward to an interview with the City Council to further discuss where I could be of benefit and a fit to the City's need in serving the public.

Sincerely,
Susana V. Stinnett

Susana V. Stinnett

P.O. Box 131
435 Paintbrush Court
Homer, Alaska 99603

Cell Phone: (907) 438-6270
E-Mail susanastinnett@yahoo.com

Highlights of Qualifications:

- 7 years Alaska local government experience (City Manager, City Clerk/Bookkeeper, Capital Improvement Manager, Gravel Pit Manager, Small Boat Harbor Harbormaster)
- 5 years supervisory management experience in banking (Branch Supervisor and Assistant Branch Manager). 10 years Teller and Consumer Loan Closer
- 5 years Notary Public
- 2 years Realtor, Bed and Breakfast Business Owner
- Ethical, Collaborative, Motivated, Results and Public Service Oriented
- Ability to lead as a team leader and work well with others as a team member
- Associate of Arts in Business- Graduated in 2007, Western International University
- Bachelor of Arts in Business, Major in Public Administration- Graduated in 2010, Phoenix University

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 and monitoring the budget in conjunction with services provided. Led, supported, motivated, appreciated, and collaborated with city staff in carrying out their duties. Enforced city ordinances and resolutions passed by the City Council and carried out directives of the City Council. Worked with the City Council as well as external leaders .

In addition to daily operations, I was passionate and driven in completing projects especially community improvements that are beneficial to the health and safety of citizens. Implemented capital improvement projects, submitted project progress reports to funding agencies, completed, and closed projects.

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. Coordinated loading and shipments of gravel at the Port of Saint Mary's. Profits from the gravel operations was instrumental in acquiring a 170 acres parcel of land planned for housing and economic development. The process entailed writing to Governor Sean Parnell, Senators, and a trip to Juneau during the Legislative Session to present the city's social and economic improvement needs.

Worked with Auditors for the city's annual audits. 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. Supported the City Manager and Council Members in serving the public. Served as Capital Improvements Manager.

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, led, and motivated branch employees. Met 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 loan 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
Former Employee, known for 4 months
(907) 625-1463

William “Bossa” Alstrom – City Council Member, City of Saint Mary’s
Former Employee, City Shop Supervisor, known for 4 years
(907) 438-2515 (City Office Phone Number)

Matt Sweetsir – Owner of Ruby Marine Fuel Delivery Services
Vendor, known for 4 years
(907) 832-1062

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Susana V. Stinnett
(907) 438-6270
susanastinnett@yahoo.com

Drive and Determination to Completing Projects.

Managing projects to completion is very exciting to me because these projects are community improvements that are beneficial to the residents. During my seven years of local government experience in rural Alaska, I have managed the following capital projects:

- 1) Water/Sewer Line Re-Alignment Project (damaged by flood)- This project was funded by FEMA and was due to expire when I came across the file. I have inquired as to why the funded project stalled. The answer was, "no city equipment and no one was acting to process the project". So, I have decided to contact FEMA to inform them of the situation and have asked for an extension for the city's benefit. I have also asked for their help to guide me through the process. FEMA agreed and worked with me to complete the project. I have learned to manage, monitor, submit progress reports, keep records, and finally closed the project.
- 2) Road Restoration Project (damaged by flood)- same situation as project#1.
- 3) Water/Sewer Main Replacement Project from PVC to HDPE Pipe- This project was a multi- year contract project that halted due to abrupt management departure that left the city with unpaid project supplies, engineering fees, overdue project reporting to funding agencies, and the city's inability to move forward. This project needed days of research, organizing files, communications with suppliers, and working with CE2 Engineering on the scope and where the project stands. Managed to complete the project during my first summer as City Manager in Saint Mary's. Paid all outstanding invoices, completed, and closed the project. Overcoming the challenging situation was made possible due to determination, hard work, teamwork, and a profitable gravel pit operation that I have also learned to manage.
- 4) CDBG New HUD Homes and Water/Sewer Pipe Installation and New Dixon Circle Road. This project is the same situation as project #3. This project was a surprise finding. I received a letter from CDBG personnel in Fairbanks informing me that they have not received reports in months and \$400K+ was available to complete the project. I studied the scope and researched where the project needs to continue. Dixon Circle Road needs to be completed. Worked on the project to completion and send images of the new road with reports. Inspection was done and project closed. The city was equipped with management/personnel capacity and expertise, heavy equipment, and gravel production capability to extend or improve roads.

Grant Funding Requisition/Application or Grant Writing- I am passionate and driven to getting projects done especially community improvements that are beneficial to the health and safety of citizens. An example of my passion for health improvements was eliminating the use of honey buckets in the city. These homes were not connected to the water/sewer pipe system. I have contacted John Hutchinson at Alaska Native Tribal Health Consortium (ANTHC) to seek help. We discussed the unsanitary and unhealthy situation of these existing conditions. With John's help and my visit to the Director or President of ANTHC in Juneau, the city secured a \$1.6 million grant funding to connect these unserved homes to the water/sewer pipe system.

Susana Stinnett

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CITY OF SAINT MARY'S

P.O. Box 209, Saint Mary's, Alaska 99658

Phone: (907) 438-2515/Fax: 438-2719

Email: susana.saintmarys@yahoo.com

April 10, 2014

To: Governor Sean Parnell
Alaska State Capitol Building
Third Floor
P.O. Box 110001
Juneau, AK 99811-0001

From: Susana Stinnett
City Manager, City of Saint Mary's
P.O. Box 209, 174 Paukan Ave
Saint Mary's, Alaska 99658

Dear Governor Sean Parnell,

My name is Susana Stinnett. The City Council of Saint Mary's has hired me to the position of City Manager in January of 2012. I am motivated and committed in working for the residents of Saint Mary's and in working with the City Council, Community Leaders, Governmental and Non-Governmental Leaders and Organization's Representatives to serve the citizens of Saint Mary's.

On behalf of the people of Saint Mary's, I come to you for support in improving the housing needs in the community. The City of Saint Mary's (COSM) is boxed-in with Native land allotments to the left and above and the Mission property is on the right side of town. We have young couples contacting the city office regarding housing. Office of Children's Services have also contacted the city regarding housing. There are some rental properties in town but availability is close to none. Therefore, I am writing to you in hopes of getting your support to a much needed property acquisition and improvements of the Mission Property here in Saint Mary's. Saving and improving the structures of the historic Catholic Mission School would be a great benefit to residents of Saint Mary's.

Benefits for the people and City of Saint Mary's:

- **City's sewer lagoon that is located inside the Mission property** will be on city property and would allow for future improvement and expansion.
- **Creates new residential lots for housing expansion.** Saint Mary's is boxed-in with Native land allotments. Young couples are looking for houses they could rent. These couples have no choice but to live with their parents.

Page 1 of 3



- **Housing for the staff of the Office of Children's Services (OCS)** – there is a big turn over with the OCS staff due to shortage of housing in Saint Mary's. During the two years that I have lived in Saint Mary's, I knew of three OCS staff looking for housing. Two OCS staff left Saint Mary's due to housing shortage. Availability of permanent housing for OCS staff would help the State of Alaska in providing Children's Services to the Lower Yukon Region.
- **Temporary housing for children** who are left without parents due to Domestic Violence or other issues in the household.
- **Housing for Village Public Safety Officer (VPSO)** - help ensure VPSO presence in Saint Mary's.
- **Save the structures from further deterioration.**
- Lodging for meetings, workshops, or conferences.
- Temporary lodging for the employees of out of town companies.
- **Cafeteria, coffee shop or a restaurant.**
- **Job creation (Housing)** such as: Carpenters, Laborers, Housing Custodian, Housekeeper(s), Building Maintenance, Grounds Maintenance, Office Help and Housing Supervisor.
- **Job creation (Cafeteria)** such as: Cook, Kitchen Help, Cashier, Driver, Shift Supervisor
- **Community Tank Farm** (for AVEC intertie project) – City benefits because AVEC will provide a fuel storage tank for the city in exchange for AVEC's use of the property. The City of Saint Mary's is in need of fuel storage tank. Crowley's \$7.00 plus per gallon price deplete funds allocated for maintaining roads and other services that the city provides. Bulk fuel price per gallon is about \$4.00 delivered to the city by Ruby Marine.

Additionally, the **AVEC plant has the potential of getting flooded** during the spring break-up. Relocating the plant to higher ground would ensure a safer ground for the plant.

Furthermore, the main buildings at the Mission School could be **preserved for historical value.**

Garden for the residents of Saint Mary's – improve community morale by using free time to tend and harvest a garden. Pointing residents to positive direction in spending their time. Creates a healthy interaction among community members.

The City of Saint Mary's is requesting for your assistance for these benefits to materialize. I have been working with First National Bank of Alaska (FNBA) to secure a loan in the amount of \$300,000 to purchase the Mission Property. The buildings, the city lagoon, one of the city's cemetery is within the property, community garden, additional lots for new housing, community tank farm, AVEC plant and historic preservation are good reasons for the city to acquire the Mission Property.

The monthly payment comes to about \$3,500 / month for 10 years. However, the bank is unable to provide financing due to concerns regarding the city's capabilities in repaying the loan. The city is willing to contribute \$50,000 to grant funds assistance from the State or Federal. **The Mission Property has the potential to help the city improve the social and economic climate of the community.**

Page 2 of 3



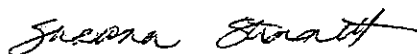
The city would like to duplicate an improvement that has been beneficial to the city. A building about 5,800 square feet has been left vacant for years. It was mainly used for storage. It was a fish processing structure in the 60's. In 2012, the building was renovated and has been providing temporary lodging for employees or guest from out of town or providing lodging for small groups attending meetings in Saint Mary's. Fiscal Year 2013, the city housing brought in \$48,000 in revenue. This revenue subsidizes city departments with near zero revenue such as building maintenance or public safety. Added revenue helps sustain the services provided to residents.

The girls dorm at the Mission could bring much more revenue than the city housing and will also create jobs for residents. With housing availability, meetings and workshops could be held in Saint Mary's. Saint Mary's Court could also schedule trials to be held in town when housing is available for jurors and attendees.

So much community benefits abound for the Mission Property to be city owned. Currently, the Mission Property is owned by the State of Alaska Division of Economic Development, Finance Section. Contact is Darcy Stetson @ 1-800-478-5626. She has been patiently working with the city while the city work on securing a loan. I have mentioned to Darcy Stetson that the City Council are hoping to acquire the property for a dollar or some minimal amount. Darcy Stetson responded by saying that the department need to recoup what was lost from the Mission Property delinquent account to replenish the revolving loan fund.

Hoping for your support in making the Mission Property to be incorporated with COSM. It will be such a lost opportunity for the city to see the Mission property go to an individual or entity outside of Saint Mary's. The city is in great need of this property. The Mission property has so much potential for the people of Saint Mary's. These benefits are for the long term, for the children, for the grandchildren of future generations. You are our hope to make the incorporation of the Mission Property and the City of Saint Mary's to become a reality.

Sincerely,



Susana Stinnett
City Manager, City of Saint Mary's

Cc: Senator Lyman Hoffman
Representative David Guttenberg

Page 3 of 3





Employment Application | Submitted: 08-May-2020

AAA

Jared Tuia

(907) 231-6191

siakituia@gmail.com

6064 Doncaster Drive

Anchorage, AK 99504

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Google

Employment History

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

Anchorage Police Department - Current Employer

Job Title: School Resource Officer

Dates Employed From: Mar/2020

Dates Employed To: Currently Employed

Employment Length: 0 years, 2 months

Duties: Responsible for criminal investigations within the Anchorage School District consisting of over 47, 000 students, 6, 000 employees, and 98 buildings with a school resource officer unit of fifteen officers. APD Traffic & Impaired Driving Enforcement Units Commander, 03/2020 - till Management and strategic deployment of traffic, IDEU, and CSO officers,

Supervisor Name: Captain Julie Shank

Address: Anchorage, AK, UNITED STATES

Phone: 907786-8929

Ending Rate of Pay: \$11,000 month

May We Contact? Yes

traffic fatality investigators, Major Crash Investigation Unit, State and National Highway Traffic Safety Administration Traffic Grants.

Reason For Leaving: Currently Employed

APD Inspections Unit - Current Employer

Job Title: APD Inspections Unit Commander

Dates Employed From: Jul/2016

Dates Employed To: Currently Employed

Employment Length: 3 years, 10 months

Duties: Supervision of internal inspection sergeants. Oversight of internal unit audits, department line inspections, and special projects.

Reason For Leaving: Currently Employed

Supervisor Name:
Captain Sean Case

Address: Anchorage, AK, UNITED STATES

Phone: 907-786-8747

Ending Rate of Pay: \$10,000

May We Contact? Yes

APD Patrol Day Shift - Current Employer

Job Title: APD Patrol Lieutenant

Dates Employed From: Oct/2015

Dates Employed To: Currently Employed

Employment Length: 4 years, 7 months

Duties: Managed patrol sergeants and police officers who carry out day to day routine crime suppression and investigative functions. Managed a shift labor budget of 400, 000.

Reason For Leaving: Currently Employed

Supervisor Name:
(Deputy Chief now)
Captain Ken McCoy

Address: Anchorage, AK, UNITED STATES

Phone: 907-786-8577

Ending Rate of Pay: \$10,000
monthly

May We Contact? Yes

Northwestern University Center - Current Employer

Job Title: Adjunct Instructor

Dates Employed From: Jan/2015

Dates Employed To: Currently Employed

Employment Length: 5 years, 4 months

Duties: Instruction in numerous modules for the Northwestern School of Police Staff and Command SPSC program. Classes include Contemporary Policing, Performance Appraisals, Training, Strategic Planning, Job Design, and Resource Allocation. Student ratios vary from 17 - 29 students per course. Major Accomplishments Assisted in the implementation of new curriculum updates and testing for Contemporary Policing and Strategic Planning courses. Consistently asked by course coordinators to teach in multiple online schools throughout the year. Receive positive student feedback following course evaluations. TUIA

Reason For Leaving: Currently Employed

Supervisor Name: Shelly Camden

Address: Chicago, IL, UNITED STATES

Phone: 630-640-5967

Ending Rate of Pay: \$600 per
course taught

May We Contact? Yes

APD Mentorship and FTO Coordinator - Current Employer

Job Title: APD Mentorship and FTO Commander

Dates Employed From: Dec/2014

Dates Employed To: Currently Employed

Employment Length: 5 years, 5 months

Duties: Oversight of training and management of Mentorship Program Sergeants Field Training and Field Training Programs . Supervised mentorship & FTO Sergeant coordinators, shift sergeant trainers, and trainees in order to ensure peak productivity and performance.

Reason For Leaving: Currently Employed

Supervisor Name:

Deputy Chief (retired)
Myron Fanning

Address: Anchorage, AK, UNITED STATES

Phone: 907-230-9705

Ending Rate of Pay: \$10,000 monthly

May We Contact? Yes

APD Community Action Policing Team Lieutenant

Job Title: Lieutenant

Dates Employed From: Apr/2015

Dates Employed To: May/2020

Employment Length: 5 years, 1 month

Duties: Resolution of community concerns by the Anchorage Police Department through community meetings, face to face contacts, and strategic action plans while supervising CAP sergeant and officers.

Reason For Leaving: Transferred to new command

Supervisor Name:

Deputy Chief (Retired)
Gary Gilliam

Address: Anchorage, AK, UNITED STATES

Phone: 907-786-8500

Ending Rate of Pay: \$10,000 monthly

May We Contact? No

APD Property Crimes

Job Title: Unit Lieutenant

Dates Employed From: Apr/2017

Dates Employed To: Mar/2020

Employment Length: 2 years, 11 months

Duties: Supervision of sergeants, detectives, light duty officers, and part time Task Force Officers TFOs for ATF and US Postal Investigations. Provide effective oversight of case management, property crime investigations, search warrants, and coordination with agencies including the District Attorneys Office,

Reason For Leaving: Transferred to new command

Supervisor Name:

Captain Josh Nolder

Address: Anchorage, AK, UNITED STATES

Phone: 907-786-8821

Ending Rate of Pay: \$11,000 month

May We Contact? Yes

APD Emergency Operations Center

Job Title: Representative Lieutenant

Dates Employed From: Jan/2013

Dates Employed To: Dec/2019

Employment Length: 6 years, 11 months

Supervisor Name: EOC

Manager Kevin Spilers

Address: Anchorage, AK, UNITED STATES

Phone: 907-406-0211

Duties: Collaborated with municipal agencies, businesses, nonprofits, citizen groups, state, and federal partners for the successful resolution of critical incidents such as wildfires 2017 and earthquakes 2018 .

Reason For Leaving: Reassigned

Ending Rate of Pay: \$11,000 month

May We Contact? Yes

APD VICE

Job Title: Unit Commander

Dates Employed From: Apr/2017

Dates Employed To: Sep/2017

Employment Length: 0 years, 5 months

Duties: Supervision of VICE detectives and drug investigations while coordinating with state and federal law enforcement partners.

Reason For Leaving: Transferred to new command

Supervisor Name:
Captain Bill Miller

Address: Anchorage, AK, UNITED STATES

Phone: 907-786-8500

Ending Rate of Pay: \$11,000 month

May We Contact? No

APD K9

Job Title: Unit Commander

Dates Employed From: Mar/2014

Dates Employed To: May/2015

Employment Length: 1 year, 2 months

Duties: Supervision, training, and proper deployment of K9 unit sergeant, officers, dogs, liability concerns, and coordination with non-profit partnerships within the community.

Reason For Leaving: Transferred to new command

Supervisor Name:
Deputy Chief (retired)
Myron Fanning

Address: Anchorage, AK, UNITED STATES

Phone: 907-230-9705

Ending Rate of Pay: \$10,000 monthly

May We Contact? Yes

APD Patrol Swing Shift Lieutenant

Job Title: Shift Lieutenant

Dates Employed From: Aug/2013

Dates Employed To: Apr/2015

Employment Length: 1 year, 8 months

Duties: Managed patrol sergeants and police officers who carry out day to day routine crime suppression and investigative functions. Managed a shift labor budget of 400, 000. TUIA

Reason For Leaving: Transferred to new command

Supervisor Name:
Deputy Chief (retired)
Steve Hebbe

Address: Anchorage, AK, UNITED STATES

Phone: 907- 786-8500

Ending Rate of Pay: \$10,000 monthly

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.

Northwestern University | College or University

Degree: School of Police Staff and Command Certificate

Major: School of Police Staff and Command

Graduated? Yes

Wayland Baptist University | College or University

Degree: Master of Organizational Management

Major: Human Resources & Public Administration

Graduated? Yes

Wayland Baptist University | College or University

Degree: Bachelor of Science

Major: Human Resources & Criminal Justice

Graduated? Yes

Rick's College | College or University

Degree: Associates of Applied Science

Major: Applied Sciences

Graduated? Yes

Wayland Baptist University | College or University

Degree: Associates of Arts and Sciences

Major: Arts and Sciences

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	
Cover Letter and Resume 5-2020.pdf	Preview	Download
Cover Letter and Resume 5-2020.pdf	Preview	Download
References 5-2020.pdf	Preview	Download

Text Only Resume

6064 Doncaster Drive, Anchorage AK 99504 Jared Tuia

Cell : (907) 231-6191 ,siakituia@gmail.com

180

5 of 15

5/9/2020, 11:38 AM

Dedicated, highly motivated, and enthusiastic law enforcement leader with over 21 years of experience.

Ability to quickly establish positive working relationships, gain the confidence of colleagues, and provide a healthy teamwork environment. Combines a collaborative leadership style with efficient problem-solving skills and decisive judgment. Accomplishes short and long-term goals through excellent communication, interpersonal skills, organization, and resourcefulness. Effectively takes on tasks and challenges with confidence and follow-through. Successfully managed a wide variety of responsibilities, leading to depth of understanding of the challenges and opportunities in effective law enforcement.

EDUCATION

Northwestern University

School of Police Staff and Command, Class 369 ,

2014

Wayland Baptist University

Master of Organizational Management, 2011

Bachelor of Science, 2005

Associates of Applied Science, 2005

Rick's College

Associates of Arts and Sciences, 1997

PROFESSIONAL EXPERIENCE

School Resource Officer Program Commander ,03/2020 - Present

Responsible for criminal investigations within the Anchorage School District consisting of over 47 ,000 students, 6 ,000 employees, and 98 buildings with a school resource officer unit of fifteen officers.

APD Traffic & Impaired Driving Enforcement Units Commander ,03/2020 - Present

Management and strategic deployment of traffic, IDEU, and CSO officers, traffic fatality investigators,

Major Crash Investigation Unit, State and National Highway Traffic Safety Administration Traffic Grants.

Adjunct Instructor - Northwestern University Center for Public Safety ,2015 - Present

Instruction in numerous modules for the Northwestern School of Police Staff and Command (SPSC)

program. Classes include Contemporary Policing, Performance Appraisals, Training, Strategic Planning,

Job Design, and Resource Allocation. Student ratios vary from 17-29 students per course.

Major Accomplishments

Assisted in the implementation of new curriculum updates and testing for Contemporary

Policing and Strategic Planning courses.

Consistently asked by course coordinators to teach in multiple online schools throughout the year.

Receive positive student feedback following course evaluations.

TUIA

APD Property Crimes Unit Lieutenant ,04/2017 - 03/2020

Supervision of sergeants, detectives, light duty officers, and part time Task Force Officers (TFOs) for ATF and US Postal Investigations. Provide effective oversight of case management, property crime investigations, search warrants, and coordination with agencies including the District Attorney's Office, US Attorney's Office, US Postal Service, US Secret Service, ATF, FBI, DEA, Alaska State Troopers, and IRS.

Major Accomplishments

Reduced overall property crimes in the City of Anchorage : (17% to 26%)

Led Property Crime Units to 47% reduction in stolen vehicles from 2017 to 2020.

Devised new Felon-in-Possession Callout Program in conjunction with Anchorage Alaska's U.S. Attorney's Office.

Created new Task Force Officer positions with the US Postal Inspections Service and the Bureau of Alcohol, Tobacco, Firearms and Explosives.

APD VICE Unit Commander ,04/2017 - 09/2017

Supervision of VICE detectives and drug investigations while coordinating with state and federal law enforcement partners.

APD Inspections Unit Commander ,07/2016 - 04/2017

Supervision of internal inspection sergeants. Oversight of internal unit audits, department line inspections, and special projects.

APD Patrol Lieutenant (Day Shift) ,10/2015 - 05/2016

Managed patrol sergeants and police officers who carry out day-to-day routine crime suppression and investigative functions. Managed a shift labor budget of \$400,000.

APD Community Action Policing (CAP Team) Lieutenant ,04/2015 - 10/2015

Resolution of community concerns by the Anchorage Police Department through community meetings, face to face contacts, and strategic action plans while supervising CAP sergeant and officers.

APD Mentorship and FTO Commander ,12/2014 - 03/2016

Oversight of training and management of Mentorship Program (Sergeant's Field Training and Field Training Programs) . Supervised mentorship & FTO Sergeant

coordinators, shift sergeant trainers, and
trainees in order to ensure peak productivity and performance.

APD K9 Unit Commander ,03/2014 - 05/2015

Supervision, training, and proper deployment of K9 unit sergeant,
officers, dogs, liability concerns, and
coordination with non-profit partnerships within the community.

APD Emergency Operations Center Representative (Lieutenant) ,2013 -
2019

Collaborated with municipal agencies, businesses, nonprofits,
citizen groups, state, and federal partners
for the successful resolution of critical incidents such as
wildfires (2017) and earthquakes (2018) .

APD Patrol Division Swing Shift Lieutenant ,08/2013 - 04/2015

Managed patrol sergeants and police officers who carry out day-
to-day routine crime suppression and
investigative functions. Managed a shift labor budget of \$400
,000.

TUIA

PROFESSIONAL MEMBERSHIPS AND AWARDS

Boy Scouts of America, Great Alaska Council Executive
Board member
Alaska Association of Chiefs of Police
Unit of the Year Award 2018
Two Lifesaving awards 2000 , 2011
Boy Scouts of America, Eagle Scout

TRAINING

Incident Command System (ICS) 100.200.700.800
FEMA - Essentials of Community Cybersecurity
FEMA - The EOC's Role in Community Cybersecurity
Internal Affairs Investigator Training,
Use of Force Investigations
Analytical Interview System (AIS) Course
Reid Interview and Interrogation Basic and Advanced

Schools

Law Enforcement Inspections and Auditing
Job Design & Performance Appraisals
Strategic Planning & Resource Allocation
Contemporary Policing
Supervision, Leadership & Officer Discipline
Toxic Employees
The Tactical Leader
Beyond the Cones
Reducing Liability, Enhancing Agency & Officer

Performance

Northwestern University, First Line Supervisors School
FBI Methods of Instruction

FBI Post Blast Investigation School
FBI Hate Crimes
Advanced Crime Scene Investigations
Hammer Forensics, Advanced Physical Evidence Collection
and Documentation
Criminal Street Gangs

CERTIFICATIONS

Basic, Intermediate, and Advanced Alaska Police Officer
State of Alaska certified instructor in Ethics, Reality
Based Training, Survival Spanish, Deadly Force
Decisions, Orientation, Defensive Tactics, Officer Survival,
Firearms, Mentorship (Sergeant Training
Program)

TUIA

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Myron Fanning

Relationship: Former Boss at Anchorage Police Department Phone: 907-230-9705
Years Known: 15 years

Shayne Pond

Relationship: Friend, Director of ICU and ER at Kenai Peninsula Hospital Phone: 907-252-7823
Years Known: 20 years

Jason Schmidt

Relationship: Friend, Former Lieutenant at Anchorage Police Phone: 907-373-8750
Department
Years Known: 17

Job Questions

City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City	The City Manager must be able to not only understand but also implement the vision	

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) ***

that the mayor and city council has for the community. This is accomplished through daily meetings with the various heads of departments to identify and resolve issues while also listening to community concerns. Through daily analysis recommendations can be made to the mayor and other city leaders on a variety of issues, including personnel needs, budgets, and project costs. This would ensure that completion of studies and reports commissioned by elected officials. The ultimate goal is to serve the community leading to an improved quality of life and increase in public safety.

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 a commander for the Anchorage Police Department I have been able to accomplish numerous projects that have improved the overall quality of life and added to the safety of the public. My Property Crime Detective Unit developed and implemented one of these projects in 2017 when the State of Alaska decided to change the criminal code thus having some unintended negative consequences such as the increase in property crimes specifically stolen vehicles. I responded to this unprecedented increase in stolen vehicle and drug use in the community by implementing a new strategic plan to deal with stolen vehicles. This included a new push to not only seek out prevention efforts such as public education and media releases but new strategic approaches to enforcement specific to detective interviews in coordination with the patrol division. This new approach and hard work of the detectives lead to a 47% reduction in stolen vehicles and justice for the victims of property crimes.

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) ***

There is always potential for a disagreement on policies and procedures in government. The life experiences, education, philosophies, and personal circumstances can often attribute to these differences of opinion. As a general rule my first step in working through issues or concerns such a policy differences is to study the issue at hand. Conducting research into the issues presented and the intended goal can add perspective. One of the next steps is to "put myself in the other

person's shoes", can I see their point of view or perspective on the issue? This means working with the city council, mayor, and public members on the policy to see there are adjustments, amendments, or items that may be added or changed to help improve the policy. Ultimately it comes down to what is best for the community as a whole and working together to accomplish our goals. This means that if the city council and mayor have decided upon this course of action, then work with the policy and city employees to ensure its success until a future review may lead to a change of policy.

My leadership philosophy is based upon serving others and doing what is right through leadership by example. As a leader I have always ensured the success of the mission by taking care of our resources which are primarily the employees, equipment, financial assets, and the community which we serve. It has been my experience that in order to be successful you must provide a vision and direction for your employees while clearly providing goals and expectations. Recognition and praise can be a powerful tool to not only motivate your employees but provide them job satisfaction. I enjoy working side by side with my employees which in turn demonstrates my willingness to take on the daily challenges with them while building mutual respect and legitimacy. I believe in providing my units and employees with a strategic plan that allows them to see the path to success laid out in front of them and thus give them opportunities to take ownership while using their own creativity to achieve the desired goals. Daily conversations and nonformal meetings can also give each of the department heads and employees a better understanding of my vision for the department allowing them to pass on this vision to their subordinates thus leading to improved teamwork and a unified command.

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**

With over 21 years of law enforcement experience, I bring a wealth of experience to this position. Public Safety has been one of my top priorities from my earliest days as a patrol officer responding to calls for service

to managing multiple units ranging from 8 to over 85 employees. As the Community Action Policing Lieutenant, I was able to work with the community council groups, citizens, outside agencies, and other law enforcement agencies to address quality of life issues such as inebriation, panhandling, and homelessness. I have also worked hand in hand with the City Ombudsman and Municipal Attorneys on citizen complaints such as parking issues, juvenile problems, and city policy concerns. As a Patrol Lieutenant, I have successfully managed budgets and grants well over \$400,000 and numerous personnel issues ranging from personal and family issues to officer involved shootings. I have always made efforts to take reasonable and prudent enforcement actions making sure to carefully weigh justice and mercy in all of my decision making. Protecting the rights and property of citizens has been a daily priority of my leadership and actions from my earliest days as a patrol officer and even now as a commander. Working with businesses to ensure their ability to work out a living by providing improved responses and prevention efforts to crime has also been one of my priorities as a Patrol Shift and Detective Lieutenant. I have worked with city, state, and federal attorneys on criminal and civil cases to include law issues and concerns in which my extensive knowledge of administrative duties and responsibilities due to my 7 years as a command officer has definitely been an asset. My planning and project management skills have been demonstrated numerous times on projects such as building remodels, safety analysis, curriculum rewrites, policy creation and updates, to include overall organizational changes.

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? *

June 15th, 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. *	See resume for professional skills. Personal skills: camping, fishing, traveling Alaska, snow machining, and spending time in the outdoors.	
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. *	See resume.	

Additional Information |

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

Question	Answer	Disqualifier?
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Knowledge and Specialized Skills: *	See resume.
What type of computers and software have you used? *	All Microsoft applications and software to include word, teams, power point, One Note, access, excel, local, state, and federal databases.
Other qualifications specific to this position? *	See resume.
List any certifications you have received: *	See resume.
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 *	See resume.
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: Jared Siaki Tuia

Date: 2020-05-08 11:48:05am

IP Address: 66.223.151.66

Signature

Date





Selection Committee,

With over 20 years of Anchorage Police Department experience, and currently a Senior Law Enforcement Official, it is with great interest and enthusiasm that I submit my resume to be considered for the City Manager position with the City of Homer. I believe my experience and background would be an excellent match for this position.

Throughout my career with the Anchorage Police Department, I've had the opportunity to enhance the quality of life and provide a safe and secure environment for the residents of the Municipality of Anchorage by partnering with various city, state and federal agencies, collaborating with social service and youth organizations and participating in ongoing trainings and professional development. Highlights of my background and experience include

- **COORDINATING** Supervisors, Detectives, Police Officers, and civilian staff from various units and departments to include Community groups.
- **MANAGING** budgets over \$400,000 and obtaining outside funding through grant awards and other sources.
- **SUPERVISING** and planning various emergency response efforts including the 2017 New Seward Wildfires and the 2018 Earthquake.
- **INVESTIGATING** high-profile cases and analyzing data and statistics to identify crime patterns and trends.
- **ATTENDING** trainings and continuous professional development courses to enhance skills and abilities.
- **INSTRUCTING** firearms, ethics, defensive tactics, officer survival, police academies, 1st line supervisor and Northwestern University Command school courses.

I have visited the town of Homer several times in the past and found it to be a very charming and progressive community, one in which I have a strong desire to serve. I will call to schedule a personal interview to discuss your current needs and my strong law enforcement qualifications. I look forward to speaking with you soon. Thank you for your time and consideration.

Sincerely,

Jared Tuia

Dedicated, highly motivated, and enthusiastic law enforcement leader with over 21 years of experience. Ability to quickly establish positive working relationships, gain the confidence of colleagues, and provide a healthy teamwork environment. Combines a collaborative leadership style with efficient problem-solving skills and decisive judgment. Accomplishes short and long-term goals through excellent communication, interpersonal skills, organization, and resourcefulness. Effectively takes on tasks and challenges with confidence and follow-through. Successfully managed a wide variety of responsibilities, leading to depth of understanding of the challenges and opportunities in effective law enforcement.

EDUCATION

Northwestern University

- School of Police Staff and Command, Class 369, 2014

Wayland Baptist University

- Master of Organizational Management, 2011
- Bachelor of Science, 2005
- Associates of Applied Science, 2005

Rick's College

- Associates of Arts and Sciences, 1997

PROFESSIONAL EXPERIENCE

School Resource Officer Program Commander | 03/2020 – Present

Responsible for criminal investigations within the Anchorage School District consisting of over 47,000 students, 6,000 employees, and 98 buildings with a school resource officer unit of fifteen officers.

APD Traffic & Impaired Driving Enforcement Units Commander | 03/2020 – Present

Management and strategic deployment of traffic, IDEU, and CSO officers, traffic fatality investigators, Major Crash Investigation Unit, State and National Highway Traffic Safety Administration Traffic Grants.

Adjunct Instructor – Northwestern University Center for Public Safety | 2015 – Present

Instruction in numerous modules for the Northwestern School of Police Staff and Command (SPSC) program. Classes include *Contemporary Policing*, *Performance Appraisals*, *Training*, *Strategic Planning*, *Job Design*, and *Resource Allocation*. Student ratios vary from 17- 29 students per course.

Major Accomplishments

- Assisted in the implementation of new curriculum updates and testing for *Contemporary Policing* and *Strategic Planning* courses.
- Consistently asked by course coordinators to teach in multiple online schools throughout the year.
- Receive positive student feedback following course evaluations.

APD Property Crimes Unit Lieutenant | 04/2017 – 03/2020

Supervision of sergeants, detectives, light duty officers, and part time Task Force Officers (TFOs) for *ATF and US Postal Investigations*. Provide effective oversight of case management, property crime investigations, search warrants, and coordination with agencies including the District Attorney's Office, US Attorney's Office, US Postal Service, US Secret Service, ATF, FBI, DEA, Alaska State Troopers, and IRS.

Major Accomplishments

- Reduced overall property crimes in the City of Anchorage: (17% to 26%)
- Led *Property Crime Units* to 47% reduction in stolen vehicles from 2017 to 2020.
- Devised new *Felon-in-Possession Callout Program* in conjunction with Anchorage Alaska's U.S. Attorney's Office.
- Created new *Task Force Officer* positions with the *US Postal Inspections Service and the Bureau of Alcohol, Tobacco, Firearms and Explosives*.

APD VICE Unit Commander | 04/2017 – 09/2017

Supervision of VICE detectives and drug investigations while coordinating with state and federal law enforcement partners.

APD Inspections Unit Commander | 07/2016 – 04/2017

Supervision of internal inspection sergeants. Oversight of internal unit audits, department line inspections, and special projects.

APD Patrol Lieutenant (Day Shift) | 10/2015 – 05/2016

Managed patrol sergeants and police officers who carry out day-to-day routine crime suppression and investigative functions. Managed a shift labor budget of \$400,000.

APD Community Action Policing (CAP Team) Lieutenant | 04/2015 – 10/2015

Resolution of community concerns by the Anchorage Police Department through community meetings, face to face contacts, and strategic action plans while supervising CAP sergeant and officers.

APD Mentorship and FTO Commander | 12/2014 – 03/2016

Oversight of training and management of *Mentorship Program (Sergeant's Field Training and Field Training Programs)*. Supervised mentorship & FTO Sergeant coordinators, shift sergeant trainers, and trainees in order to ensure peak productivity and performance.

APD K9 Unit Commander | 03/2014 – 05/2015

Supervision, training, and proper deployment of K9 unit sergeant, officers, dogs, liability concerns, and coordination with non-profit partnerships within the community.

APD Emergency Operations Center Representative (Lieutenant) | 2013 – 2019

Collaborated with municipal agencies, businesses, nonprofits, citizen groups, state, and federal partners for the successful resolution of critical incidents such as wildfires (2017) and earthquakes (2018).

APD Patrol Division Swing Shift Lieutenant | 08/2013 – 04/2015

Managed patrol sergeants and police officers who carry out day-to-day routine crime suppression and investigative functions. Managed a shift labor budget of \$400,000.

PROFESSIONAL MEMBERSHIPS AND AWARDS

- Boy Scouts of America, Great Alaska Council Executive Board member
- Alaska Association of Chiefs of Police
- Unit of the Year Award 2018
- Two Lifesaving awards 2000, 2011
- Boy Scouts of America, Eagle Scout

TRAINING

- Incident Command System (ICS) 100.200.700.800
- FEMA – Essentials of Community Cybersecurity
- FEMA – The EOC's Role in Community Cybersecurity
- Internal Affairs Investigator Training,
- Use of Force Investigations
- Analytical Interview System (AIS) Course
- Reid Interview and Interrogation Basic and Advanced Schools
- Law Enforcement Inspections and Auditing
- Job Design & Performance Appraisals
- Strategic Planning & Resource Allocation
- Contemporary Policing
- Supervision, Leadership & Officer Discipline
- Toxic Employees
- The Tactical Leader
- Beyond the Cones
- Reducing Liability, Enhancing Agency & Officer Performance
- Northwestern University, First Line Supervisors School
- FBI Methods of Instruction
- FBI Post Blast Investigation School
- FBI Hate Crimes
- Advanced Crime Scene Investigations
- Hammer Forensics, Advanced Physical Evidence Collection and Documentation
- Criminal Street Gangs

CERTIFICATIONS

- Basic, Intermediate, and Advanced Alaska Police Officer
- State of Alaska certified instructor in *Ethics, Reality Based Training, Survival Spanish, Deadly Force Decisions, Orientation, Defensive Tactics, Officer Survival, Firearms, Mentorship (Sergeant Training Program)*

6064 Doncaster Drive, Anchorage AK 99504

Cell: (907)231-6191 | siakituia@gmail.com

Jared Tuia

Professional References

Myron Fanning, Security Director for NANA Management Services

800 E. Dimond Blvd., Suite 3-450, Anchorage, AK 99515

Myron.fanning@NMSUSA.com

(907)230-9705

Jason Schmidt, Retired Anchorage Police Department Lieutenant

3210 Lazyeight Court, Wasilla, AK 99654

schmidt@gci.net

(907) 373-8750

Darrell Hess, Municipality of Anchorage Ombudsman

632 W 6th Avenue #170, Anchorage, AK 99501

(907)343-4783

HessDW@muni.org

Personal References

Shayne Pond, Director of ICU, OBGYN, & Emergency Room

Kenai Peninsula Hospital

29930 Adeena Lane, Soldotna, AK 99669

flyfishingpond@gmail.com

(907) 252-7823

Nathan Epps, Chief of Hydraulics and Hydrology at the Army Corps of Engineers

2204 3rd Street, JBER Alaska, AK 99506

(907)201-3069

Luis.n.epps@usace.army.mil

David Darrington, Civil Engineer

251 W Gail Drive, Wasilla, AK 99654

(907)529-6344

ddarrington@hdlalaska.com





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 18-Apr-2020

AAA

Jarad Van Wagoner

City Manager

(719) 651-0709

jlvanwag@gmail.com

1514 Ironbark Dr

Henderson, NV 89014

United States

Job Location - Homer, AK

Department - Administration

Source - LinkedIn

Employment History

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

R&R Partners - Current Employer

Job Title: Director of International Business & Policy

Dates Employed From: Aug/2018

Dates Employed To: Currently Employed

Employment Length: 1 year, 9 months

Duties: Provide clients with government-public affairs services with state, local, federal, and int'l govts-focus on moving the needle with elected officials, policymakers, and government regulators Advising and assisting clients on legislative and regulatory requirements, lobbying and

Supervisor Name: Ryan McGinness

Address: Las Vegas, NV, UNITED STATES

Phone: 702-318-4278

Ending Rate of Pay: 130000

May We Contact? Yes

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of 9

5/9/2020, 11:16 AM

engagement strategies, and coalition building Advised National Governors Association with global engagement and future innovation programs Advising and consulting international trade offices and companies seeking to do business in U.S. Assist clients with expanding market presence, network, and brand awareness

Reason For Leaving: Currently Employed

Nevada Governor's Office of Economic Development

Job Title: Director of International Trade/Deputy Director, International Division

Dates Employed From: Jan/2016

Dates Employed To: Aug/2018

Employment Length: 2 years, 7 months

Duties: Coordinate with Governor's Office to set/execute State export and foreign direct investment plan Developed and strengthened key relationships with primary sectors: mining, advanced manufacturing, water technology, autonomous/smart transportation, gaming and hospitality Inform and coordinate with Nevada Legislative leaders on economic development and trade efforts Led staff of four in execution of agency mission while managing and executing an annual budget Primary interface with press, community groups, partners and state agencies on matters of trade Develop and manage soft-landing/accelerator program to recruit int'l businesses to Nevada Oversee planning and execution of outbound, int'l trade missions across the globe Negotiate and execute contracts and memorandums of understanding with contractors, international governments and institutions to expand Nevada's trade and investment opportunities Directed daily operations in pursuit of foreign direct investment opportunities, export promotion and training, and coordination of Nevada System of Higher Education international outreach Planned and executed Governor and State outbound, international trade missions across the globe Worked closely with industry leaders, state regulatory agencies, and chambers of commerce Focused efforts for trade, foreign direct investment, and collaboration in the following markets: Australia, East and Central Europe, South America, West and South Africa, and Canada

Reason For Leaving: Offer from R&R Partners

Supervisor Name: Paul Anderson

Address: Las Vegas, NV, UNITED STATES

Phone: 702-234-1233

Ending Rate of Pay: 110000

May We Contact? Yes

Heavy Equipment Colleges of America

Job Title: Director of Development & Chief Academic Officer

Dates Employed From: Nov/2012

Dates Employed To: Jan/2016

Employment Length: 3 years, 2 months

Duties: Designed and implemented business plan to sell new and

Supervisor Name: Robert Albano

Address: Henderson, NV, UNITED STATES

Phone: 702-525-7001

Ending Rate of Pay: 90000

innovative national heavy equipment training and certification directly to industry and state and local municipal governments Organized and facilitated training requirement discussions with industry and state/local govts Worked with State and Federal agencies to obtain necessary school licensing and VA certifications

Reason For Leaving: Hired by Nevada GOED

May We Contact? Yes

The Public Group

Job Title: Director of Agency Relations

Dates Employed From: Aug/2010

Dates Employed To: Nov/2012

Employment Length: 2 years, 3 months

Duties: Managed key relationships with enterprise clients at national level-state, and large municipalities Recruited, led and trained team of 20+ sales/customer support representatives in execution of national sales plans—grew client base and increased annual revenue by 40% two years running Ensured quality of customer support of software to over 1,200 state and local governments while maintaining key clients and increasing revenue through increased sales

Reason For Leaving: Went to work for local firm.

Supervisor Name: Jacob Holdaway

Address: Las Vegas, NV, UNITED STATES

Phone: 801-836-0868

Ending Rate of Pay: 76000

May We Contact? Yes

US Air Force, Air Force Academy

Job Title: Deputy Director, International Programs

Dates Employed From: Jul/2003

Dates Employed To: Aug/2010

Employment Length: 7 years, 1 month

Duties: Solicited and received increased funding from US Govt and private sources—from \$3M to \$6M Strategized development and promotion of existing and emerging programs federal agencies, foreign governments, policy makers, and private donors—executed programs tailored to DoD needs Negotiated and executed contracts and memorandums of agreement with foreign ministries, militaries and private companies in support of global programs Executed international exchange programs with 70 project officers/500 participants per cycle

Reason For Leaving: Private sector job, separation from the Air Force

Supervisor Name: Colonel Barry Savage

Address: Colorado Springs, CO, UNITED STATES

Phone: 719-649-9394

Ending Rate of Pay: 65000

May We Contact? Yes

US Air Force, Vance AFB

Job Title: Chief, Financial Services Officer

Dates Employed From: Jul/2000

Dates Employed To: Sep/2003

Employment Length: 3 years, 2 months

Supervisor Name: Colonel Craig Dicus

Address: Enid, OK, UNITED STATES

Phone: (000) 000-0000

Ending Rate of Pay: 70000

Duties: Oversaw disbursement/accounting of \$115M annual budget in support of pilot training/base ops Led team of 30+ military and civilian personnel—recognized as command comptroller flight of year As Unit Deployment Manager, planned/conducted deployment and readiness exercises base wide

Reason For Leaving: Transfer

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.

Naval Postgraduate School | Graduate School

Degree: Master of Arts
Major: National Security Affairs

Graduated? Yes

Utah State University | College or University

Degree: Bachelor of Arts
Major: Business Administration - 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
CovLetter_Homer.pdf	Preview Download
Van Wagoner Resume_04.2020_Homer.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.

Paul Anderson

Relationship: Former Supervisor, Executive Director of Nevada Governor's Office of Economic Development
Years Known: 3

Phone: 702-234-1233

Colonel Barry Savage

Relationship: Former Commander, US Air Force
Years Known: 17

Phone: 719-649-9394

Ryan McGinness

Relationship: Current Supervisor at R&R Partners, Senior Vice President
Years Known: 3

Phone: 202-297-8934

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) *	Open communication between departments, elected officials and constituents. Fiscal discipline while maximizing benefits to 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) *	As Director of International Trade for the State of Nevada, I was tasked with developing a strategic plan for driving economic development through exports and attracting foreign direct investment. Our team worked closely with a diverse group of business and community leaders to get their input and support for the plan and programs. Often we had to deal with competing interests and needs with a limited budget. We managed to satisfy and assist all of our community partners with successful programs on a consistent basis and bring in more money through federal grants to grow our programs.	

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) *

In the meeting, if appropriate I would ask clarifying questions to make sure I understood the new proposal and as appropriate, and if asked, I would respectfully share my thoughts. Should a policy go through with which I disagree, I would do my very best to make sure it is successful in its execution and results.

My leadership philosophy is rooted in the principles of clear and simple strategic planning and objectives, transparency in action and communication, enablement and empowerment of all team members to lead and make a difference, consistent community and constituent engagement, and innovation in utilizing limited resources to accomplish more.

In my roles at the US Air Force Academy and with the State of Nevada, I have extensive experience with managing and working with multiple departments and community stakeholders. Throughout my career I have developed annual and long-term budgets and strategic plans to guide the organization. I have been responsible for all hiring and termination of employment, intergovernmental relations, contract management, asset management, policy research and development, emergency planning, and event and meeting planning and execution.

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	No	

Status? (Proof of citizenship or immigration status will be required upon employment) *

On what date would you be available for work? *5/4/20

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 explainThis 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. *	Manager Training, Office of Personnel Management Squadron Officer School, US Air Force	
Describe any job-related training received in the United States military. *	Financial Management Basic Officers Course, US Air Force Unit Deployment Manager	
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. *	Treasurer, Nevada District Export Council Trustee, Henderson Public Improvement Trust	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Budgeting and Accounting Strategic Planning Community Relations Event and Meeting Planning Contract management	
What type of computers and software have you used? *	Microsoft Office Suite Multiple CRMs US Air Force accounting and asset management software Procurement software	
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 * 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: Jarad Lee Van Wagoner

Date: 2020-04-18 09:58:42am

IP Address: 98.167.38.197

Signature

Date



Experience and Qualifications

R&R PARTNERS, Las Vegas, NV

Director of International Business & Policy, 2018

- Provide clients with government-public affairs services with state, local, federal, and int'l govts- focus on moving the needle with elected officials, policymakers, and government regulators
- Advising and assisting clients on legislative and regulatory requirements, lobbying and engagement strategies, and coalition building
- Advised National Governors Association with global engagement and future innovation programs
- Advising and consulting international trade offices and companies seeking to do business in U.S.
- Assist clients with expanding market presence, network, and brand awareness

HENDERSON PUBLIC IMPROVEMENT TRUST, Henderson, NV

Trustee, 2019

- Appointed by member of the City Council
- The Public Improvement Trust promotes development within the city limits to the benefit of the community to create jobs, promote affordable housing, and infrastructure development through the issuance of tax free bonds

NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT, Las Vegas, NV

Director of International Trade, 2018

- Coordinate with Governor's Office to set/execute State export and foreign direct investment plan
- Developed and strengthened key relationships with primary sectors: mining, advanced manufacturing, water technology, autonomous/smart transportation, gaming and hospitality
- Inform and coordinate with Nevada Legislative leaders on economic development and trade efforts
- Led staff of four in execution of agency mission while managing and executing an annual budget
- Primary interface with press, community groups, partners and state agencies on matters of trade
- Develop and manage soft-landing/accelerator program to recruit int'l businesses to Nevada
- Oversee planning and execution of outbound, int'l trade missions across the globe
- Negotiate and execute contracts and memorandums of understanding with contractors, international governments and institutions to expand Nevada's trade and investment opportunities
- Member of State International Development Organization, State Trade Metrics Dev Team
- Member of District Export Council in partnership with US Commercial Service to promote trade

NEVADA GOVERNOR'S OFFICE OF ECONOMIC DEVELOPMENT, Las Vegas, NV

Deputy Director, International Division, 2016-2018

- Directed daily operations in pursuit of foreign direct investment opportunities, export promotion and training, and coordination of Nevada System of Higher Education international outreach
- Planned and executed Governor and State outbound, international trade missions across the globe
- Worked closely with industry leaders, state regulatory agencies, and chambers of commerce
- Focused efforts for trade, foreign direct investment, and collaboration in the following markets: Australia, East and Central Europe, South America, West and South Africa, and Canada

NORTH AMERICA HEAVY EQUIPMENT TRAINING SVCS/HEAVY EQUIPMENT COLLEGES, Henderson, NV

Director of Development/Chief Academic Officer, 2012-2015

- Designed and implemented business plan to sell new and innovative national heavy equipment training and certification directly to industry and state and local municipal governments
- Organized and facilitated training requirement discussions with industry and state/local govts
- Worked with State and Federal agencies to obtain necessary school licensing and VA certifications

THE PUBLIC GROUP, Henderson, NV

Director of Agency/Client Relations, 2010-2012

- Managed key relationships with enterprise clients at national level-state, and large municipalities
- Recruited, led and trained team of 20+ sales/customer support representatives in execution of national sales plans—grew client base and increased annual revenue by 40% two years running
- Ensured quality of customer support of software to over 1,200 state and local governments while maintaining key clients and increasing revenue through increased sales

UNITED STATES AIR FORCE, U.S. Air Force Academy, CO

Deputy Director of International Programs, 2003-2005 & 2007-2010

- Solicited and received increased funding from US Govt and private sources—from \$3M to \$6M
- Strategized development and promotion of existing and emerging programs federal agencies, foreign governments, policy makers, and private donors—executed programs tailored to DoD needs
- Negotiated and executed contracts and memorandums of agreement with foreign ministries, militaries and private companies in support of global programs
- Executed international exchange programs with 70 project officers/500 participants per cycle

CENTER FOR CULTURE & CONFLICT STUDIES, Monterey, CA

Research Fellow, 2007-2010

- Conducted time sensitive/customized research for US Army on tribal/security issues in Afghanistan, Pakistan, and Eurasia for troops in theater
- Authored and co-authored academic papers for publication and use by US Army and DoD

UNITED STATES AIR FORCE, Vance AFB, OK

Chief, Financial Services Officer, 2000-2003

- Oversaw disbursement/accounting of \$115M annual budget in support of pilot training/base ops
- Led team of 30+ military and civilian personnel—recognized as command comptroller flight of year
- As Unit Deployment Manager, planned/conducted deployment and readiness exercises base wide

Education

NAVAL POSTGRADUATE SCHOOL, Monterey, CA

Master of Arts, National Security Affairs: Concentration: Russia/Eurasia, 2007, Outstanding Thesis Award

UTAH STATE UNIVERSITY, Logan, UT

Bachelor of Arts, Finance, 1999

Training

Managers Course, Office of Personnel Management, 2009

Squadron Officer School, US Air Force, 2005

Foreign Disclosure Officer Course, Department of the Air Force, 2004

Basic Financial Management Officers Course, US Air Force, 2001

Aerospace Basic Course, US Air Force, 2001

Officer Training School, US Air Force, 2000

April 17, 2020

RE: City Administrator, Homer, Alaska

To Whom It May Concern:

I'm thrilled to be able to submit my resume to be considered for the position of City Administrator for the City of Homer. My career has provided me with a breadth and depth of experiences that will lend themselves to helping move the City of Alaska forward.

- Starting with the US Air Force, I've received some unique leadership training and operational opportunities throughout my career to include hiring and training team members, communicating with leadership and elected officials, organizing and executing key staff and planning meetings, and building and keeping budgets.
- I've managed operations and finances for a variety of organizations. This includes the annual operating budget of \$115M for a US Air Force Base, multiple departments at the US Air Force Academy, and working with wide variety of state agencies, contractors and community partners with the State of Nevada.
- With the State of Nevada, I've managed communications with the public and the press to keep key stakeholders and constituents informed of programs and results.
- For three years, I was part of the Nevada Governor's Office of Economic Development focused on finding ways to diversify the economy to avoid reliance on only one or two industries. We developed some unique programs with some key partners to expand and attract exciting to industries and companies.
- With the State of Nevada and now at R&R Partners, I have worked closely with a wide variety of community partners and stakeholders to include them in the development and execution of policy.
- While in the Air Force, I helped stand up new pay and travel pay systems for personnel. I've managed the training of team members on multiple software systems including managing national sales and support teams.
- Currently, at R&R Partners, I work with multiple clients to develop long-range strategic plans both in the public and private sectors. In each case, these are collaborative processes with a view to the future.
- I am a Trustee with the Henderson Public Improvement Trust. Our role is to disperse bond monies to make economic improvements in our community. This includes working closely with the Southern Nevada Regional Housing Authority to maintain and expand affordable housing in the region.

I hope you will consider me for the position of City Administrator. I'm available at any time to answer questions.

Sincerely
Jarad Van Wagoner



[Homer](#)[Departments](#)[Government](#)[e](#)[Opportunities](#)[Job Openings](#)[Referral Links](#)

Employment Application | Submitted: 10-May-2020

AAA

Ernest Weiss

☎ (907) 570-4759

✉ eweiss.tech@gmail.com🏠 705 Muldoon Road # 207
Anchorage, AK 99504
United States**City Manager****Job Location** - Homer, AK**Department** - Administration**Source** - Other - Alaska Municipal League website

Employment History

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

Aleutians East Borough - Current Employer

Job Title: Natural Resources Director**Dates Employed From:** Jan/2011**Dates Employed To:** Currently Employed**Employment Length:** 9 years, 4 months**Duties:** Coordinate and administer AEB fisheries, land & other Borough resources projects. Supervise department personnel.**Reason For Leaving:** Currently Employed**Supervisor Name:** Mayor
Alvin D. Osterback**Address:** Sand Point, AK, UNITED
STATES**Phone:** (907) 383-2699**Ending Rate of Pay:** 90,000 annual**May We Contact?** Yes

City of Pilot Point

Job Title: City Manager**Dates Employed From:** Dec/2009**Dates Employed To:** Dec/2010**Employment Length:** 1 year**Duties:** Day to day supervision all City departments, prepare budgets and City Council materials**Reason For Leaving:** Job Opportunity with Aleutians East Borough**Supervisor Name:** Mayor Victor Seybert**Address:** Pilot Point, AK, UNITED STATES**Phone:** (907) 797-2200**Ending Rate of Pay:** 75,000 annual**May We Contact?** Yes

City of King Cove

Job Title: Mayor**Dates Employed From:** Oct/2006**Dates Employed To:** Oct/2009**Employment Length:** 3 years**Duties:** Daily supervision of city department, prepare budget and run Council meetings.**Reason For Leaving:** Family illness**Supervisor Name:** City Council**Address:** King Cove, AK, UNITED STATES**Phone:** (907) 497-2340**Ending Rate of Pay:** 45,000 annual**May We Contact?** Yes

King Cove School, Aleutians East Borough School

Job Title: Teacher**Dates Employed From:** Aug/1982**Dates Employed To:** May/2004**Employment Length:** 21 years, 9 months**Duties:** Teacher of music, technology and other subjects, substitute principal on occasion, computer network manager.**Reason For Leaving:** Retirement TRS**Supervisor Name:** School Principal**Address:** King Cove, AK, UNITED STATES**Phone:** (907) 497-2354**Ending Rate of Pay:** 67,000 annual**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.

UAA | College or University

Degree: Classwork completed for Ed Leadership MA degree**Graduated?** No**Major:** Educational Leadership

Western Washington University | College or University

Degree: Bachelor of Music**Graduated?** Yes

Major: Music Education

Shorecrest High School | High School or Equivalent

Degree: Graduated? Yes
Major:

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
WeissResume051020.pdf	Preview Download
CityofHomerletterew051020.pdf	Preview Download

Text Only Resume

Ernest Weiss
Natural Resources Director
Aleutians East Borough
3380 C Street, Suite 205
Anchorage, Alaska 99503
907-274-7557 fax 907-276-7569
eweiss@aeboro.org
www.aebfish.org

Home address
705 Muldoon Road # 207
Anchorage, Alaska 99504
Cell 907-570-4759
Home 907-868-1762
eweiss.tech@gmail.com

EDUCATION

Graduate Shorecrest High School, Shoreline Washington 1977
Bachelor of Music, Western Washington University 1981
Completed class work for Ed Leadership degree, UAA 1998

EMPLOYMENT

Natural Resources Director Aleutians East Borough. 2011-2020
Coordinate and administer AEB fisheries, land & other

Borough resources projects. Supervise department personnel.

Community Development Coordinator Aleutians East Borough. 2010-2011
Provide grant administration, project management
and other functions for AEB communities.

City Manager City of Pilot Point, Alaska. 2009-2010
Responsible for management of all municipal employees and
projects; preparation of annual budget & reports for City Council.

IT Coordinator Eastern Aleutian Tribes. 2006
Responsible for information technology, networks, computers
and telemedicine systems. Technology trainer and facilitator.

Electricians Assistant City of King Cove. 2005-2006
Powerplant operator including hydroelectric system;
apprentice linesman.

King Cove Production Manager Aleutia. 2004-2005
Coordinated Aleutia summer salmon season and supervised
custom salmon processing in King Cove.

Music Teacher Rogers Park Elementary School, ASD. 1998-1999
Teacher of Music, Instituted school computer network upgrade.

Commercial fisherman Summer months. 1984-1997
Various vessels. Salmon, Drift and purse seine. 1999-2003
Halibut, long line. Pacific cod, pot fishing.

Teacher King Cove School, Aleutians East Borough School District. 1982-1998
Site Technology Coordinator. Temporary site administrator.
1999-2004
Gear-Up program coordinator.
Ernest Weiss resume

ELECTED OFFICE/APPOINTMENTS

Mayor City of King Cove 2006-2009
Council Member City of King Cove 2000-2001

Assembly Member Aleutians East Borough 1996-1998
2002-2009
Southwest Alaska Municipal Conference
Board of Directors 2007-2011

North Pacific Fishery Management Council
Advisory Panel 2011-2020
Advisory Panel Chair 2016-2019
Advisory Panel Co-vice chair 2014-2015
Bering Sea Crab Advisory Committee 2007-2011

Steller Sea Lion Mitigation Committee 2012-2013

Anchorage Fish & Game Advisory Committee member 2015-2020

North Pacific Research Board Advisory Panel 2018-2020

- Bering Sea representative

Aleutian Islands Waterways Safety Committee 2018-2020

Alternate municipality seat

Marine Transportation Advisory Board 2018-2020

CERTIFICATION

Alaska Teachers Certificate 2006

Lifetime - Music grades K-12 endorsement

BUSINESS

Owner, NW Tech Service 2006-2011

Website design and maintenance, technology solutions.

REFERENCES

Sam Cotten Alaska Department of Fish & Game, Former Commissioner
samc.er@gci.net (907) 242-1197

Alvin D. Osterback Aleutians East Borough, Mayor
aosterback@aeboro.org (907) 383-2699

Gary Hennigh City of King Cove, City Administrator
ghennigh@kingcoveak.org (907) 274-7563

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Sam Cotten

Relationship: Friend, colleague
Years Known: 20 years

Phone: 9072421197

Alvin D. Osterback

Relationship: Supervisor, colleague
Years Known: 20 years

Phone: 9073832699

Gary Hennigh

Relationship: Friend, colleague
Years Known: 22 years

Phone: 9072747563

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) *	One main function of a City Manager is leadership of the municipality and the community as a whole. The City Manager is the primary contact between the municipality and all other agencies, state and federal, business and non-governmental. The City Manager is responsible for maintaining a sound fiscal policy and an ethical approach to management. The City Manager will take direction from the Mayor and Council to develop policy, arrange meeting agendas and prepare the City budget. Good communication is the key that ties it all together. The City Manager will be a good listener - to the Council, staff and public. The City Manager is a good public speaker and communicates well one on one. Reading and writing, as well as using technology to communicate innovatively are all critical skills for the successful City Manager.	
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 am proud of my term as Mayor of the City of King Cove and my time as the City Manager of Pilot Point. In both positions I was the day to day manager of all city services and city personnel, as well as responsible for preparing budgets and running Council meetings. I both of those positions, and in my current job I have worked closely with other agencies and businesses to advance municipality projects. I would also point to my success with grant writing, numerous elected positions including 4 terms as Advisory Panel Chair for the North Pacific Fishery Management Council. The Advisory panel in particular is a divergent group of 22	

	individuals advocating different views; successfully running the AP for 4 years is something I'm proud of. One project I was directly involved in while Mayor of the City of King Cove demonstrates real world success coordinating with local business and agencies. During one summer salmon season when the natural water source, an integral component of the local seafood processing operations was in jeopardy, we came up with a plan to build a backup waterline and pump setup that would provide sufficient water for the processing plant without depriving salmon streams of needed water. That pipeline and pump is still available for use by the City crew for the plant during dry summer seasons.
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 I do not agree with a new policy that is being introduced at a Council meeting, I would like to think that I would oppose the policy because it is not in the best interest of the community. As a plan of action, I would research and talk to experts, and begin to prepare arguments for and against the policy to present to the Council. I would try to give the best advice based on empirical evidence and the experience of myself and experts. Assuming there is nothing inherently illegal or unethical about the new policy, and the Council still wants to move forward with the policy, I would take Council direction to implement 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) *	I believe leadership is a trait that can be displayed at all levels of the organization. A good leader encourages leadership qualities throughout the ranks of the organization, so that each member is invested in the success of the organization. The competent leader spends time listening to others to find consensus, thereby being able to communicate the vision clearly. A good leader is confident and yet able to see that s/he is not perfect and needs each other member of the team to reach success.
In reviewing the job description, please highlight areas you bring particular experience. *** (Please limit each question response to 250	Throughout my career I have worked with Alaska coastal communities with similar interests and needs as the City of Homer. In both the City of King Cove and the City of

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

Pilot Point, I was ultimately responsible for harbor operations, municipal water and wastewater operations. In King Cove I supervised the Police and fire chief. I have some experience in all the major functions of the Homer City Manager position from my positions with the cities of King Cove and Pilot Point. In my current position as Natural Resources Director for the Aleutians East Borough, I have gained an insightful perspective on Alaska commercial and recreational fishing communities and businesses. I have experience running meetings to achieve consensus, I have experience preparing a municipal budget, and I believe I bring excellent communication skills - working with people, writing reports and using technology innovatively - that will allow my success as Homer 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? *	upon 4 weeks 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. *	Alaska Lifetime Teachers Certificate recipient, numerous technology training certificates	
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. *	North Pacific Fishery Management Council Advisory Panel Alaska Marine Transportation Advisory Board Southwest Alaska Municipal Conference Alaska Conference of Mayors Alaska Municipal Management Association	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Web page authoring	
What type of computers and software have you used? *	Apple and Windows, all Microsoft Office products.	
Other qualifications specific to this position? *	Works well with others.	
List any certifications you have received: *	Alaska Lifetime Teachers 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. *	NA	
State any additional information you feel may be helpful to us in considering your application *	If hired I can commit to at least a 3 year tenure, at the pleasure of the Council.	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE	Yes	

**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? *

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: Ernest Kevin Weiss

Date: 2020-05-10 11:35:09pm

IP Address: 66.223.128.174

Signature

Date

Ernest Weiss

Natural Resources Director
Aleutians East Borough
3380 C Street, Suite 205
Anchorage, Alaska 99503
907-274-7557 fax 907-276-7569
eweiss@aeboro.org
www.aebfish.org

Home address
705 Muldoon Road # 207
Anchorage, Alaska 99504
Cell 907-570-4759
Home 907-868-1762
eweiss.tech@gmail.com

EDUCATION

Graduate Shorecrest High School, Shoreline Washington	1977
Bachelor of Music, Western Washington University	1981
Completed class work for Ed Leadership degree, UAA	1998

EMPLOYMENT

<u>Natural Resources Director</u> Aleutians East Borough. Coordinate and administer AEB fisheries, land & other Borough resources projects. Supervise department personnel.	2011-2020
<u>Community Development Coordinator</u> Aleutians East Borough. Provide grant administration, project management and other functions for AEB communities.	2010-2011
<u>City Manager</u> City of Pilot Point, Alaska. Responsible for management of all municipal employees and projects; preparation of annual budget & reports for City Council.	2009-2010
<u>IT Coordinator</u> Eastern Aleutian Tribes. Responsible for information technology, networks, computers and telemedicine systems. Technology trainer and facilitator.	2006
<u>Electricians Assistant</u> City of King Cove. Powerplant operator including hydroelectric system; apprentice linesman.	2005-2006
<u>King Cove Production Manager</u> Aleutia. Coordinated Aleutia summer salmon season and supervised custom salmon processing in King Cove.	2004-2005
<u>Music Teacher</u> Rogers Park Elementary School, ASD. Teacher of Music, Instituted school computer network upgrade.	1998-1999
<u>Commercial fisherman</u> Summer months. Various vessels. Salmon, Drift and purse seine. Halibut, long line. Pacific cod, pot fishing.	1984-1997 1999-2003
<u>Teacher</u> King Cove School, Aleutians East Borough School District. Site Technology Coordinator. Temporary site administrator. Gear-Up program coordinator.	1982-1998 1999-2004

ELECTED OFFICE / APPOINTMENTS

Mayor	City of King Cove	2006-2009
Council Member	City of King Cove	2000-2001
Assembly Member	Aleutians East Borough	1996-1998 2002-2009
Southwest Alaska Municipal Conference Board of Directors		2007-2011
North Pacific Fishery Management Council Advisory Panel		2011-2020
Advisory Panel Chair		2016-2019
Advisory Panel Co-vice chair		2014-2015
Bering Sea Crab Advisory Committee		2007-2011
Steller Sea Lion Mitigation Committee		2012-2013
Anchorage Fish & Game Advisory Committee member		2015-2020
North Pacific Research Board Advisory Panel Bering Sea representative		2018-2020
Aleutian Islands Waterways Safety Committee Alternate municipality seat		2018-2020
Marine Transportation Advisory Board		2018-2020

CERTIFICATION

Alaska Teachers Certificate Lifetime - Music grades K-12 endorsement	2006
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BUSINESS

Owner, NW Tech Service Website design and maintenance, technology solutions.	2006-2011
---	-----------

REFERENCES

Sam Cotten samc.er@gci.net	Alaska Department of Fish & Game, Former Commissioner (907)242-1197
Alvin D. Osterback aosterback@aeboro.org	Aleutians East Borough, Mayor (907)383-2699
Gary Hennigh ghennigh@kingcoveak.org	City of King Cove, City Administrator (907)274-7563

Ernest Weiss

705 Muldoon Road #207
Anchorage, Alaska 99504
Cell 907-570-4759
eweiss.tech@gmail.com

May 10th, 2020

City of Homer
Andrea Browning, Human Resources Director
491 East Pioneer Avenue
Homer, Alaska 99603
abrowning@ci.homer.ak.us

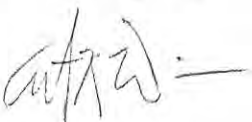
Dear Ms. Browning,

Please consider me a candidate for the position of City Manager for the City of Homer. I believe my experience could be an excellent fit for the job and the community. I've spent my entire professional career working for Alaska coastal communities. My experience most relevant to the Homer City Manager position includes my term as Mayor of the City of King Cove and my term as City Manager for the City of Pilot Point. Both positions included day to day management of all departments. I am currently employed as the Natural Resources Director for the Aleutians East Borough.

Homer Alaska is a great town. Having lived in King Cove for over 25 years, my family and I have ridden on the M/V Tustumena countless times and have enjoyed many days and nights in Homer. Most recently my wife Wanda and I enjoyed a week in Homer last June when the community hosted the North Pacific Fishery Management Council. You were wonderful hosts and we enjoyed the stay very much. I've been involved in the NPFMC process many years and 2020 will wrap up my final term as a member of the Advisory Panel, including 4 years as Chair.

I'd be honored to be able to meet with you and City officials to discuss my qualifications, meeting either by electronic means or in-person (at a safe social distance). My best wishes to the Homer community for a great fishing season this year despite the current challenges with COVID-19, and I hope this letter and application find you all well.

With kind regards,



Ernie Weiss



Employment Application | Submitted: 09-Apr-2020

AAA

Kelcey Young

☎ (425) 516-8665

✉ kelceyy@gmail.com

🏠 7876 Morven Park
Irving, TX 95063
United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - LinkUp

Employment History

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

City of Dallas, TX - Current Employer

Job Title: Assistant Director of Procurement/
Contratcing Agent

Dates Employed From: Aug/2019

Dates Employed To: Currently Employed

Employment Length: 0 years, 9 months

Duties: I am the contracting agent for the City of Dallas. I train and advise on all contracting and contracting methods. I train as well. I also implemeted and configured an electronic procurement and contract management tool for the entire city. I also led emergency procurment

Supervisor Name:
Chhunny Chhean

Address: City of Dallas, TX, UNITED STATES

Phone: 469-580-5326

Ending Rate of Pay: 130,000

May We Contact? Yes

Reason For Leaving: Currently Employed

City of San Antonio, TX

Job Title: Contract Administrator

Dates Employed From: Apr/2016

Dates Employed To: Aug/2019

Employment Length: 3 years, 4 months

Duties: Led all construction contracting for the City of San Antonio including aviation, and funding agreements. Negotiated and partnered with other agencies, presented to council, and worked with chambers.

Reason For Leaving: Received wonderful opportunity in Dallas

Supervisor Name:
Christie Chapman

Address: San Antonio, TX, UNITED STATES

Phone: (425) 516-8665

Ending Rate of Pay: 96,000

May We Contact? Yes

Bellevue College

Job Title: Procurement and Fixed Asset Manager

Dates Employed From: Sep/2014

Dates Employed To: Apr/2016

Employment Length: 1 year, 7 months

Duties: I oversee the entire procurement department including IT, Capital, and others. I oversee a \$50 million dollar procurement budget.

Reason For Leaving: Received wonderful opportunity in Dallas

Supervisor Name:
Dexter Johnson

Address: Bellevue, WA, UNITED STATES

Phone: 425-564-4260

Ending Rate of Pay: 67000

May We Contact? Yes

Bellevue College

Job Title: Assistant Program Manager

Dates Employed From: Oct/2013

Dates Employed To: Sep/2014

Employment Length: 0 years, 11 months

Duties: Oversaw Arts and Design, [personal Enrichment, and assisted with the retiree and teen program. I managed over 100 instructors, and classes.

Reason For Leaving: Promoted

Supervisor Name: Kintea Bryant

Address: Bellevue, WA, UNITED STATES

Phone: 425-564-4260

Ending Rate of Pay: 48000

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.

Humboldt State University | College or University

Degree: Masters Degree

Major: Environment and Community

Graduated? Yes

Humboldt State University | College or University

Degree: Bachelors

Major: Community development

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	
Kelcey Young Resume_1.pdf	Preview	Download
Kelcey Young_Cover Letter_2.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.

Chhunny Chhean

Relationship: Supervisor for City of Dallas

Years Known: 8 months

Phone: 469-580-5326

Christie Chapman

Relationship: Supervisor for City of San Antonio

Years Known: 3

Phone: 210-247-8791

Chris Ma

Relationship: former co-worker Bellevue college
Years Known: 6

Phone: 206-465-8752

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) *

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

Answer

I think the most important role of the City Manager is to lead and support all departments on operations, while supporting the direction of City Council on carrying out policy. I also believe that a City Manager should be someone who the entire City can trust to be financially prudent, compassionate, ethical, and to promote equity.

I led the procurement, negotiations, and contracting of a \$800 million dollar bond program, I also have a great deal of general experience. I have trained the entire City of Dallas on contract management. I have also managed all the emergency procurement for the COVID-19 pandemic. On top of that I have created many programs to support small and local businesses.

Council has control over policy decisions. If there are concerns that I believe absolutely must be addressed for the good of the City, I would politely explain any concerns I might have, especially if there were legal or financial concerns. However, if Council chooses to move forward I will support it unless I believe it is unethical or illegal, in which case I would have a private conversation with Council.

My leadership philosophy is to support the City and my staff as much as possible. I strongly believe in lifting others up, and mentoring, and providing as much professional development as possible. I strongly believe in supporting and building local businesses and local leaders.

I have experience in emergency management, budget, aviation, housing, procurement and project management. I have also managed hundreds of employees

Disqualifier?

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

and created many programs. I have experience supporting Fire and Police Departments.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	2015	
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? *	June?	
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. *	Lean Six Sigma Black Belt, Scrum Master, Professional Project Manager, Contract Manager, Emergency Management Training, Spend Analytics Training, Crisis Management Training, Leadership 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. *

Treasurer fo NAEP. Small Business Committee
Memeber for City of San Antonio

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Economic delvelopment, innovation, leadership, budget, sustainability, emergency management	
What type of computers and software have you used? *	All types of computers. Very strong Microsoft Office Skills. Strong experince with dta analytics, AMS, Oracle, SAP, Bonfire, eRequestor, Civcast, HP, quickbooks, Skype, Zoom, all kinds of stuff.	
Other qualifications specific to this position? *	Sustainable development, planning	
List any certifications you have received: *	Environmental Planning, Leadership Development, FEMA Professional Development Series, Contract Management, Spend Analitics, Risk Management, Lean Six Sigma Green Belt, Lean Six Sigma Yellow Belt, Lean Six Sigma Black Belt, LEAD Green Associate. Women's Mentorship in Government Mentor	
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 *	While it seems like my background is mostly in contracting, it is actually more in project management, as I managed these contracts	

all the way through. Because of that I have very strong experience in working on projects in all areas from parks to emergency management. I routinely present to staff and City Council, as well as meetings with chambers and the community.

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: Kelcey Young
Date: 2020-04-09 07:42:36am
IP Address: 72.181.20.11

Signature

Date

Kelcey Young

7876 Morven Park, Irving, TX, 75063 | 425-516-8665 | kelceyy@gmail.com

Dear Hiring Committee:

I submit my resume, and references for your consideration. I have a great deal of experience in strategic leadership, building sustainable communities, and strengthening public engagement.

I am an innovative and compassionate leader with a proven history of change management. I have the experience and expertise of leading and directing over \$2 billion dollars' worth of projects including: \$200,000,000.00 worth of design and construction of parks contracts, over \$500,000,000 of expertise for drainage projects, and over \$400,000,000 for facility projects. Additionally, I have a great deal of experience in creating recreational and cultural programs including hiring instructors, creating festivals, as well as showcasing creating historic items such as antique airplanes in the airport, and moving historic statues, and repairing historical walls and buildings. I also have experience soliciting and developing a mixed income housing plan, developing green lots, and leveraging \$20 million into \$200 million with developer participation.

I am a highly motivated problem solver and am certain I can help you achieve continued growth and prosperity in an economically sustainable way, while still preserving charm and appeal. Furthermore, my process improvement skills can support your already impressive achievements.

My resume illustrates how I am an excellent candidate, as I possess and exceed most of the qualifications. My background in process improvement, digital migrations, and innovation as well as creating scorecards and dashboards at the employee level, departmental level, and for outside vendors is exactly the experience you are looking for to move forward in a strategic direction.

In my current position of Assistant Director of Procurement for the City of Dallas, I lead a team of 20 with four managers as direct reports. I direct the division that oversees all contracts for the City of Dallas. I also have developed a contracting training program for all of the departments in Dallas in order to improve contracting as a whole.

My role requires me to build relationships and partnerships with utility companies, partner agencies, contractors, small and large businesses, and to build contractor capacity while also supporting vendors new to the area. It also means I am extremely well versed in procurement including IT and construction requirements, and all state and federal requirements. I routinely am involved in legislative affairs, as well as overall community development.

I am a highly qualified public servant with an impeccable record of achievement at all levels in my career. I have developed effective working relationships with all internal and external stakeholders, realized several partnership opportunities, led the efforts of several initiatives and functions, and cultivated positive relationships to forge strategic and results-driven outcomes. I am innovative and experienced in analyzing and handling difficult and sensitive matters, monitoring, managing, evaluating and optimizing the functions of major administrative and operational programs and departments. I have extensive experience in reorganizing divisions, and revising policy, while paying special attention to resource allocation, including both short-term and long-term fiscal impacts. I have

excellent decision-making and organizational management skills, and I possess the skills and experience to function as the top-level executive in multi-governmental environments. In addition, I am well versed and experienced in emergency management including developing and implementing evacuation programs, and training departments on emergency procedures.

Please also note that I am extremely forward thinking and excel in process improvement and innovation. For example, my LEAN Six Sigma Black Belt training taught me advanced program and process management know-how, as well as organization effectiveness and strategy. I have taken agencies paperless, and automated myriad processes. I have also lead Scrum teams, and acted as a change agent in every level of the organization. I leveraged this knowledge in my previous position as the Contract Administrator for Transportation and Capital Improvements (TCI) and by making continuous improvements to TCI's procedures and policies; I led my team to receive the City's Excellence Award.

My strong aptitude for numbers will positively contribute to budget preparation, risk management, and related fiscal duties. My ability to analyze gaps and make improvements will help in all areas of the department. My background in leading contracts and procurement divisions, and managing large budgets, all while guiding teams and advancing community engagement, will allow me to excel and provide the level of expertise you deserve. Additionally, I have a proven record of streamlining processes and realizing multi-million-dollar cost savings, that will help you achieve even more.

I look forward to meeting in person in order to discuss this further.

Sincerely,

Kelcey Young

KELCEY YOUNG

425.516.8665 | Kelceyy@gmail.com

Future thinking and innovative. Developed effective procedures and relationships, while streamlining and innovating processes in order to make continuous improvements and implement best practices. Adept in contracts, economic development, compliance management, program management, asset management and creating new programs.

EDUCATION AND CERTIFICATIONS

BA, Environmental Studies and Leadership, Humboldt State University 2002

M.A.S.S. Environment and Community, Humboldt State University (36 units)

- **Lean Six Sigma Blackbelt**
- **Scrum Master**
- **Certified Contract Manager**
- **LEED Green Associate**

CORE COMPETENCIES

- | | | |
|-----------------------|------------------------------|--------------------------|
| ✓ Strategy Management | ✓ Leadership & Team Building | ✓ Client Outreach |
| ✓ Change Management | ✓ Market Insights | ✓ Research & Development |
| ✓ Strategic Oversight | ✓ Process Improvement | ✓ Budget Management |
| ✓ Policy Development | ✓ Public Relations | ✓ Negotiation |

EXPERIENCE

City of Dallas | Dallas, TX
Assistant Director of Procurement

2019-Present

- ✓ *Created Sustainable Procurement Program*
- ✓ *Created DCOR*

- Developed and Led City Wide Contract Compliance program
- Developed and Led City Wide Contracting Certification program that provided 20 hours of training
- Advised on Federal, State, local laws, and government codes to departments, other agencies, and Council members.
- Consistently cultivated important close working relationships with other municipalities and governmental agencies to develop best practices thereby achieving better project outcomes.
- Lead division of 20 with 4 managers as direct reports

City of San Antonio | San Antonio, TX
Contract Administrator

2016-2019

- ✓ *Promoted to Position within 9 months*
- ✓ *Recognized for TCI Excellence Award*
- ✓ *Reduced contracts out of compliance by over 150%*

- Directed Contracts team of 16 people and provide contract management and compliance of over 1000 contracts and over \$2 billion-dollar contract spend.
- Developed and implemented electronic bidding process and digital contract routing, and permanent storage system.
- Developed solicitation system and guided City for developer agreements including 1200 affordable housing units in mixed use developments.
- Led cultural change for more efficiency and team development. Implemented new training program, performance measures, SOPs, and report cards.
- Oversaw administration of all aspects of contract management for all construction contracts to include improving the mass selection process of awarding over 100 projects simultaneously.
- Developed, innovated, and implemented procedures, policies, and General Conditions. Updated all contracts, solicitations, and General Conditions, and wrote templates for new contracts. Created new solicitation process to protect user information and implemented a database for contract solicitation and management tracking.

Bellevue College | Bellevue, WA
Procurement and Fixed Asset Manager/Director

2014 – 2016

- ✓ Handpicked for the position
- ✓ Implemented an On-Line Bidding and Procurement System
- ✓ Spearheaded a Sustainable Purchasing Program for Higher Education

- Led all aspects of Procurement and Contract Management team of 6 people, including IT and Capital.
- Managed over \$50 million annual procurement spend.
- Provided guidance for procurement and contracts including writing and implementing policy and procedures, conducting spend and budget analysis, and providing training for all departments on procumbent and contracting procedures.
- Led Fleet and Fixed Assets
- Gathered and analyzed data for studies including spend analytics, diversity reports, performance matrices and made recommendations based on findings.
- Created and implemented pilot program for Sustainable Procurement for all of Higher Education for the State of Washington focusing on Economic and Environmental Sustainability and Socially Responsible Sourcing, thereby creating best practices.
- Implemented, configured, and trained entire college personnel both online and in person on new procurement software for all of campus making procurement far more efficient and paperless.
- Implemented policies to reduce procurement spend by \$3-5 million annually while increasing performance, and client support.

Bellevue College | Bellevue, WA
Assistant Program Manager

2013 – 2014

- ✓ Created over 100 new classes
- ✓ Created 10 new certificate programs
- ✓ Increased revenue by 50%

- Managed Arts and Design, Personal Enrichment and co-managed Summer Teen Programs.
- Created classes and developed community outreach events.
- Led, trained, and managed over 100 instructors.
- Outreached and partnered with the greater community including creating art shows, athletic programs, public service programs, events, and art walks.
- Enlisted the support of volunteers and collaborated with businesses such as Amazon, Microsoft, Verizon, Boeing, various Chambers and community groups.

Additional Positions:

Vendor Relations Manager 2006-2007

Co-Director for Refugee Extension Program 2000-2002

Emergency Medical Technician 2002-2004

Professional Photographer/Small Business Owner 2008-2013

PROFESSIONAL AFFILIATIONS

National Association Educational Procurement – Treasurer 2015- Present

Sustainable Leadership Council- 2015-Present



Employment Application | Submitted: 06-Apr-2020

AAA

George Zoukee ☎ (603) 496-4987 ✉ GMZoukee@aol.com 🏠 2691 Eldrora Estates Court Las Vegas, NV 89117 United States	City Manager Job Location - Homer, AK Department - Administration Source - Other - Strategic Government Resources & Homer sites
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Employment History

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

Real Estate Investor - Current Employer

Job Title: Investor Dates Employed From: Apr/1998 Dates Employed To: Currently Employed Employment Length: 22 years, 1 month 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,	Supervisor Name: Self Address: Las Vegas, NV, UNITED STATES Phone: (603) 496-4987 Ending Rate of Pay: 0 May We Contact? Yes
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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	
NHSBA Letter 8-2005.pdf	Preview	Download
GMZ-CL-CM2-Homer-AK.docx	Preview	Download
GMZ-References-2020.docx	Preview	Download
GMZ-NV-2020R-E.doc	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.

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?
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, ethics, dedication and enthusiasm are the most important elements of the City Manager position.	
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) *	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	

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) *

worked.

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,

I lead by example. I show the highest levels of dedication, enthusiasm, ethics and integrity.

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? *	Yes	
If yes, Please give dates applied	1/07/2020	
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? *	April 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

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 60+.

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

None

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.

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: 2020-04-06 11:40:01am

IP Address: 70.173.156.172

Signature

Date



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/Managed a staff of 6
- 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 (\$2 B) 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
- 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/Managed a staff of 6
- 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 (City Budget over \$3.0 Billion)

- 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

John Lisica, Managing Director
M&T Securities - Public Finance
350 Park Avenue, 5th floor
New York, New York 10022
(212) 350-2565 (office) 917-627-7667 (mobile) jlisica@mtb.com

Michael Yarrington, Director, Office of Marine Insurance
US Department of Transportation, Maritime Administration
1200 New Jersey Avenue SE, 3rd floor
Washington, DC 20590
(240) 308-2378 (mobile) mlyarrington@yahoo.com

Gilbert Moreno, Enterprise Account Executive, Anaplan
1631 North 14th Terrace
Hollywood, Florida 33020
(917) 399-0223 (mobile) gil_moreno_igc@yahoo.com

Jo Ann Klatskin, Vice President, Municipal Banking
Newburyport Five Cent Savings Bank
Exeter, New Hampshire 03833
(603) 425-3445 (mobile) j.klatskin@comcast.net

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

Julia Griffin, Town Manager
Town of Hanover, NH
41 South Main Street
Hanover, New Hampshire 03755
(603) 643-0701 (office) julia.griffin@hanovernh.org

Ed Markus, President
Amawalk Consulting Group
90 Broad Street, Suite 707A
New York, New York 10004
(212) 361-0050 (office)

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



George M. Zoukee
2691 Eldora Estates Court
Las Vegas, Nevada 89117
GMZoukee@aol.com
April 6, 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.

It is important to mention that I have worked in the public sector during good times and bad times. There is a lot of uncertainty in the economy right now and government revenues are likely to be severely impacted. I have the experience to work on municipal budgets, management and revenue forecasts in challenging times.

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 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
GMZoukee@aol.com
603-496-4987
Professional References

John Lisica, Managing Director
M&T Securities - Public Finance
350 Park Avenue, 5th floor
New York, New York 10022
(212) 350-2565 (office) 917-627-7667 (mobile) **jlisica@mtb.com**

Michael Yarrington, Director, Office of Marine Insurance
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Washington, DC 20590
(240) 308-2378 (mobile) **mlyarrington@yahoo.com**

Gilbert Moreno, Enterprise Account Executive, Anaplan
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Town of Hanover, NH
41 South Main Street
Hanover, New Hampshire 03755
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Ed Markus, President
Amawalk Consulting Group
90 Broad Street, Suite 707A
New York, New York 10004
(212) 361-0050 (office)

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**

• •





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

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Employment Application | Submitted: 31-Mar-2020

AAA

John Ardaugh

📞 (815) 715-7735

✉ jackardaugh@yahoo.com

🏠 15631 West Waterford Lane
Manhattan, IL 60442
United States

City Manager

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

Dates Employed From: Aug/2011

Dates Employed To: Currently Employed

Employment Length: 8 years, 9 months

Duties: I handle many matters in the courtroom as well as contracts, employment matters and real estate transactions.

Reason For Leaving: Currently Employed

Supervisor Name: Mary C. Fahey

Address: Chicago, IL, UNITED STATES

Phone: (312) 523-2017

Ending Rate of Pay: \$125,000.00

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 & 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	Preview	Download
City of Homer_ AK City Manager Cover Letter 1 29 2020.pdf	Preview	Download
City of Homer_ AK City Manager Professional References 1 29 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.

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) *

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) *

important. Listening to others allows me to come up with many different ideas. That is very important to do.

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.

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 any matter.

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.

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? *	Yes	

If yes, Please give dates applied

January 2020

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? *

6/1/2020 or sooner

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. *	Illinois Licensed Attorney [6192107]	
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. *	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.

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	I have a very diverse background and skill	

	set in business, government, legal and "not-for-profit" arenas that would help Homer in a great way.
What type of computers and software have you used? *	Microsoft Word, Google Spreadsheets and many different software applications.
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.

☐ 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: John Robert Ardaugh

Date: 2020-03-31 11:08:29am

IP Address: 99.130.80.77

Signature

Date



John R. Ardaugh

15631 West Waterford Lane • Manhattan, IL 60442
(815) 715-7735 • jackardaugh@yahoo.com

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

**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**

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 --

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.

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)

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

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

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

Ms. Ann Poplawski
Former Legal Assistant
Spesia, Ayers & Ardaugh
Joliet, IL
[815] 274-7201
mom2mnmgirls@yahoo.com

Mr. George F. "Biff" Mahoney
Senior Partner
Mahoney, Silverman & Cross
Joliet, IL
[815] 730-9500
gmahoney@msclawfirm.com

Mr. H. Richard "Rich" Hagen
Chief Legal Officer
D'Orazio Capital Partners, LLC
Chicago, IL
[312] 357-5690
rhagen@doracm.com

Mr. Thomas C. "Tom" Bolek
Former Vice-President
T.J. Lambrecht
Joliet, IL
[815] 405-8960
tom.bolek6@gmail.com



Employment Application | Submitted: 09-Apr-2020

AAA

Raymond Bossert JR

(706) 215-4567

raybossert@comcast.net

1750 Rock Hill Lane

Phoenixville, PA 19460

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Other - ICMA

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, 10 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

278

of 8

5/9/2020, 11:04 AM

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
Bossert Resume DEC 2019.docx	Preview Download
Homer AK Letter.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.

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	Team Building among the city employees and providing professional services and High quality to our citizens	

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) *

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 Bossert
Date: 2020-04-09 08:02:45am
IP Address: 71.224.154.123

Signature

Date

Raymond D. "Boz" Bossert Jr.
1750 Rock Hill Lane
Phoenixville PA 19460

706-215-4567

raybossert@comcast.net

9 APR 2020

Future Partners in Homer, Alaska

I have been in Government service for over 35 years and have a Masters of Public Administration as well as in Strategic leadership. These have inspired me to continue to serve the public in another capacity differing from the Military. As an Army Engineer I am uniquely qualified to build, manage and operate large facilities, a city being one of them, So while others may see this as a challenge, I see opportunity. As you stated you need someone to work with the City leaders and citizens as a partner, a supporter and a trusted advisor and someone who can work with and inspire and mentor City staff, you found your City Manager.

As an Army engineer, I know the meaning of building a team. I have a strong background in budget development and finance, public works and engineering management; human resources management; organizational leadership skills and the ability to cultivate positive and productive relationships senior board, staff and community members. In my 35 year career, I have demonstrated a high level of integrity; a strong commitment to public service; open and positive communication skills and stable tenures in previous positions. My interagency dealings with other government agencies as well as non-government agencies will be valuable to this position. My recent military position as the National Guards Senior personnel and manning policy writer and implementer, will bode me well in employee dealings. My expertise as a Guardsman with the local and State level agencies for natural disasters or manmade emergency situations will come in handy as well, something unique to a senior leader.

Having lived in the south all my adult life I see this as an opportunity to relocate to Alaska and serve its citizens. You are seeking someone who will be tactful, discrete, diplomatic, apolitical, and honest with the ability to lead, delegate, motivate and inspire with a willingness to hear everyone, build consensus and drive decision-making to conclusion. I can guarantee you I am that and more.

I have built, secured and managed large infrastructure. I have managed large budgets in the Billions in total. I have been involved in strategic planning for state level and national level projects. I am comfortable with speaking and briefing senior level executive as well as day to day discussions with the workers and citizens that make us successful. I am energetic, approachable, motivational, and a great listener. The customer comes first and in this case it's our citizens who deserve the best, but that can only happen if we prepare, educate and empower our City workers. The only question left is when can we chat? I appreciate your time and consideration.

V/R
//Signed//
Ray Bossert

City Manager

City of Homer, AK

Job Description

CITY OF HOMER, ALASKA CITY MANAGER

Homer is a vibrant city on Kachemak Bay, located in south-central Alaska, near the southern tip of the Kenai Peninsula. The City of Homer is 227 road miles from Anchorage, and accessible by land, sea, or air travel. Homer has a diverse economy with commercial fishing, tourism, and government sectors being the most prominent. Homer's climate is moderated by the Pacific Ocean, resulting in warmer winters and cooler summers than seen in places farther inland in Alaska.

The City of Homer incorporated on March 31, 1964 and is a Council-Manager form of government. The City is a first class general law municipality with a population of about 5,300. The legislative body is composed of a Mayor and six Council members elected at large. The Council sets policy, adopts ordinances, resolutions, and determines funding for all programs and services through the adoption of the Municipal budget.

The City has over 100 full-time employees, as well as four part-time positions. The City's budget is \$22 million and includes; Police (patrol, dispatch, jail), Fire and EMS services, Public Works (water, sewer, camping, parks and recreation), Port and Harbor, Library, Administration, Finance, Planning and Zoning and management of the airport terminal building.

The City Manager is the chief administrative officer responsible for the administration of all City services and supervision of department directors and administrative staff. This is a contract position serving at the will of the City Council. Contract salary and terms are dependent upon qualifications, and will be negotiated after an offer of employment has been made. The City offers an outstanding fringe benefit package including Health Insurance, Retirement in the Public Employees' Retirement System (PERS), Life Insurance, Wellness Program, Paid Time Off, Sick Leave, and Holiday Pay.

Applications will be reviewed in early February. Telephonic and in-person interviews will also be conducted in February. The final applicants selected will receive budget and capital improvement information.

If you have any questions regarding the benefits or application process please contact Andrea Browning, HR Director at abrowning@ci.homer.ak.us
Salary DOE, with benefits.

**MR. Raymond Dempsey Bossert JR.,
Retired Colonel USA, M.P.A, M.S.S**

1750 Rock Hill Lane
Phoenixville, PA 19460
Mobile: 706-215-4567

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 & 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, Decision making expertise and staff planning, 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- 02/2020

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 250 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 policies 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:**

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)

Early Career 1989 thru 1996

US Army 82nd Airborne Division Engineer officer; June 1989- July 1993

307th 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.

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:

- Joint Operational Planning and Military Decision Making Process Instructor, Joint Staff College (2016)
- 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)
- Combat Training Center(CTC) and Expeditionary CTC rotation participant 6 times at Battalion and Brigade level, Leader and Staff training
- National Guard Bureau Personnel and Manning Officer, J1 Domestic Operations Training Course facilitator and Instructor for 10 states in 2017-2018, Emergency management Training course

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
- FEMA ISC Trained on level 100-800 and others
- 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), cvoso1@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



Employment Application | Submitted: 02-Apr-2020

AAA

Clyde Burton

☎ (907) 570-1027

✉ clyde.thomas.burton@gmail.com

🏠 1143 M Ct

Anchorage, AK 99501

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.

Booz Allen Hamilton (Asia)

Job Title: Strategic Logistics Analyst

Dates Employed From: Jul/2014

Dates Employed To: Feb/2020

Employment Length: 5 years, 7 months

Duties: Analysis as required, development of logistics calculators, lead for Client for program management of logistics aspects/laydown for Marine realignment in the Pacific.

Reason For Leaving: Get back to Family; help father into Old Soldiers

Supervisor Name:
Samuel Schmidt and
Kevin Briggs

Address: Okinawa Prefecture,
JAPAN

Phone: +81-80-6498-9706

Ending Rate of Pay: ~\$100K
(reduced from ~\$135K after
company recompute)

Home; change in salary after company recompute.

May We Contact? Yes



Alaska Military Youth Academy

Job Title: Director, Alaska Military Youth Academy (AMYA)

Dates Employed From: Oct/2010

Dates Employed To: Sep/2013

Employment Length: 2 years, 11 months

Duties: Oversight of AMYA administrative, operational, maintenance, planning, budget and other requirements as necessary.

Reason For Leaving: Had upgraded Academy; felt I was not able to continue making improvements I saw because of National Challenge program resistance to change. Felt it was time to move on to new challenge.

Supervisor Name:
McHugh Pierre, MG
Thomas Katkus

Address: Anchorage, AK, UNITED STATES

Phone: (907) 375-5554

Ending Rate of Pay: ~\$115K

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.

Oregon State University | College or University



Degree: BS
Major: History

Graduated? Yes

University of Oklahoma | Graduate School

Degree: MPA
Major: Master Of Public Administration

Graduated? Yes

The Basic School | Other

Degree: N/A
Major: Military Leadership

Graduated? Yes

Field Artillery Artillery Officer Basic Course | Other

Degree: Field Artillery Certification
Major: Fire Control and Gunnery

Graduated? Yes

Field Artillery Artillery Officer Advanced Course | Other



Degree: Field Artillery Advanced Certification

Graduated? Yes

Major: Field Artillery Fire Control and Gunnery

Field Artillery Target Acquisition Survey Officers Course | Other

Degree: Field Artillery Target Acquisition and Survey Certification

Major: Target Acquisition and Survey

Graduated? Yes

Field Artillery Nuclear Weapons Assembly Course | Other

Degree: Field Artillery Nuclear Weapons Assembly Certification

Major: Nuclear capable artillery rounds assembly procedures

Graduated? Yes

Navy Nuclear Basic School | Other

Degree: Basic Nuclear Power Plant Certification

Major: Nuclear Propulsion Basics

Graduated? Yes

Navy Nuclear Prototype Training | Other

Degree: Certification for assignment to vessel (USS Sunfish)

Major: Nuclear Propulsion Application

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
Clyde T _Tom_ Burton Resume April 2020.pdf	Q Preview Download

Text Only Resume

To Whom It May Concern:

I became aware of your search for a City Manager in the Homer News but thought the opportunity had passed. I see you have reopened the search, and am happy to provide my resume, expressing my interest in the position.

As you see from my resume, I have an extensive history in leadership, management and analysis. I specifically draw your attention to my time as the Commanding Officer (Director) of Camp Bucca Iraq and as the Director of the Alaska Military Youth Academy. In both of these billets, I was responsible for multi-function management and coordination of staff in which I used the Operation Planning Team (OPT) model of cooperative planning. In both these positions, further, I was responsive to management

(in one case, a military Joint Task Force Commander and in the other to the Commander of the Alaska Department of Military and Veterans' Affairs). You can see further that I have extensive analysis and master planning experience which I am sure would be of use to you.

My wife and I both have long-time experience in the Homer area; we have a business and homes here, and she was raised in Homer on East End Road. I have long looked for an opportunity to bring my talents to Homer, and this looks like it would be a rare match for both of us. If you agree, I would be very pleased to meet with you to discuss further.

Many Thanks
Clyde T. (Tom) Burton
Colonel, USMC (Ret)

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Mead Treadwell

Relationship: Friend/Former LtGov (SOA)/Campaign relationship
Years Known: 10

Phone: 907-223-8128

McHugh Pierre

Relationship: Friend/Former Deputy Dept of Mil & Vet Affiars
Years Known: 10

Phone: 907-321-2179

Sam Schmidt

Relationship: Friend/Former Supervisor (Booz Allen Hamilton)
Years Known: 6

Phone: +81-80-8561-3809

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	Responsiveness to guidance: I have found that there may often be "rudder guidance" from higher levels in which they are responding to input of their own. The prioritization of tasks must necessarily take into mind that higher levels have their priorities as well. Staff	

attachment as you would your
resume or cover letter) *

Management: Understanding subordinate elements activities, challenges, and long-term needs/plans is required to assist them in mission success. Personnel and general administration and budgeting, oversight of essential staff functions and special projects, guidance, dispute resolution, faithful requirements accomplishment all come from a shared commitment to excellence in a culture of mature professionalism and dignity. Planning: Working with senior and subordinate elements to develop and refine master planning documents to ensure a shared understanding of the future, within the realistic limits of available resources allows input at all levels and thorough discussion of the pros and cons of planned actions/activities. Community Interaction: The process of ensuring the community knows it has the ability to provide meaningful input is particularly important in Homer as there are many different viewpoints on almost any proposal. As such, communication, patience and taking the time to thoroughly publish meetings and related documentation is important.

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) *

Director, Alaska Military Youth Academy: In many ways, this billet is similar to the City Manager's position. I had a staff and budget to manage, I regularly interacted with the community (usually parents, but also in briefs to various groups), I developed a Master Plan, I dealt with personnel and equipment issues and I was responsive to and regularly briefed leadership. There were staff strains when I arrived, largely due to lack of communication because of personality differences. Regular staff meetings and a clear vision moving forward was part of the resolution. Ensuring adherence to National Challenge program guidelines was also a corrective action undertaken. I found that previous Directors had expanded the staff under a one-time funding windfall, but there was no further funding forthcoming, so I assessed and analyzed staff requirements and worked with the Cadre Commandant to develop a staff schedule that eliminated waste and redundancy to a staff level supported by

resources. Savings also allowed me to update outdated equipment and to establish emergency stores of equipment which I believe were useful in the responses to the Earthquake in Anchorage recently. At the same time, we roughly tripled academic improvement scores. By working with outreach leadership, the Academy was able to achieve record levels of initial attendees as well as the percentage of successful graduates (which best serves both the Cadet and the State of Alaska). The general leadership and management techniques used at the Academy would transfer well to a City Manager position.

It is important to remember the role of the City Manager. As a group representing the community, the Council provides policy direction, usually in consultation with the Mayor. Generally speaking, my belief is that a Council meeting is not a place for the City Manager to opine on policy unless that were requested by the Council and even then, I would generally try to avoid my personal political or philosophical thoughts. I would suggest that the City Manager's role is to provide practical input as to how the policy might be implemented, what risks or resource limitations might affect the direction provided, or possibly personnel and/or equipment impacts. I will try to be a sounding board, using my experience and background to identify pros and cons as I see them and to best support the efforts of the Council to harmoniously, effectively and efficiently employ City assets to accomplish desired goals. Homer is a jewel of Alaska and our shared efforts should be to continue our success story.

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) *

I start with my Marine Corps background in which leadership is characterized by decentralization and delegation, because this is an effective means to foster imagination, ingenuity, and creativity. However, I would expand on that to include a commitment to a teacher-scholar relationship. I feel that we are all citizens of the state, nation, and globe, all trying to do our best to get along, succeed, and when possible, leave the world

a little better where we can. So those of us further along the path have a responsibility to encourage those who will be tomorrows leaders; as such, I believe strongly in giving as much guidance, education and support as possible and then letting the flowers (our people) grow. Ideally, a successful leadership credo leads to successful management of people, resources, equipment and processes.

I hold a Masters in Public Administration, and in addition to 29 years of military experience and establishing a small business here in Homer, I have made it a goal to work in different post-military areas to broaden my experience in the private and State sectors and to use that time to develop a tool kit of best practices. I have developed, implemented and enforced administrative policies and guidelines most of my career. I supported a military police operation at Camp Bucca, Iraq while a base commander during Operation Iraqi Freedom - in that role I oversaw a security force for the camp as well as assisted the Security Force Commander in keeping his security force focused on both camp and personnel safety/security, but also treating the interned personnel with dignity and respect. During my time as the lead for DPRI (Defense Policy Review Initiative) I interfaced with the public, governing officials and federal organizations in both a briefing and representative capacity. As an analyst, I am adept with spreadsheets, policy development, written document, briefing products at the Senior Executive Level. I have held Supply Accounts and supervised them and am familiar with the general requirements of supply and general administration. As a former Logistics Officer and Strategic Logistics Analyst (for 4th Battalion, 12th Marines and for Booz Allen Hamilton), the same is true for the requirements for maintenance and upkeep of both equipment and facilities. As a military officer, I have been involved in operational planning for both regular exercises and emergency preparedness contingencies.

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? *	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. *	Program management, MS Excel, MS Power Point, MS Word, cost estimating, general leadership training.	
Describe any job-related training received in the United States military. *	Field Artillery, Survey, Program Management, Budgeting, Administration, Base Administration, Base Development.	
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. *	Past President, Captain Cook Chapter (MOAA (Military Officers Association of America); Co-Chairman, Anchorage Park Memorial Project.	☐

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? *	PC, MS Software, ACEITS (Automated Cost Estimating Information Technology System), multiple military software systems.	
Other qualifications specific to this position? *	Previously noted and in resume.	
List any certifications you have received: *	None of specific utility to this position and generally long expired anyway.	
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 *	Was employed with Booz Allen Hamilton in Okinawa until recently and left them temporarily because I was too far from family. In particular, am working with my father (in Arkansas) to help him get into the Old Soldiers Home in Little Rock. I hope to have that completed by the end of June, but the coronavirus environment is complicating that. While that does not prevent my taking a position immediately, my original intent was to not work till the fall so I could go spend a couple of weeks packing up his household. I would work around that if the position were offered to me.	
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	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: Clyde Thomas Burton
Date: 2020-04-02 04:32:04pm
IP Address: 146.71.67.59

Signature

Date





Clyde T. (Tom) Burton
clyde.thomas.burton@gmail.com
1143 M Court, Anchorage, AK 99501 ♦ (907)570-7434/1027

SUMMARY OF QUALIFICATIONS

Executive positions in leadership, operations and logistics. Change agent and strategically oriented leader. Experienced, adaptable and versatile; excels at quick assessment and action in complex, dynamic situations. Experienced at team building, analysis and planning in difficult environments. Expert in process development, policy formulation, change management, and organizational management.

Associate, Strategic Logistics Analyst, Booz Allen Hamilton (Full—time) 2014-2020

- As lead, performed strategic analysis of 3d Marine Logistics Group (3d MLG) operational logistics laydown in the Pacific under the Defense Policy Review Initiative (DPRI).
- Developed logistics plan for six-month Marine Rotational Forces-Darwin deployment and supported transition to recurring exercise and deployment program.
- Developed detailed and overarching template of Program of Objectives and Milestones.
- Provided exercise planning support to various events as needed.
- Developed logistics (Access and Excel based) analytic tools to assist exercise planners and created a 3 GB+ 3d MLG Reference DVD for new exercise and Playbook Reference for planners.

Director, Alaska Military Youth Academy (Full—time) 2010 – 2013

- Direct leadership/management of operations, logistics and costs for State/Federal program for at-risk youth. Improved operational concept (class and operational schedule, staff schedule, and professionalization/documentation of processes). Developed a service and safety oriented organizational culture.
- Reduced annual operating costs by ~15%, increased class recruiting, retention, and graduation rates; the Academy experienced the three largest class graduations in Academy history and student retention improved by ~27%.
- Setting the standard, received organization's first "No findings" external evaluation from National Headquarters of National Guard Youth Challenge Program.

Director, Marine Corps Installations, Mid-Pacific (Full—time) 2007 – 2009

- Direct lead for relocation of Marines and dependents to Guam. Managed studies, planning, coordination and integration of efforts. Led facility requirement groups for largest new base since World War II. Developed detailed plans and cost estimates.
- Conceived, planned and conducted a Joint Basing conference (92 attendees from 20+ major DOD, national agency or territorial governmental agencies) considering recommended joint basing options across nearly 40 base and station functional areas.

Director, Forward Operating Base Bucca, Umm Qasr, Iraq (Full—time) 2008 – 2009

- Responsible for the daily facility, logistics and operational services and security of a 28,000-person encampment. Led and managed military, civilian and international contracted security services personnel. Effectively supported 10 major tenant

organizations, 54 civilian contract companies and 8,000 coalition forces. Oversaw site care of multiple projects (water production, sewage treatment, ice plant).

- Other actions: Initiated and developed master plans to allow base expansion sufficient for 50,000 persons. Developed and oversaw innovative meeting of 15 local sheiks, civil leaders, and Iraqi government General Officers. Re-wrote the Base Standard Operating Procedures manual, and implemented improved management, safety awareness, internal controls, and enforcement measures.

Deputy Branch Head, Policy & International Affairs (Full—time) 2004- 2007

- Managed six desk officers oversight of 36 international countries and worked with American Embassy personnel (Defense Attaches and others) in three different countries (Japan, South Korea, and Mongolia). Driving force behind first bilateral Japanese-U.S. training exercise in U.S. since WWII which has become an annual event.
- Managed two international conferences at the senior leadership level with participation by 20-30 senior leaders at each event. Managed multiple visits from foreign international leadership. Re-wrote a significant parent organization Statement of Work, allowing progress on an initiative that had foundered.

Section Head, Mobilization Plans & Policy (Full—time) 2001- 2004

- Managed the mobilization of individual augmentees during the aftermath of 9/11. Developed requirements for and oversaw new mobilization information system. Oversaw mobilization of 1,300 mobilized Reservists.
- Supported USMC-wide Force Structure Review Group efforts and coordinated requirements of complex manpower issues (casualty replacements, personnel sourcing, end strength issues, and high demand/low density options).

Program Management Officer, Marine Corps Systems Command (Full—time) 1995 -2001

- Provided support to multiple acquisition programs. Developed company cost estimating capability and risk analysis expertise. Developed concept paper for Contractor Logistics Support, which became template for command.
- Provided coordination, support and guidance for internal distribution and warehouse coordination.

Education, Military and Other Experience

Master of Public Administration, University of Oklahoma, Norman, Oklahoma

Bachelor of Arts, History, Oregon State University, Corvallis, Oregon

Project Management: multiple projects over course of career (notably DPRI)

President and Communications Director, Military Officers Association of America, Captain

Cook Chapter (2009-2016), current Vice-President and Communications Director

Co-Chairman, Anchorage Veterans Memorial renovation project (2009-2010)

Co-Communications Director, Workforce Leadership Council (Okinawa) (2016)

Software Capabilities: Microsoft Power Point, Word, Access Database, Publisher, Excel, Project, Adobe Pro, ACEITS (Automated Cost Estimating Information Technology System) (cost/risk estimating software)

Clyde T. (Tom) Burton

Military Personal Awards & Citations: Legion of Merit (2009), Bronze Star (2009), Meritorious Service Medal (x2), Navy Commendation Medal (x2), Navy Achievement Medal, numerous other personal awards & citations

General: 29 years Marine Corps and Navy (nuclear); retired Colonel, USMC; Two war combat veteran (Operations Desert Shield/Storm, Operation Iraqi Freedom); President, Military Officers Association of America, Captain Cook Chapter (2009-2014); Co-Chairman, Anchorage Veterans Memorial renovation project (2009-2010); Co-owner of private family business (vacation rental properties in Homer, Alaska).





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 09-Apr-2020

AAA

George Cowan

City Manager

85268946883

Job Location - Homer, AK

zbd34@yahoo.com

Department - Administration

515 S. Fry Road Ste A PMB-242

Source - Refer.io

Katy, TX 77450

United States

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, 7 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

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

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

BP Global Power



Job Title: Director Business Development Far East

Dates Employed From: Sep/1996

Supervisor Name: Peter Feltis

Address: Seoul, KOREA REPUBLIC OF
Phone: +852-6894-6883
Ending Rate of Pay: 160000
May We Contact? Yes

Supervisor Name: Mike Novelli

Address: Suncheon, Other, KOREA REPUBLIC OF
Phone: +852-6894-6883
Ending Rate of Pay: 165000
May We Contact? Yes

Supervisor Name: James Thomas

Address: Manila, PHILIPPINES
Phone: +852-6894-6883
Ending Rate of Pay: 140000
May We Contact? Yes

Supervisor Name: Sam Shepard

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

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

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

General Electric Company

Job Title: Field Engineer - General Electric Technical Services Company (GETSCO)

Dates Employed From: Jan/1980

Dates Employed To: May/1981

Employment Length: 1 year, 4 months

Duties: Field supervision, installation and troubleshooting of General Electric gas turbines worldwide; Mexico and Saudi Arabia.

Reason For Leaving: Joined Amoco drilling

Address: Houston, TX, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 120000

May We Contact? Yes

Supervisor Name: Pete Watson

Address: Houston, TX, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 75000

May We Contact? Yes

Supervisor Name: George Boykin

Address: Houston, TX, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 68000

May We Contact? Yes

Supervisor Name: Mike Bradley

Address: Schenectady, NY, UNITED STATES

Phone: 916-365-6584

Ending Rate of Pay: 50000

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 ResX.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.

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 words or less. You can submit question responses as a separate attachment as you would your resume or cover letter) *	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 Henan Power Bureau. By not giving up, I not only won the arbitration, but developed a good relationship with the Power Bureau.	
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) *	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.	
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 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.	

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) 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? *	Yes	
If yes, Please give dates applied	2019, do not remember exact dates. Sometime in 4th quarter.	
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? *	11 May 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, power station management, project management	
What type of computers and software have you used? *	Microsoft office suite, laptops and desktops of various makes	
Other qualifications specific to this position? *	Have run several business as well as held numerous supervisory positions	
List any certifications you have received: *	Professional Engineer's License, Texas, #63429	
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	Yes	

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? *

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: 2020-04-09 05:52:55pm

IP Address: 116.49.26.216

Signature

Date

GEORGE ALLEN COWAN

ADDRESS: 515 S. Fry Road, Ste A **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*

PROFESSIONAL PROFILE:

- Energy industry professional with 40 years International and US domestic experience.
- Managed the strategic planning, operations, P&L, business restructure, development, due diligence, maintenance, outage planning, environmental compliance and construction of conventional and renewable power projects in the US and Asia.
- Provided the operational and financial due diligence for several asset acquisitions in the US and 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:

Oct 2017 – Present	CEO and Director , Eastern Power Group Ltd; based in Hong Kong, own company Operating Director , Developed & closed Waste to Energy deal in Taiwan, I-Squared Capital
Feb 2011 – Oct 2017	Founding Partner , Equis Funds Group, Singapore, based in Hong Kong Board of Directors , Oriental Gas Ltd; Beijing
Sep 2010 – Feb 2011	Sr. VP Operations , Petrocom Energy Limited; Hong Kong and China
Apr 2007 – Sep 2010	Director Asset Management , SE Asia, Marubeni Power Asset Management Ltd; Hong Kong Board of Directors , Smithfield Power Partnership; NSW Australia
Sep 2005 – Apr 2007	Chief Operating Officer , Seosan Power & Water Company; Korea Executive Vice President, Chief Technical Officer , POSCO Power Corp.; Korea
Feb 2004 – Sep 2005	Manager/Consulting , Meiya Yulchon Generation Co., Ltd; Korea VP Business Development , Asiagen Power, Ltd; Philippines
Sep 1999 – Feb 2004	Plant Manager/President and Board of Directors , AES Jiaozuo Wan Fang Power Company, Ltd; Henan, China Director Engineering & Construction , AES Haripur & Meghnaghat; Bangladesh

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

SKILLS:

- Leadership Skills, Asset Management, Business Management, Financial Management, Corporate Initiatives, International Negotiation Skills, Management Skills, Project Development, Investing Strategies, Excel Spreadsheet, Industry Knowledge, Industry Trends, Interpersonal Skills, MS Office, Problem Solving, Reporting Skills, Enterprise Risk Management, Supply Chain Collaboration skills, Accountability, Ethical, Committed, Technical Skills, Communicate Clearly, Consistent, Reliable, Focus, Decisive, Productive

EMPLOYMENT HISTORY:

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
- Energy and Infrastructure Consulting; Operations, Development, Construction and Capital Expansion Projects.
- Execute financial and operational due diligence for acquisitions. Advise senior executives. Own company.

Feb 2011 – Oct 2017 **Equis; Private Equity, 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 investment in China, 289 employees. 13 assets across China.
- Lead business into profitability through restructure and change management. Required collaboration and coordination with Chinese partner. Monthly reporting to headquarters in Singapore.
- Member of Investment Committee; formulated strategic direction and approved investments in projects and platforms
- 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.

Sep 2010 – Feb 2011 **Petrocom Energy Limited; Sr. Vice-President, Operations** **Hong Kong, China**

- Responsible for Operations and Commercial Divisions of Petrocom. Was a start-up company. Left to join Equis.

Apr 2007 – Sep 2010 **Marubeni Power Asset Management, Ltd.;**
Director Asset Management/Portfolio Manager **Hong Kong, SE Asia, Australia**

- Electric Power Asset Management, Regional Director for Southeast Asia and Australia fleet of assets.
- Assets managed generated USD 1.9 billion Revenue; contributed USD 170 million in Net Inc annually to Marubeni.
- Oversight for 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
- Managed regional SE Asia P&L, operations, financial planning, project planning and performance of portfolio assets.
- Monthly reporting to headquarters, and accountable for portfolio financial and operating performance.
- For Singapore Senoko, 3300 MW, negotiated O&M contract with Alstom, saving USD 12 million over a 6-yr period.
- Singapore Senoko: On project planning and execution team for 840MW, USD 600 million, combined cycle capital expansion project to retire inefficient 730 MW oil-fired STGs and 110 MW simple cycle unit. New units COD 2012.
- Managed Marubeni's power asset investments in SE Asia. Safeguarding health and safety standards compliance.
- Wind power 132.3MW. Due diligence and assessment of AGL, Hallett 4 wind assets for acquisition, South Australia

Sep 2005 - Apr 2007 **Macquarie Korean Opportunities Fund; COO, CTO & VP** **Incheon & Seosan, Korea**

- Chief Operation Officer for Seosan Power and Water Company, Ltd. This is 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 critical. Additionally, providing constant process water supply with proper chemistry was essential.
- Remedied operational and reliability issues. Ensured asset regulatory and financial targets met or exceeded.
- 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.

Feb 2005 – Sep 2005 **Global Power Services/Meiya Power Co., Ltd.; Consulting Manager** **Yulchon, Korea**

- Consulting Manager, 550 MW, LNG fired, Combined Cycle plant. Maintained design to industry standards.
- Capital expansion project; converted two Simple Cycle 501F GTGs to Combined Cycle, then Start-up and Commissioned

Feb 2004 – Feb 2005

Asiagen Power Group, Ltd.; VP Business Development

Philippines

- Own firm with two partners. Business Development, Power projects, East Asia, primarily Philippines and 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 benchmarking Navigant and Salomon best practices metrics.
- Lead business into profitability through restructure and change management, as well as employee development.
- Program development; implemented continuous improvement program. Maintenance costs dropped by 21%
- 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.
- Vendor management; held contractors responsible for proper execution, milestone payments and any remedial works.
- Haripur project, 360 MW, completed four months ahead of schedule, on budget, impact delivering 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)
Director Business Development Far East**

**Houston, Texas
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.
Business Manager/Asset Management**

Houston, Texas

- Business management and financial performance of portfolio of gas turbine, PURPA cogeneration projects.
- Commercial support to Destec's assets and to Destec Operating Company. Assets in California and Canada.
- Prior duties; supply chain collaboration; specified and procured all Destec's gas and steam turbines-generators.
- Operations support of assets. Resolved technical issues using innovation and feedback based upon hard diagnostics.

May 1986 – Dec 1991

**Stewart & Stevenson, Inc.
Product Support Supervisor**

**Houston, Texas
International**

- Supervised 25+ field personnel for installation and service of aeroderivative Gas Turbine/Generator sets in US and overseas.
- Field support of turbine generator packages. Resolved installation and technical issues.
- Projects in Italy, Israel, Iraq, Saudi Arabia, Egypt, and USA. Based in Houston, Texas.

May 1981 – May 1986

**Amoco Corporation
Drilling Foreman/Company Man**

**Houston, TX, Australia,
Mideast, North Africa**

- 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
Field Engineer – General Electric Technical Services Company (GETSCO)**

International

- Field supervision, installation and maintenance of General Electric gas turbines worldwide; Mexico and Saudi Arabia.
- Received six months technical training at GE's Field Engineering Development Center.

LANGUAGES:

English - (Fluent, written and spoken), Spanish - (Advanced, written and spoken)
Chinese - Mandarin (Intermediate, spoken)

PROFESSIONAL LICENSES:

Registered Professional Engineer, Texas, License # 63429

MILITARY EXPERIENCE:

Lieutenant Commander, Strike Fighter Squadron 204, USNR





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 20-Apr-2020

AAA

Breck Craig

(907) 891-3028

9breck@gmail.com

2628 Redwood St.

Anchorage, AK 99508

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.

Hawk Professionals

Job Title: Sr. Project Manager

Dates Employed From: Jun/2019

Dates Employed To: Apr/2020

Employment Length: 0 years, 10 months

Duties: Managed SAP ERP software implementation

Reason For Leaving: Project Completion

Supervisor Name: Chuck Heath

Address: Anchorage, AK, UNITED STATES

Phone: (907) 240-6790

Ending Rate of Pay: \$12000/mo.

May We Contact? Yes

Resource Data, Inc.

Job Title: Sr. Project Manager

Dates Employed From: May/2017

Dates Employed To: Jun/2019

Employment Length: 2 years, 1 month

Duties: Managed software and IT projects

Reason For Leaving: Moved up

Supervisor Name: Diane Thompson

Address: Anchorage s, AK, UNITED STATES

Phone: (907) 563-8100

Ending Rate of Pay: \$9000/mo.

May We Contact? Yes

GCI

Job Title: Sr Program Manager

Dates Employed From: Mar/2013

Dates Employed To: Apr/2017

Employment Length: 4 years, 1 month

Duties: Managed SchoolAccess broadband access program for rural Alaskan school districts

Reason For Leaving: Moved over

Supervisor Name: Pam Lloyd

Address: Anchorage, AK, UNITED STATES

Phone: (907) 265-5600

Ending Rate of Pay: \$9500/mo

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.

WGU | Graduate School

Degree: MBA

Major: Business & IT

Graduated? Yes

CU Boulder | Graduate School

Degree: MS Candidate

Major: Interdisciplinary Telecom

Graduated? No

CU Denver | College or University

Degree: BA

Major: PolySci

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
BRECK CRAIG CV.pdf	 Preview Download

Text Only Resume

Dear City Manager,
Please find attached my CV for your review. I'm a cowboy project manager by trade, mostly infrastructure technology and software implementations are my game. I'm the guy they call when the have \$150m or \$1B on the line and need to make sure its going to actually happen. I almost always deliver :). There are times when nothing a person can do will save the hurd, but for the most part most will say I'm pretty good at what I do. Am an excellent communicator at all Stakeholder levels (citizen to council member). Am very good at dealing with contracts, contractors, and making sure my clients (that would be you) are getting what they paid for, when they paid to get them. I love Alaska, am still a Chickakoo (sp) at 7 years, but working hard to make Sour Dough before I die. I'm home on the range for good now.

You could do a lot worse.

Respectfully,

Breck

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Chuck Heath

Relationship: Employer
Years Known: 1.5

Phone: 9072406797

Brett Yunker

Relationship: Friend
Years Known: 50

Phone: 3522260448

Scott Warren

Relationship: Friend
Years Known: 4

Phone: 9076313430

Job Questions

Clty 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 Follow thru and being a straight shooter	
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) *	Successfully deploying broadband services to Rwanda and Ethiopia during a 3 year span. Managed over a billioin \$ in contracts and thousands of contractors and subs. Changed the lives of many and most of all mine.	
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 always ride for the brand.	
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) *	Lead by example. Walk the walk, talk the talk.	

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) *

Implementing Council directives. Successfully managing infrastructure projects and department heads charged with delivering City services. Motivating and inspiring the next generation to reach for the stars.

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? *	June	
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 Project Manager	

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

Admin Chief

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. *

AEDC

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? *	NA	
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.		
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: Breck Andrew Craig
Date: 2020-04-20 08:01:15pm
IP Address: 66.223.149.162

Signature

Date

Breck has a 20+ year record of successfully leading large and complex strategic IT software, ERP, system, telecommunication integration projects. Skilled at successfully leading multi-functional teams across geographically dispersed location and time zones to success. He is an excellent communicator at all stakeholder levels with the ability to express complex technical issues in non-technical terms.

Breck is a driven, well-rounded and experienced IT technology Sr. Program/Project Manager and Business Analyst who embraces innovation to improve performance and profitability. Self-motivated and always professional, Breck is a leader who understands embracing change is the best way of ensuring future success. He excels at delivering projects ahead of schedule, under budget by utilizing industry best practices that ensure the highest quality assurances standards. When time is of the essence and you must deliver a critical enterprise IT project as quickly as possible Breck is your man!

Experience

Sr. Project Manager (June 2019 – Present) Hawk Professional Services

Alaska project manager for Oil & Gas exploration company implementing a global SAP S/4HANA ERP system. Duties include managing scope, schedule, budget, reporting, managing stream leads for finance, supply chain, HR, and project systems. Also responsible for overseeing all design review workshops, change management and training teams and related business engagement.

Sr. Project Manager/Business Analyst – IT (April 2017 – May 2019): Resource Data, Inc., Anchorage, AK

Sr. consultant providing IT, telecommunications and related ERP software and systems program and project management services to the Alaska market. Consulting services includes managing complex IT security assessments, technology roadmap programs and projects, enterprise software upgrades and 4P Business Intelligence Dashboard projects for clients.

Accomplishments include the following:

- Successfully managed delivery of a major asset management software upgrade and integration project between MAXIMO Asset Management and SAP ERP for a major water utility in Anchorage.
- Successfully managed integration of a new automated AI-enabled Accounts Payable (AP) application with an enterprise-wide Financial ERP system for one of Alaska's largest native corporations.
- Successfully managed a follow-on project to deploy customized AI-enabled application that automated credit card expense processing for the organization into the Financial ERP system.
- Successfully managed a custom Financial ERP development project focused on distribution for the Temporary Assistance for Needy Families for a large local Alaskan native corporation.
- Managed business analysis for a new alcohol licensing software RFQ for the State of Alaska.

- Successfully managed implementation of a new Learning Management Systems (LMS) and Freight Management billing system for the Alaska Railroad Corporation.
- Participated in numerous business development client meetings to win new business and grow company revenue.

Sr. Program Manager – Broadband & Related IT (March 2013 - April 2017): GCI SchoolAccess, Anchorage, AK.

Program manager for the K-12 rural Alaska schools' broadband and IT services business. Provided day-to-day program management, contract oversight & compliance, project business case development and escalation point for clients. Worked closely with project managers and education clients to ensure their broadband and related IT and software services were secure, reliable and effective. Additional duties included supporting client's IT systems engineering and software upgrades, migrations and decommissioning efforts. Also supported experience providing services to rural Alaskan school districts and health care consortiums.

Accomplishments included the following:

- Part of small core team that grew business program revenue by 50% over a 3-year period, with a corresponding increase in EBITDA.
- Improved project success rates to 95% from 50%.
- Successfully oversaw implementation of the Broadband Access Grant program (USAC) to school districts and health care consortiums in Alaska, increasing internet broadband speeds five-to-tenfold for most school districts, clinics and hospitals serviced.
- Managed project managers delivering secure IT and telecommunication services in compliance with USAC Erate, RHC, HIPA and EHR requirements.
- Led a multi-disciplined team of technology and infrastructure professionals in overseeing implementation of a diverse State-wide and Regional education and healthcare communications and IT network covering Alaska and extending to the lower 48.
- Resolved program issues in innovative ways to ensure timely execution of program initiatives.
- Improved project management implementation methods that reduced budget overruns and schedule delays.
- Tightened program and project capital expense business cases to ensure projects align with the organization's financial goals.
- Improved cross-organizational communications and access to required resources by streamlining communication processes that enabled all members to effectively engage and contribute to the solution.
- Drove process and procedure implementations to improve design reviews and reduce infrastructure and network project failures to zero.
- Ensured timely program execution within established schedules and complied with the Portfolio Manager's strategic deliverables.

Sr. Technology Consultant/Project Manager (Jan. 2009 - Dec. 2012): Rwanda Development Board (RDB).

Contracted by Government of Rwanda to manage deployment of a \$150 million national broadband communications project and associated IT systems that delivered affordable broadband internet and related wireless communications services to all districts of country. Duties included leading and training a team of Rwandan IT Engineers on effective project management implementation practices. Also managed the turnkey supply contract for the project with a major Asia supplier. Additional duties included drafting business plans and operational planning documents to aid the client in establishing the operating company, now operating as Broadband Systems Corp. (www.bsc.rw/). Reported to Rwanda Development Board (<https://rdb.rw/>) Minister and the Rwanda President. Accomplishments include the following:

- Successfully completed project on-time and under budget.
- Effectively managed turnkey supplier, deliverables, supplier-customer communications and oversight of a 5,000-man local labor force across 30 districts.
- Successfully transitioned project to new operating company.

Sr. Technology Consultant (Jan. 2007 - Dec. 2008): Ethiopian Telecommunications Corp., Addis Ababa, Ethiopia.

Contracted to assist with management of a comprehensive \$1.5 Billion national broadband infrastructure build by the Government owned telecommunications company. The deployment included a new national fiberoptic network, major mobile phone network upgrade to 1st generation 4G, a new national data center and new national network operations center. Accomplishments included the following:

- Part of team that successfully completed the project on-time and budget.
- Successfully provided the initial introduction of TM Forum's Framework (eTOM) business process framework practices to the client and IT Ministry that assisted ETC to successfully transform their business processes.
- Improved communications between the project leaders and contractors with improved reporting techniques that included timelier and clearly understood project KPI's.

Education

2016 MBA-IT, Information Technology, Western Governors University

2007 MS Candidate, Interdisciplinary Telecommunications Program, University of Colorado Boulder

2000 BA, Political Science, University of Colorado Denver

CERTIFICATIONS

2014 Project Management Professional (PMP)





Employment Application | Submitted: 28-Apr-2020

AAA

James Devlin Braswell

📞

(212) 203-9548

✉

james_devlin-braswell@brown.edu

🏠

1603 28th St SE Apt 1

Washington, DC 20020

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.

Department of Defense

Job Title: VTC Facilitator Contractor

Dates Employed From: Feb/2015

Dates Employed To: Jun/2019

Employment Length: 4 years, 4 months

Duties: Scheduled, facilitated, operated, and maintained a Secure Video Teleconferencing room provided interface access for VTC and secure telephone equipment provided design and installation advice and technical support. Managed and supported the IP based classified and unclassified VTC facilities and equipment for the Secretary of the Army

Supervisor Name: James Viars

Address: Arlington, AK, UNITED STATES

Phone: 703-695-4025

Ending Rate of Pay: 70000

May We Contact? Yes

and the Chief of Staff of the Army. Operated the SVTC capability in support of collaborative efforts involving senior-level personnel, either locally or as part of interconnected collaboration events. Configured and monitored network, firewalls, systems, and servers while troubleshooting and tracking issues. Provided tier 1 and tier 2 technical support for A/V equipment for all Army Senior Level personnel, to include preventive maintenance of equipment, troubleshooting and resolution of operational issues, and development and coordination of upgrade plans to A/V systems. Operated all system components to include mainframes, minicomputers, microcomputers, software, and mass storage devices. United States Air Force Reserve, JB Langley Eustis, VA

Reason For Leaving: School

US Air Force Reserve

Job Title: Air Transportation Craftsman

Dates Employed From: May/2012

Dates Employed To: May/2019

Employment Length: 7 years

Duties: Plan and organize air transportation activities. Establish procedures for loading passenger and cargo aboard aircraft, processing passengers, and preparing records and reports. Pre-plan and compute aircraft load distribution. Supervise use of materials handling equipment and cargo loading and unloading operations. Establish procedures for passenger and aircraft clearance through international border clearance agencies. Ensure all cargo documentation, packaging, labeling and marking requirements, and all border clearance requirements have been met. Check in passengers, process, schedule, transport, and escort passengers to and from aircraft. Select, assemble, palletize, and transport aircraft cargo loads to and from aircraft and storage areas.

Reason For Leaving: School

Supervisor Name: MSgt Butts

Address: McGuire AFB, NJ, UNITED STATES

Phone: 609-754-6393

Ending Rate of Pay: 5000

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.

Morehouse College | College or University

Degree: BA

Major: Political Science

Graduated? Yes

Brown University | Graduate School

Degree: MPA

Major: Public Affairs

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
James Devlin-Braswell_s Resume.pdf	Preview Download

Text Only Resume

James A. Devlin-Braswell
1603 28th St SE Apt 1 james_devlin-braswell@brown.edu
Washington, DC 20020 (212) 203-9548

WORK
EXPERIENCE
Active Secret Security Clearance
Department of Defense, Arlington, VA
VTC Facilitator (Contractor) (2015-2019)
Scheduled, facilitated, operated, and maintained a Secure Video Teleconferencing room;
provided interface access for VTC and secure telephone equipment;
provided design and
installation advice and technical support.
Managed and supported the IP based classified and unclassified VTC facilities and equipment
for the Secretary of the Army and the Chief of Staff of the Army.
Operated the SVTC capability in support of collaborative efforts involving senior-level
personnel, either locally or as part of interconnected collaboration events.
Configured and monitored network, firewalls, systems, and servers while troubleshooting and
tracking issues.
Provided tier 1 and tier 2 technical support for A/V equipment for all Army Senior Level
personnel, to include preventive maintenance of equipment, troubleshooting and resolution of
operational issues, and development and coordination of upgrade plans to A/V systems.

Operated all system components to include mainframes,
minicomputers, microcomputers,
software, and mass storage devices.

United States Air Force Reserve, JB Langley-Eustis, VA
Air Transportation Craftsman (2012-2019)

Plan and organize air transportation activities.
Establish procedures for loading passenger and cargo aboard
aircraft, processing passengers,
and preparing records and reports.
Pre-plan and compute aircraft load distribution. Supervise use of
materials handling
equipment and cargo loading and unloading operations.
Establish procedures for passenger and aircraft clearance through
international border
clearance agencies.
Ensure all cargo documentation, packaging, labeling and marking
requirements, and all
border clearance requirements have been met.
Check in passengers, process, schedule, transport, and escort
passengers to and from aircraft.
Select, assemble, palletize, and transport aircraft cargo loads
to and from aircraft and storage areas.
Protocol Officer (2017-2018)
Executed 1st USTRANSCOM Joint Ball; planned seating/venue for
300+ personnel-USTC
Commander & Chairman of the Joint Chiefs of Staff lauded
efforts
Worked 30-4-30 events; USPACOM Commander office call/strategic
roundtable/
Distinguished speaker series-anchored USTCs 24/7 global reach
Planned/prepared/conducted 2 social functions for 3 General
Officers; department directors
lunch, civic/foreign/military DVs-cultivated lasting friendships
Orchestrated USTCs 30th Ann Civic Leader Open House;
mailed/received 800+ invites-set
the stage for enhanced leadership skills
Rallied GO support for USTC annual spouse orientation course; 80
significant others/briefs/
tours/lunch-secured understanding of USTC mission
Cosigned curriculum for USTC's 1st enlisted protocol course;
crucial tools & info for 3 component
Provided protocol procedures for national-level events attended
by high ranking military
officials (both foreign and domestic) , and state officials.
Coordinated with proposed Distinguished Visitors (DVs) , their
executive assistants, senior
aides, and advisors to gather insight into the purpose and scope
of the proposed visit or event.
Developed comprehensive command-wide guidance, direction, and

methods to include

 policies and regulations governing all facets of protocol and planning for all types and levels of visits/events.

 Coordinated with commercial vendors and installation managers in arranging and

 coordinating all aspects of social functions.

 Evaluated the scope and background of proposed visits/events to make a determination of

 appropriate levels of staffing and logistical support.

Audit Liaison (2016-2017)

 Revitalized TCIG Audit database; enabled real-time tracking for 42 audits-vital info for Sr

 leadership decision making

 Set up 11 VTCs; overcame contractual obligations/enabled crucial JS/DoD comm-provided/

 ensured timely data link

 Facilitated 13 DoD/GAO/AAA visits; scheduled Sr leader briefs/verified clearances-0 msn

 setbacks/on-time audits

 Developed/Executed audit focal point training; indoctrinated 20 personnel w/USTRANSCOM

 audit process-enhanced info exchange

 Enabled timely audit closure; compiled USTRANSCOM input for GAO

Log support ERI-

 assisted in id key logistics gaps

 Expanded Audit Entrance Conf; identified KM gap/included applicable msn in-briefs-armed

 auditors w/essential information

 Reviewed 18 draft/final audit reports; prepared/staffed

USTRANSCOM responses-

 commanded log view to Congress

 Liaised w/TCJ8/CSG/OSD; aided w/command prep for FIAR site visit-enabled vigorous

 review of command financial records

Children's Healthcare of Atlanta, Atlanta, GA

Release of Information Specialist (2011-2012)

 Assisted the nursing units, department and director in maintaining patient information,

 retention and retrieval system.

 Assured an accurate statistical bank of information in the hospital.

 Maintained confidentiality of protected health information.

 Retrieved health records requested from the Legal Health Record or Designated Record Set, incomplete record area, microfilm, electronic imaging systems, or from any outside agency that stores health records and scans health record into the electronic imaging system.

 Checked patient authorization to ensure meets State and Federal laws and hospital policy.

Logged the request into the Release of Information system softwares.

Obtained medical records and verifies completeness.

Obtained copies of the patients' bills from the billing office (if requested) and adds them to the information to be released.

Disassembled records; makes legible copies; re-assembled records, if applicable.

Ensured requests are scanned into the patient medical records.

Answered the department telephone, transfers to co-workers as needed, and fulfills requests as legally appropriate.

Prepared needed documents for release of information, i.e., ROI's, subpoenas, affidavits, etc.

Ensured that all processing of requests are in compliance with policies of Georgia State Privacy laws and HIPAA.

EDUCATION

Morehouse College, Atlanta, GA

BA, Political Science (American Government) , May 2008

Awards & Honors : Alpha Lambda Delta National Honor Society, American Dream Scholar,

Candle in the Dark Scholar

Brown University, Providence, RI

Masters of Public Affairs, Expected May 2020

US-Mexico Foundation, 360 Program : Global Policy and Politics

Afterschool Alliance, Washington, DC, Graduate Student Consultant

GPA 3.33

TECHNICAL SKILLS

Cisco Telepresence, Epic, Task Management Tool (TMT) , Polycom, Global Video Services

(GVS) , Skype, Microsoft Word, Microsoft Excel, Microsoft Power Point, Macintosh OS,

Windows OS

COMMUNITY ENGAGEMENT

DC Mayor's Commission on Latino Community Development, Commissioner (2018-2019)

DCTV Public Access TV, Volunteer Producer (2015-2016)

Atlanta Falcons Youth Camp, Volunteer (2013-2014)

OWN : Oprah Winfrey Network, OWN Ambassador (2012-Present)

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Tekolya Young

Relationship: Colleague
Years Known: 5

Phone: 703-693-7910

Mehmet Can

Relationship: Colleague
Years Known: 7

Phone: 570-617-2711

Marcellis McCray

Relationship: Colleague/Classmate
Years Known: 12

Phone: 404-934-5591

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) *	The most important elements of being the City Manager are being able to effectively manage a staff while understanding all the individual moving parts of the city that bring together the big picture.	
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) *	Working for the Secretary of the Army and the Commander of USTRANSCOM I was able to first hand see multiple people in managerial positions that involved bringing together various departments to achieve a common mission.	
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 I disagreed with a new policy that was introduced, I would address my concerns with the council, beginning with the council chair, in hopes that my concerns would at least be considered.	

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 the leader should be able to first understand what it is that needs to be accomplished. If the leader doesn't understand the mission, (s)he cannot completely understand what to ask of the team. The leader should always be a member of the team and approach tasking responsibilities to the team as such. Conveying roles to the team members should always be clear as to not miss anything necessary to bring the bigger picture together.

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) ***

While I haven't been to Alaska and I'm not completely familiar with the coastal like there, I am from the coastal area in Virginia. I believe my supervisory experience in the military as well as my DoD headquarters experience has given me the skills the lead various city departments. My MPA from Brown gave me skills in analyzing data and understanding needs to include K-12 education.

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? *	June 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. *

N/A

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

Airport mangement

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: *

N/A

What type of computers and software have you used? *

MAC OS/Windows OS

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

N/A

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 Anthony Devlin-Braswell
Date: 2020-04-28 03:08:09am
IP Address: 66.44.54.236

Signature

Date



James A. Devlin-Braswell

1603 28th St SE Apt 1
Washington, DC 20020

james_devlin-braswell@brown.edu
(212) 203-9548

WORK EXPERIENCE

Active Secret Security Clearance

Department of Defense, Arlington, VA

VTC Facilitator (Contractor) (2015-2019)

- Scheduled, facilitated, operated, and maintained a Secure Video Teleconferencing room; provided interface access for VTC and secure telephone equipment; provided design and installation advice and technical support.
- Managed and supported the IP based classified and unclassified VTC facilities and equipment for the Secretary of the Army and the Chief of Staff of the Army.
- Operated the SVTC capability in support of collaborative efforts involving senior-level personnel, either locally or as part of interconnected collaboration events.
- Configured and monitored network, firewalls, systems, and servers while troubleshooting and tracking issues.
- Provided tier 1 & tier 2 technical support for A/V equipment for all Army Senior Level personnel, to include preventive maintenance of equipment, troubleshooting and resolution of operational issues, and development and coordination of upgrade plans to A/V systems.
- Operated all system components to include mainframes, minicomputers, microcomputers, software, and mass storage devices.

United States Air Force Reserve, JB Langley-Eustis, VA

Air Transportation Craftsman (2012-2019)

- Plan and organize air transportation activities.
- Establish procedures for loading passenger and cargo aboard aircraft, processing passengers, and preparing records and reports.
- Pre-plan and compute aircraft load distribution. Supervise use of materials handling equipment and cargo loading and unloading operations.
- Establish procedures for passenger and aircraft clearance through international border clearance agencies.
- Ensure all cargo documentation, packaging, labeling and marking requirements, and all border clearance requirements have been met.
- Check in passengers, process, schedule, transport, and escort passengers to and from aircraft.
- Select, assemble, palletize, and transport aircraft cargo loads to and from aircraft and storage areas.

Protocol Officer (2017-2018)

- Executed 1st USTRANSCOM Joint Ball; planned seating/venue for 300+ personnel--USTC Commander & Chairman of the Joint Chiefs of Staff lauded efforts
- Worked 30-4-30 events; USPACOM Commander office call/strategic roundtable/Distinguished speaker series--anchored USTCs 24/7 global reach
- Planned/prepared/conducted 2 social functions for 3 General Officers; department directors lunch, civic/foreign/military DVs--cultivated lasting friendships
- Orchestrated USTCs 30th Ann Civic Leader Open House; mailed/received 800+ invites--set the stage for enhanced leadership skills

- Rallied GO support for USTC annual spouse orientation course; 80 significant others/briefs/ tours/lunch--secured understanding of USTC mission
- Cosigned curriculum for USTC's 1st enlisted protocol course; crucial tools & info for 3 component
- Provided protocol procedures for national-level events attended by high ranking military officials (both foreign and domestic), and state officials.
- Coordinated with proposed Distinguished Visitors (DVs), their executive assistants, senior aides, and advisors to gather insight into the purpose and scope of the proposed visit or event.
- Developed comprehensive command-wide guidance, direction, and methods to include policies and regulations governing all facets of protocol and planning for all types and levels of visits/events.
- Coordinated with commercial vendors and installation managers in arranging and coordinating all aspects of social functions.
- Evaluated the scope and background of proposed visits/events to make a determination of appropriate levels of staffing and logistical support.

Audit Liaison (2016-2017)

- Revitalized TCIG Audit database; enabled real-time tracking for 42 audits--vital info for Sr leadership decision making
- Set up 11 VTCs; overcame contractual obligations/enabled crucial JS/DoD comm--provided/ ensured timely data link
- Facilitated 13 DoD/GAO/AAA visits; scheduled Sr leader briefs/verified clearances--0 msn setbacks/on-time audits
- Developed/Executed audit focal point training; indoctrinated 20 personnel w/USTRANSCOM audit process--enhanced info exchange
- Enabled timely audit closure; compiled USTRANSCOM input for GAO Log support ERI-- assisted in id key logistics gaps
- Expanded Audit Entrance Conf; identified KM gap/included applicable msn in-briefs--armed auditors w/essential information
- Reviewed 18 draft/final audit reports; prepared/staffed USTRANSCOM responses-- commanded log view to Congress
- Liaised w/TCJ8/CSG/OSD; aided w/command prep for FIAR site visit--enabled vigorous review of command financial records

Children's Healthcare of Atlanta, Atlanta, GA

Release of Information Specialist (2011-2012)

- Assisted the nursing units, department and director in maintaining patient information, retention and retrieval system.
- Assured an accurate statistical bank of information in the hospital.
- Maintained confidentiality of protected health information.
- Retrieved health records requested from the Legal Health Record or Designated Record Set, incomplete record area, microfilm, electronic imaging systems, or from any outside agency that stores health records and scans health record into the electronic imaging system.
- Checked patient authorization to ensure meets State and Federal laws and hospital policy.
- Logged the request into the Release of Information system softwares.
- Obtained medical records and verifies completeness.
- Obtained copies of the patients' bills from the billing office (if requested) and adds them to the information to be released.
- Disassembled records; makes legible copies; re-assembled records, if applicable.
- Ensured requests are scanned into the patient medical records.
- Answered the department telephone, transfers to co-workers as needed, and fulfills requests as legally appropriate.
- Prepared needed documents for release of information, i.e., ROI's, subpoenas, affidavits, etc.

- Ensured that all processing of requests are in compliance with policies of Georgia State Privacy laws and HIPAA.

EDUCATION

Morehouse College, Atlanta, GA

BA, Political Science (American Government), May 2008

Awards & Honors: *Alpha Lambda Delta National Honor Society, American Dream Scholar, Candle in the Dark Scholar*

Brown University, Providence, RI

Masters of Public Affairs, Expected May 2020

US-Mexico Foundation, 360 Program: *Global Policy and Politics*

Afterschool Alliance, Washington, DC, *Graduate Student Consultant*

GPA 3.33

TECHNICAL SKILLS

Cisco Telepresence, Epic, Task Management Tool (TMT), Polycom, Global Video Services (GVS), Skype, Microsoft Word, Microsoft Excel, Microsoft Power Point, Macintosh OS, Windows OS

COMMUNITY ENGAGEMENT

- DC Mayor's Commission on Latino Community Development, *Commissioner* (2018-2019)
- DCTV Public Access TV, *Volunteer Producer* (2015-2016)
- Atlanta Falcons Youth Camp, *Volunteer* (2013-2014)
- OWN: Oprah Winfrey Network, *OWN Ambassador* (2012-Present)





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 03-Apr-2020

AAA

Jefferson Dubel

City Manager

(850) 464-3494

jkd1313@yahoo.com

54317 Frontier Ln

Homer, AK 99603

United States

Job Location - Homer, AK

Department - Administration

Source - LinkUp

Employment History

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

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 Commander on Afghan Social and Political Affairs and their impact on USG objectives.

Reason For Leaving: Transferred to new assignment

Supervisor Name: Major General Austin Scott Miller

Address: Kabul, AFGHANISTAN

Phone: 48 333333333

Ending Rate of Pay: 230000.00

May We Contact? Yes

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

Supervisor Name: Donald Blume

Address: Kabul, AFGHANISTAN

Phone: 93-0-700-10-8499

Ending Rate of Pay: 230000.00

May We Contact? Yes

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

Supervisor Name:
Marsha Kaplan

Address: Arlington, VA, UNITED STATES

Phone: 202 647 1000

Ending Rate of Pay: 160000.00

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.

Supervisor Name: David Noble

Address: Vienna, AUSTRIA

Phone: 41-1-31339-74-3501

Ending Rate of Pay: 145000.00

May We Contact? Yes

Reason For Leaving: Transferred to new assignment

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

Supervisor Name: Jim North

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

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 we capable to host US Forces. Planned and executed bilateral flying exercises within the Pacific theater. Fifth Air Force Tactical Deception Officer responsible for planning and executing succsesful strategies for the deployment of US Forces.
Reason For Leaving: Departed from the US Air Force

Supervisor Name: Merrill Beyers
Address: Tokyo, JAPAN
Phone: 81 425 2251
Ending Rate of Pay: 50000.00
May We Contact? Yes

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.

Supervisor Name: Maury Forsyth
Address: Alamogordo, NM, UNITED STATES
Phone: 575-572-1110
Ending Rate of Pay: 48000.00
May We Contact? Yes

Reason For Leaving: Transferred to new assignment.

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

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

Supervisor Name:
Unknown

Address: Columbus, MS, UNITED 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
Major: Strategic Studies

Graduated? Yes

Joint Command and Staff College | College or University

Degree: Joint Senior Command
Major: International Security

Graduated? Yes

University of Oklahoma | College or University

Degree: Non Degree
Major: Public Policy

Graduated? Yes

University of Florida | College or University

Degree: Bachelor of Arts
Major: Economics

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	
Jefferson K Dubel City Manager Homer Alaska Cover Letter copy.docx	Preview	Download
Jefferson_Dubel.pdf	Preview	Download
Dubel Resume 2018 v1.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.

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.

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

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) ***

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 the 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 issue 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 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 you 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? *	Yes	
If yes, Please give dates applied	Jan 2020	
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-curricular activities. *

Leadership Training in the US Military and as a Foreign Service Officer. Senior 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?

Knowledge and Specialized Skills: *

Trained Budgeting Officer, Human Resource Officer. Graduated first in Senior Leadership Professional Military Education at National War College. Skilled writer and editor,

What type of computers and software have you used? *

With PC and Mac, Word suite, including Excel and Access.

Other qualifications specific to this position? *

Experienced in drafting and implementing Emergency Planning Documents to USG standards.

List any certifications you have received: *

US Coast Guard Strike Force Hazardous Material First Responder, US Air Force Navigator, US Air Force Instructor Pilot. Commercial Pilot Licence (Non-current).

List any family members employed by the City, family members means the spouse of the employee; a life

None

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 have led during large scale real world crisis management situations during my 35 years of government service.

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 K Dubel

Date: 2020-04-03 10:07:55am

IP Address: 66.230.97.105

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.
- **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



Jefferson Dubel

Deputy/Acting Director, Hostage Recovery Fusion Cell, FBI - Department of State

Homer, AK 99603

jkd1313@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 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

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
54317 Frontier Lane, Homer, AK 99603

(850) 464-3494

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, 5th 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 a

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



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 15-Apr-2020

AAA

Kimberley Fraser

(907) 440-0376

timskfraser@gmail.com

7651 Rancho Drive

Anchorage, AK 99507

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.

Ravn Air Group - Current Employer

Job Title: Director of Accounting

Dates Employed From: Jan/2018

Dates Employed To: Currently Employed

Employment Length: 2 years, 4 months

Duties: Managed all facets of the financial reports for the organization including preparation of the financial statements, managing the staff, and working with the executive team and holding company. Managed the cash flow. Maintained and updated policies and procedures.

Supervisor Name: John Mannion

Address: Anchorage, AK, UNITED STATES

Phone: 907.266.8373

Ending Rate of Pay: 135,000 annually

May We Contact? Yes

Reason For Leaving: Currently Employed

Total Management Solutions

Job Title: Owner

Dates Employed From: Jan/2015

Dates Employed To: Apr/2020

Employment Length: 5 years, 3 months

Duties: Accounting and general business consultant

Reason For Leaving: Inactive personal business

Supervisor Name: Self

Address: Anchorage, AK, UNITED STATES

Phone: 907.440.0376

Ending Rate of Pay: 100.00/hour

May We Contact? Yes

Old Harbor Native Corporation

Job Title: CFO

Dates Employed From: Jan/2007

Dates Employed To: Dec/2015

Employment Length: 8 years, 11 months

Duties: Prepared and reported consolidated and individual financial statements to board of directors, shareholders and external parties. Managed accounting staff. Oversaw subsidiary financial teams.

Reason For Leaving: Personal Reasons

Supervisor Name: Carl Marrs

Address: Anchorage, AK, UNITED STATES

Phone: 907.278.6100

Ending Rate of Pay: 175,000/year

May We Contact? Yes

Charter College

Job Title: Online Acct Instructor

Dates Employed From: Jan/2004

Dates Employed To: Dec/2007

Employment Length: 3 years, 11 months

Duties: Accounting and General Education college instructor.

Reason For Leaving: New Position

Supervisor Name: Katie Blank

Address: Anchorage, AK, UNITED STATES

Phone: 907.277.1000

Ending Rate of Pay: 45,000/year

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.

Capella University | Graduate School

Degree: MBA

Major: Management

Graduated? Yes

University of Alaska | College or University

Degree: BBA

Major: Accounting

Graduated? Yes

Institute of Management Accountants | Certification

Degree: Certified Management Accountant

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	
Kimberley Fraser Resume 041420.docx	Preview	Download
Homer Cover Letter.docx	Preview	Download

Text Only Resume

Kimberley Fraser, CMA
7651 Rancho Drive
Anchorage, AK 99507
(907) 440.0376 tmskfraser@gmail.com

Proven financial professional with over 30 years of combined finance and managerial experience

Qualifications and Experience

Prepared and presented monthly consolidated financial reports for various 15-250 million dollar per-year companies for Board of Directors, Senior Management and External Users

Managed the issuance and audit of financial information

Directed, implemented and monitored strategic business plans

Managed the budgeting and capital plan processes

Participated in key decisions as a member of the executive management team and maintained relations with all members of management team and staff

Managed accounting and human resources departments

Negotiated contracts and ensured related compliance

Managed financial reporting systems including ancillary systems that support the financial systems

Managed and maintained employee benefit plans

Ensured that the company complied with all legal and regulatory

requirements

Managed cash flows and investments

Management and Training

Achieved budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions.

Complied with federal, state and location legal requirements by studying existing and new legislation, anticipating future legislations, enforcing adherence to requirements and advising management on needed actions.

Established, monitored and enforced policies and procedures.

Managed staff through hiring, training and mentoring staff through coaching, counseling and discipline when required.

Maintained professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

Office Procedures and Computers

Maintained and updated company procedure manual and implemented and documented new procedures

Maintained required employer reports including Worker's Compensation, OHSA, EEP and wage and hour reports. Reviewed company compliance to state and federal payroll regulations and worked with various government agencies.

Managed several conversions of accounting software to include the set up and implementation of the masterfiles, the chart of accounts, the transfer and allocation of balances, and pre- and post-installation training.

Proficient with computers and related software

Instruction

Performed all functions of implementation and managing a college classroom including course preparation, syllabus development, grading and evaluation procedures, lecture notes, lectures and examination

Utilized various aspects of the internet to enhance traditional classroom instruction including online examinations, webpage activities, discussion boards, and online training tools.

Technical Skills

MS Office Proficient

Various Accounting Software Proficiencies

Work History

2018 - Present

Ravn Air Group

Director of Accounting 4700 Old International Apt Rd. Anchorage, AK
99502

2015 - Present

Total Management Solutions

Owner 1720 Bartlett Drive Anchorage, AK
99507

2007 - 2015

Old Harbor Native Corporation

CFO 2702 Denali Street, Suite 100 Anchorage, AK
99503

2004-2007

PND Engineers

Controller 1506 W 36th Avenue

Anchorage, AK 99503

2003 - 2007

Online Acct Instructor

60618

DeVry University Online

3300 N. Campbell Ave.

Chicago, IL

1997-2004

Accounting Instructor

Anchorage, AK 99508

Charter College

2221 E. Northern Lights Blvd

(907) 277-1000

Education and Certification

MBA, Management

BBA, Accounting

May 1995

Certified Management Accountant

November 1995

Capella University, February 2003

University of Alaska, Anchorage,

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Anita Moran

Relationship: Professional Peer

Years Known: 4

Phone: (907) 903-0021

Melissa Marvin

Relationship: Professional Peer

Years Known: 7 years

Phone: (907) 738-0214

Loretta Neuschwander

Relationship: Friend

Years Known: 33

Phone: (907) 441-6307

Job Questions

Clty Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most	A city manager has many responsibilities,	

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) ***

though the most important include the ability to understand, enforce and manage contracts, interact professionally with staff and the community that you represent, and to support the city council as they work to provide for the residents. The responsibility includes being able to effectively communicate, using various methods of communication, to various organizations and individuals with both respect and professionalism. An additional essential element of being an effective city manager is having a strong attention to detail as they are responsible to both enforce laws and contracts as well as have a strong functional understanding of financial reports that are overseen by the manager. A city manager must have good listening skills that ensure that they are performing the duty of being a liaison between the city council, communities and their staff combined with the ability to stand in opposition of individuals or organizations that may attempt to circumvent the laws, policies or best interest of the city and its residents.

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 could not describe a single professional accomplishment that best demonstrates my ability to be the City Manager of Homer, but would have to describe how my professional career has prepared me to feel confident that I could perform the tasks to the quality that the city deserves. Each position I held gave me a quality that I did not have before whether it be the technical accounting skills I learned being the CFO responsible for a company with 15+ subsidiaries to the patience formed while leading a staff of 15+ through the recent corporate layoffs caused by effects of the Covid19 virus. As I grew as a manager and "tried on" various management styles, I found that empowering individuals through giving them ownership of their responsibilities created more effective and responsive employees than demanding compliance to a set of pre-determined expectations and then basing their rewards on their ability to meeting those expectations. And in all positions I have had, I have learned that holding knowledge is not

power - sharing knowledge is.

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) *

First and foremost, I would listen. I would put aside my personal feelings and I listen to those that are participating in the meeting and hear what they are saying. I make notes of the various responses to the policy to understand how the various interested parties are processing the policy. I would listen to the responses to understand those that may be reacting emotionally from their own biases versus those that might be posing concerns based on safety or economical reasons that would have a true impact on the community. If the policy is one that is being proposed and I did not agree with it, I would save my concerns for discussion outside the council meeting unless I felt that there was a safety risk to the community to not voice my opinion. If the policy had been enacted, I would keep my disagreement to myself as it would be my job to enforce the policy and admitting that I, as City Manager, disagreed with the policy would enhance the inability to enforce the policy as required by the position. I would also work with those that also disagreed with the policy to understand why it was enacted and encourage them to adopt and enforce the policy as well.

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 two largest leadership philosophies are communication and education. Without those two philosophies, I do not believe that a manager will perform at their best. Communication must be both effective as well as multi-directional. A professional cannot simply direct and manage, they must also support and mentor those that they work with and for - especially their staff. There are those that have knowledge that I do not have that I rely on to perform my tasks and those that need information I have to be successful within their own positions. If I do not communicate effectively or allow those that I manage to share their knowledge with me, I lose valuable resources. Education goes hand in hand with that communication where the education is shared - sometimes I provide the education and sometimes I receive it. That being said, I am not a laissez-faire manager but one that will stand firm in my

resolve and requirements to ensure that there is adherence to the policies and enforce job duties. This is easiest to manage when those you are leading feel important and empowered in their jobs and feel like they have the tools and support to perform to the best of their abilities. I would push this philosophy outside of my realm of manager and work to allow the residents of Homer to feel empowered and important through being an effective communicator and educator within the community.

Being an accountant, my experiences are wrought with attention to adherence to many regulatory rules in many different facets of the business cycle from GAAP to payroll laws to OSHA compliance to FAA regulations. Compliance to rules has been most of my career. I have also been responsible for the financial details of the organization and the preparation and presentation of the financial data in various formats and to various audiences both within and outside of the organizations for which I worked. Effectively disseminating financial data to users of various levels of understanding takes strong written and oral communications as well as technical skills. Outside of the financial reporting, my positions have required the tuning of the softer managerial skills that make an effective leader including listening, problem resolution and negotiation abilities. I am very good at understanding and communicating processes and policies as well as enforcing them. I am a respectful, patient team player that works well under pressure.

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? *

Immediately, though I have committed to work through the current bankruptcy filing unless by doing so would prevent me from being able to accept another position that I would want to accept, so my date would be dependent on when a contract with the city would be agreed upon.

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? *

No

Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	Certified Management Accountant	
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. *	I have participated on several community non-profit boards including Alaska Theatre of Youth (treasurer), Alaska Youth Orchestras and the Performing Arts Center.	

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? *	I am very fluent in computer programs that would be required by the position.
Other qualifications specific to this position? *	N/A
List any certifications you have received: *	Certified Management Accountant
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 willing and easily able to relocate to Homer.
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: Kiimberley Fraser

Date: 2020-04-15 08:38:35pm

IP Address: 72.42.185.106

Signature

Date



Kimberley Fraser, MBA
7651 Rancho Drive
Anchorage, AK 99507
(907) 440.0376 tmskfraser@gmail.com

April 14, 2020

Attn: City Council
City of Homer
491 East Pioneer Avenue
Homer, AK 99603

Re: City Manager Position

It is with great enthusiasm and excitement that I submit my resume for the City Manager position in Homer. Having spent my career working in the for-profit business capacity, I am looking forward to changing my focus toward serving the community by offering my services as a financial professional and helping to make a difference.

I am a life-long Alaskan who has maintained a pulse on both the unique opportunities as well as the challenges that face the Alaskan population and their communities. Like all Alaskans and our communities, my family and I have benefitted from the prosperous times when oil prices are high and tourists flock the streets as well as agonized over the many challenges that we face. I would like to now use my professional skills and relationships to give back to this great state and especially to the City of Homer.

As a child, I visited Homer every summer with my family who had a recreational fishing boat. In 2016, I was able to fulfill a long-time dream of purchasing a property just outside of Anchor Point with the hope of one day being able to spend most of my time at the south end of the Kenai Peninsula.

I am an experienced managing director that is looking forward to connecting with my community more than my career through service and civic participation and working together with a team that will lead to building a better quality of life for those I would serve. While I have extensive business management knowledge, I am also capable of conducting both public meetings as well as routine daily meetings. My past experience demonstrates my leadership qualities and ability to successfully navigate difficult and challenging situations.

I look forward to discussing how I can be an asset to both the City of Homer and its residents.

Kimberley Fraser



Kimberley Fraser, CMA
7651 Rancho Drive
Anchorage, AK 99507
(907) 440.0376 tmskfraser@gmail.com

Proven financial professional with over 30 years of combined finance and managerial experience

Qualifications and Experience

- Prepared and presented monthly consolidated financial reports for various 15-250 million dollar per-year companies for Board of Directors, Senior Management and External Users
- Managed the issuance and audit of financial information
- Directed, implemented and monitored strategic business plans
- Managed the budgeting and capital plan processes
- Participated in key decisions as a member of the executive management team and maintained relations with all members of management team and staff
- Managed accounting and human resources departments
- Negotiated contracts and ensured related compliance
- Managed financial reporting systems including ancillary systems that support the financial systems
- Managed and maintained employee benefit plans
- Ensured that the company complied with all legal and regulatory requirements
- Managed cash flows and investments

Management and Training

- Achieved budget objectives by scheduling expenditures, analyzing variances and initiating corrective actions.
- Complied with federal, state and location legal requirements by studying existing and new legislation, anticipating future legislations, enforcing adherence to requirements and advising management on needed actions.
- Established, monitored and enforced policies and procedures.
- Managed staff through hiring, training and mentoring staff through coaching, counseling and discipline when required.
- Maintained professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks and participating in professional societies.

Office Procedures and Computers

- Maintained and updated company procedure manual and implemented and documented new procedures

- Maintained required employer reports including Worker's Compensation, OHSA, EEP and wage and hour reports. Reviewed company compliance to state and federal payroll regulations and worked with various government agencies.
- Managed several conversions of accounting software to include the set up and implementation of the masterfiles, the chart of accounts, the transfer and allocation of balances, and pre- and post-installation training. Proficient with computers and related software

Instruction

- Performed all functions of implementation and managing a college classroom including course preparation, syllabus development, grading and evaluation procedures, lecture notes, lectures and examination
- Utilized various aspects of the internet to enhance traditional classroom instruction including online examinations, webpage activities, discussion boards, and online training tools.

Technical Skills

MS Office Proficient

Various Accounting Software Proficiencies

Work History

2018 – Present Director of Accounting	Ravn Air Group 4700 Old International Apt Rd.	Anchorage, AK 99502
2015 – Present Owner	Total Management Solutions 1720 Bartlett Drive	Anchorage, AK 99507
2007 – 2015 CFO	Old Harbor Native Corporation 2702 Denali Street, Suite 100	Anchorage, AK 99503
2004-2007 Controller	PND Engineers 1506 W 36 th Avenue	Anchorage, AK 99503
2003 – 2007 Online Acct Instructor	DeVry University Online 3300 N. Campbell Ave.	Chicago, IL 60618
1997-2004 Accounting Instructor	Charter College 2221 E. Northern Lights Blvd (907) 277-1000	Anchorage, AK 99508

Education and Certification

MBA, Management	Capella University, February 2003
BBA, Accounting	University of Alaska, Anchorage, May 1995
Certified Management Accountant	Institute of Management Accountants, November 1995



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 01-Apr-2020

AAA

Eric Garcia

(432) 444-3205

egar8410@gmail.com

3923 Richmond St

Odessa, TX 79762

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.

Geological Consultant - Current Employer

Job Title: GEOLOGICAL CONSULTANT

Dates Employed From: May/2006

Dates Employed To: Currently Employed

Employment Length: 14 years

Duties: FORMATION AND GAS EVALUATION ON DRILLING RIG SITES.

Reason For Leaving: Currently Employed

Supervisor Name: Self

Address: Midland, TX, UNITED STATES

Phone: (432) 444-3205

Ending Rate of Pay: \$1000 day rate

May We Contact? Yes

TLC INC

Job Title: DIRECTOR OF OPERATIONS

Dates Employed From: May/2004
Dates Employed To: May/2006
Employment Length: 2 years
Duties: Managed daily operations of Adult Day Care facility.
Reason For Leaving: Resigned to obtain Masters Degree

Supervisor Name: Jose
Perez

Address: Raymondville, TX, TX,
UNITED STATES
Phone: (956) 425-9276
Ending Rate of Pay: \$30,000 a year
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.

SUL ROSS UNIVERSITY | Graduate School

Degree: MASTERS
Major: PUBLIC ADMINISTRATION

Graduated? Yes

UNIVERSITY OF TEXAS | College or University

Degree: BACHELOR OF LIBERAL ARTS IN GOVERNMENT
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
Eric_Garcia.pdf	 Preview Download

Text Only Resume

egar8410@gmail.com
Eric Garcia

4324443205
Odessa, TX

GEOLOGICAL CONSULTANT
May 2006 to Present
FORMATION AND GAS EVALUATION ON DRILLING RIG SITES.

DIRECTOR OF OPERATIONS TLC INC
May 2004 to May 2006
Managed daily operations of Adult Day Care facility.

MASTERS PUBLIC ADMINISTRATION SUL ROSS UNIVERSITY

December 2009

BACHELOR OF LIBERAL ARTS IN GOVERNMENT Political Science UNIVERSITY OF TEXAS

May 2004

Great computer skills, Management and Vision, Ability to prioritize,
Ability to appropriate, Research and knowledge skills

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Juan Dominguez

Relationship: Friend / HS Principle
Years Known: 20

Phone: 4325565134

Eleazar Garcia

Relationship: Cousin / City Manager
Years Known: 47

Phone: 9566892443

Stetson Roane

Relationship: Raymondville ISD Superintendent/ Friend
Years Known: 3

Phone: 9566896786

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) *	- Maintaining a positive relationship with the governing body. - Working with them to enhance their work therefore having a clear vision for the community. -Communication with the full council and communication with individual members.	
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 created successfully, while obtaining my Government Degree, a small local community based entity. As a result of this endeavor, my great felt achievement was not only running for public office but watching needy peoples lives changed. This outreach touched many in dire need of social and community resources. I have a heart for community involvement not just sitting behind a desk. Let's go fish!	
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) *	Call for discussion. Most motions require a seconding.	
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 personal principles should align with my leadership principles and philosophy. This philosophy also needs to align with my values.	
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) *	- Effective and efficient administration of services through the supervision of staff. -Maintain contact with the citizens to determine problems and network.	

Additional Questions

Employment |

Question	Answer	Disqualifier?
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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? *

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

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. *	Masters coursework in Public Administration	
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. *	Ran for local public offices city and county.	

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

Question	Answer	Disqualifier?
----------	--------	---------------

Knowledge and Specialized Skills: *	Above average office suite ms skills
What type of computers and software have you used? *	MS desktop and office suite
Other qualifications specific to this position? *	- Successfully launched a small local community based initiative center that changed lives and reached people. - Maintained a positive relationship with the local councils and peoples. - Worked with leaders to create a clear vision for the community. - Communicated with the council members.
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 *	As a child, I had the fortune of growing up near a bay fishing town. My father would take me fishing there and understand the importance of tourism and appeal.
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: Eric Garcia

Date: 2020-04-01 12:46:40am

IP Address: 174.207.1.5

Signature

Date



Eric Garcia

Odessa, TX
egar8410@gmail.com
4324443205

Authorized to work in the US for any employer

Work Experience

GEOLOGICAL CONSULTANT

May 2006 to Present

FORMATION AND GAS EVALUATION ON DRILLING RIG SITES.

DIRECTOR OF OPERATIONS

TLC INC

May 2004 to May 2006

Managed daily operations of Adult Day Care facility.

Education

MASTERS in PUBLIC ADMINISTRATION

SUL ROSS UNIVERSITY

December 2009

BACHELOR OF LIBERAL ARTS IN GOVERNMENT in Political Science

UNIVERSITY OF TEXAS

May 2004

Skills

- Great computer skills
- Management and Vision
- Ability to prioritize
- Ability to appropriate
- Research and knowledge skills





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 15-Apr-2020

AAA

JOSHUA GARVEY

(907) 299-4577

joshua_garvey@hotmail.com

3101 Kachemak Drive

Homer, AK 99603

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.

LAND'S END ACQUISITION CORPORATION

Job Title: Chief Executive Officer

Dates Employed From: Mar/2017

Dates Employed To: Apr/2020

Employment Length: 3 years, 1 month

Duties: Set corporate vision and implemented strategic plans to achieve goals and maximize shareholder wealth . Reported directly to Board of Directors on corporate initiatives and results . Implemented and directed leadership program to transform corporate culture in need of change . Mentored and developed Department Heads to achieve better

Supervisor Name: Jon Faulkner

Address: Homer, AK, UNITED STATES

Phone: 907-235-0402

Ending Rate of Pay: 102,800 base salary before bonuses

May We Contact? Yes

operational efficiency and productivity . Achieved over 3.5% growth in gross revenue and 86% growth in net income per year . Provided direct oversight, supervision, and project management for a 4.5M hotel building expansion designed to increase revenues, maximize profitability, and support future growth

Reason For Leaving: Pursuing better growth and professional development opportunities

LAND'S END ACQUISITION CORPORATION

Job Title: Chief Financial Officer

Dates Employed From: Jan/2009

Dates Employed To: Mar/2017

Employment Length: 8 years, 2 months

Duties: Built and directed a finance team encompassing controllership, business operations, decision support, financial planning and analysis, sales reporting, and payroll and tax preparation, which contributed to corporate wide savings of over 100K annually and 10% growth in net income per year Performed the financial analysis and reporting for the entire corporation Implemented and strengthened financial controls across a diverse corporation with very different profit centers spread across the Kenai Peninsula

Reason For Leaving: Didn't leave, but was promoted to CEO

LAND'S END ACQUISITION CORPORATION

Job Title: Hotel Manager

Dates Employed From: Sep/2008

Dates Employed To: Sep/2009

Employment Length: 1 year

Duties: Worked with CEO to create a new marketing plan, devise a revenue management strategy, and implement cost reduction controls and budgets that allowed the company to increase profitability despite harsh economic conditions . Developed and prepared financial reports for the accounting department . Hired, trained, and managed 50+ employees for hotel operations . Performed all rate management and revenue analysis for three hotels on the Kenai Peninsula

Reason For Leaving: Didn't leave, but was promoted to CFO

THE SOUTHWESTERN COMPANY

Job Title: Associate Sales Leader/Field Manager/Organizational Leader

Dates Employed From: Jan/2000

Dates Employed To: Dec/2006

Supervisor Name: Jon Faulkner

Address: Homer, AK, UNITED STATES

Phone: 907-235-0402

Ending Rate of Pay: 102,800

May We Contact? Yes

Supervisor Name: Michael Dye

Address: Homer, AK, UNITED STATES

Phone: 907-235-0402

Ending Rate of Pay: 85,000

May We Contact? Yes

Supervisor Name: Patrick Roach

Address: Nashville, TN, UNITED STATES

Employment Length: 6 years, 11 months

Phone: 630-973-8601

Duties: Directed and held accountable all salespeople and managers on a daily basis in goal setting, action plans, motivation, time management, and advanced sales techniques . Developed public speaking skills through facilitating over 1, 000 group meetings and interviews . Recruited, trained, managed, and motivated 44 salespeople . Attended 700+ hours of executive training on leadership, management, motivation, meeting planning & execution . Facilitated meetings on leadership, management, and advanced sales

Ending Rate of Pay: Commission based

May We Contact? Yes

Reason For Leaving: Went back to school to get my master's degree

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.

DEVRY UNIVERSITY | Graduate School

Degree: Master's Degree

Major: Accounting and Financial Management

Graduated? Yes

HUNTINGTON COLLEGE | College or University

Degree: Bachelor of Science

Major: Business Management and Economics

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	
JOSHUA_GARVEY_RESUME 4-14-20.pdf	 Preview	Download
JOSHUA_GARVEY_COVER 4-14-20.pdf	 Preview	Download

Text Only Resume

JOSHUA GARVEY
joshua_garvey@hotmail.com 3101 Kachemak Drive, Homer, AK 99603 (907)
299-4577

OBJECTIVE

To obtain the City Manager position with the City of Homer where my experience, aptitude, and attitude will serve to support the City Council in achieving its goals and exceeding its financial expectations.

EXPERIENCE

2017-2020 LAND'S END ACQUISITION CORPORATION, Homer, AK

Chief Executive Officer

. Set corporate vision and implemented strategic plans to achieve goals and maximize shareholder wealth

. Reported directly to Board of Directors on corporate initiatives and results

. Implemented and directed leadership program to transform corporate culture in need of change

. Mentored and developed Department Heads to achieve better operational efficiency and productivity

. Achieved over 3.5% growth in gross revenue and 86% growth in net income per year

. Provided direct oversight, supervision, and project management for a \$4.5M hotel building expansion designed to increase revenues, maximize profitability, and support future growth

2009-2017 LAND'S END ACQUISITION CORPORATION, Homer, AK

Chief Financial Officer

. Built and directed a finance team encompassing controllership, business operations, decision support, financial planning and analysis, sales reporting, and payroll and tax preparation, which contributed to corporate wide savings of over \$100K annually and 10% growth in net income per year

. Led the company through a tumultuous downturn in the economy and severe decline in our industry in 2009;

restructured and repositioned company for growth and profitability in the midst of an adverse economic climate

. Implemented and strengthened financial controls across a diverse corporation with very different profit centers spread across the Kenai Peninsula

. Significant experience interfacing with public and quasi-public bodies on behalf of employer :

1. Scrutinized complex local municipality water ordinance, analyzed company data, developed strategy and delivered written and verbal testimony; succeeded in modification of proposed ordinance

2. Investigated local utility's proposed rate tariff, analyzed impacts on organization, analyzed utility

financials, developed strategy and successfully petitioned Regulatory Commission of Alaska with CEO;

culminated in successful negotiation with utility

. Performed the financial analysis and reporting for the entire corporation

. Worked with operational managers to reduce expenses and increase revenues, resulting in net income growth over 10% per year

. Repositioned one of our properties from traditional hospitality use to an industrial/commercial complex

. Assisted in the formation of the first industrial condominium association (40+ units) on the Kenai Peninsula

. Facilitated the sale of a large-scale cannery operation to an out-of-state seafood processor (\$1.8M sale)

. Facilitated the sale of a lodging operation in parcels to several independent industrial businesses (\$600K sale)

. Created financial controls and inventory management system to ensure profitability on a large deconstruction project for an industrial warehouse resulting in over \$500K of revenue

. Helped in the design and implementation of a complex commercial lease that increased the property's net income

by over \$100K and took it out of a net income loss situation in a single year

2008-2009 LAND'S END ACQUISITION CORPORATION, Homer, AK
Hotel Manager

. Worked with CEO to create a new marketing plan, devise a revenue management strategy, and implement cost reduction controls and budgets that allowed the company to increase profitability despite harsh economic conditions

. Developed and prepared financial reports for the accounting department

. Hired, trained, and managed 50+ employees for hotel operations

. Performed all rate management and revenue analysis for three hotels on the Kenai Peninsula

2000-2006 THE SOUTHWESTERN COMPANY, Nashville, TN
Associate Sales Leader/Field Manager/Organizational Leader

. Directed and held accountable all salespeople and managers on a daily basis in goal setting, action plans, motivation, time management, and advanced sales techniques

. Developed public speaking skills through facilitating over 1 ,000 group meetings and interviews

. Recruited, trained, managed, and motivated 44 salespeople

. Attended 700+ hours of executive training on leadership, management, motivation, meeting planning & execution

. Facilitated meetings on leadership, management, and advanced sales

EDUCATION

March 2008 DEVRY UNIVERSITY/KELLER SCHOOL OF MANAGEMENT, Oakbrook

Terrace, IL

Master of Accounting and Financial Management - GPA 3.98
. Graduated with Distinction
. CPA Emphasis

May 2003

HUNTINGTON COLLEGE, Huntington, IN

Bachelor of Science, Business Management and Economics -GPA 3.95
. Graduated Summa Cum Laude
. Minor in Finance

HONORS AND ACTIVITIES

HOMER CHAMBER OF COMMERCE

. Served on the Board of Directors

CITY OF HOMER POLICE BUILDING TASKFORCE

. Chaired the taskforce that analyzed the feasibility of building
the new Homer police station and made
recommendations to the City Council on how to proceed

HOMER VOICE FOR BUSINESS

. Co-founded a citizen action group to promote business initiatives
throughout community

THE SOUTHWESTERN COMPANY

. Gold Seal Gold Award (working 80+ hours/week) - 2000-2005
. Wall of Greats (recruited 20+ person team)
. President's Recommendation (for excellence in recruiting)
. Mort Utley Award (Personal Retail Sales more than \$12 ,000 in
one week) - 4 times
. President's Club Award (Personal Retail Sales more than \$7 ,200
in one week) - 26 times

HUNTINGTON COLLEGE

. Future Business Leaders of America-Phi Beta Lambda President
. Student Senate Representative & President of Senior Class
. Big Brother, Big Sister Volunteer

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Michael Dye

Relationship: Previous Supervisor

Years Known: 25

Phone: 907-399-8118

Patrick Roach

Relationship: Previous Supervisor
Years Known: 20

Phone: 630-973-8601

Jonathan and Sara Faulkner

Relationship: Previous Employer
Years Known: 11

Phone: 907-235-0402

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) *	The City Manager’s primary responsibility is the effective and efficient administration of all city services. Thus, the most important elements of the position relate to being able to work effectively with the City Council, Mayor, administrative staff, department heads, and the city residents. This requires the City Manager to have excellent communication, leadership, critical thinking, and analytical skills. The City Manager must be able to support the City Council and Mayor by being able to provide them with accurate, timely, and detailed information in order to aid them in forming budgets, making decisions, and creating policy. The City Manager must also be able to clearly communicate with and lead staff to implement the direction of the City Council and Mayor. Finally, the City Manager should be well connected throughout the community in order to receive feedback and understand the needs of the 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) *	As the CEO/CFO of Land’s End Acquisition Corporation, I have successfully helped lead the corporation through tumultuous downturns in the economy and significant changes in our environment. I have faced many of the political and economic pressures facing our community and state today, which required me to conduct in depth financial analysis, implement improved budget controls, and restructure for growth and sustainability in the midst of an adverse economic climate.	

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) *

In such situations, I make a point to wait and listen first, in order to collect as much information and process everybody's reasoning, before weighing in with my own opinion. There are always upsides and downsides to every policy decision, and I have often found that my viewpoint changes as I seek to understand everybody else's position on the matter and their perspective. I usually discover new information and a different way of looking at things when I am patient enough to listen first. After listening to all the information and opinions presented on a new policy, I find it best to ask questions in order to clarify and dig deeper into the policy itself. Once I feel that I have collected as much information as possible and heard everybody's reasoning, I give my feedback and opinion on the policy, describing the parts of the policy that I agree with and those that I disagree with, along with reasons why. In the end my goal is to work towards a consensus, which can only be arrived at through respectful sharing and understanding of everybody's viewpoint.

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...the best leaders serve first and they eat last. In doing so they lift up everyone around them to accomplish more than they could on their own. Some of the critical elements of this servant leadership are as follows: • Never ask anybody to do anything you aren't willing to do yourself • Always follow through and do what you say you are going to do • Always have perspective and a positive attitude • Always believe in your team, even when they don't believe in themselves • Set a vision for people to rally around • Define the framework to achieve the vision • Help people to be successful and provide recognition for accomplishment • Make principle-based team driven decisions • Encourage input and feedback from everyone Servant leadership always seeks to empower people and inspires them to achieve a vision bigger than themselves. I love to develop people and help them to become successful as they contribute their talents and skills to the betterment of the team.

Chief Administration - Having been the CEO of a multi-million dollar corporation, employing hundreds of employees, across a varied and diverse set of revenue centers, I know what it means to be responsible for the effective and efficient administration of all facets of a large enterprise. My career experience proves that I am capable of thriving with this responsibility. Financial Analysis - My master's degree in Accounting and Financial Management, with a CPA emphasis, has given me a strong financial background. As a CFO I became adept at financial reporting, budgetary control, and capital budget creation. One of my strengths is the ability to analyze financials, understand the underlying data, and then clearly communicate findings. Furthermore, I excel in being able to create financial plans and then work with staff to implement them. Public Relations - I am a lifetime Alaskan Native, I grew up in Homer, I graduated from Homer High, and I have spent four decades in this community. My children were born here, they will graduate from Homer High, and I hope that they all raise their families in Homer as well. We have had the pleasure of knowing and working with many of the staff and department heads at the City of Homer. We have served diligently in this community and find great fulfillment in the relationships that we have formed over the years. I pride myself on having an expansive network of both private and public sector connections throughout Homer and the Kenai Peninsula.

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? *

4-20-20

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. *	N/A	
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. *	HOMER CHAMBER OF COMMERCE • Served on the Board of Directors CITY OF HOMER POLICE BUILDING TASK FORCE • Chaired the task force that analyzed the feasibility of building the new Homer police station and made recommendations to the City Council on how to proceed HOMER VOICE FOR BUSINESS • Co-founded a citizen action group to promote business initiatives throughout community SET FREE ALASKA * Served on the Board of Directors	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Business Consulting Leadership Training Advanced Sales	

What type of computers and software have you used? * I have used both Windows and Mac based computers Office 365 products - Word/Excel /PowerPoint/Outlook Quickbooks

Other qualifications specific to this position? * N/A

List any certifications you have received: * Certified Leadership & Sales Coach

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: Joshua Garvey

Date: 2020-04-14 05:44:35pm

IP Address: 146.71.68.150

Signature

Date

Joshua Garvey

CEO

Personal Info

Address

3101 Kachemak Dr.
Homer, AK 99603

Phone

907-299-4577

E-mail

joshua_garvey@hotmail.com

April 14, 2020

City of Homer
491 E. Pioneer Avenue
Homer, AK 99603

Dear City Council,

I would like to begin by extending my thanks to the City Council, Mayor, and all the employees for their service to the City of Homer. As lifelong residence of Homer, my family and I have been blessed many times over to be part of this special community. It is an honor to apply for a position in a city that I have known as home for nearly four decades. As a Native Alaskan it is my dream to see our city and state flourish. Each person has an important story and a thread of wisdom to offer to the tapestry of uniqueness that is Homer. My contribution is the ability to bring our community together using teamwork to promote unity and sustainable growth.

Over my career I've had many responsibilities that would serve me well as the City Manager of Homer. My career has given me a broad base of experience across financial management, operations management, sales & marketing, human resources, government relations and compliance, real estate, construction management, and leadership development. In addition to that, my cost saving and budgetary control projects have always been successful, and I'm confident that I could garner similar results at the City of Homer.

Obtaining the City Manager position at the City of Homer would be a dream come true. This position is a perfect match for my personal and professional interests and a thrilling opportunity. My proven track record of dedication and loyalty to my employer would provide the stability needed in the City Manager position and the commitment that the City of Homer deserves. I am excited to leverage my knowledge and experience to achieve groundbreaking results with your team.

It is time to focus on common goals and how to find success despite the obstacles we face. To that end, my vision is to work with the city staff and residents to tackle issues in order to create a healthy and prosperous place for families to live and thrive. I would like to create additional job opportunities and pursue ways to grow the economy in a well-rounded and sustainable fashion. My motivation is for my children and the youth of Homer to have an abundance of opportunities. We have the power to paint our future and to create the world we can all enjoy and find freedom in.

I would welcome the chance to discuss your current direction and objectives, and to show you how my experience can translate to achieving your goals for the City of Homer.

Sincerely,

Joshua Garvey



JOSHUA GARVEY

joshua_garvey@hotmail.com 3101 Kachemak Drive, Homer, AK 99603 (907) 299-4577

OBJECTIVE

To obtain the City Manager position with the City of Homer where my experience, aptitude, and attitude will serve to support the City Council in achieving its goals and exceeding its financial expectations.

EXPERIENCE

2017-2020

LAND'S END ACQUISITION CORPORATION, Homer, AK

Chief Executive Officer

- Set corporate vision and implemented strategic plans to achieve goals and maximize shareholder wealth
- Reported directly to Board of Directors on corporate initiatives and results
- Implemented and directed leadership program to transform corporate culture in need of change
- Mentored and developed Department Heads to achieve better operational efficiency and productivity
- Achieved over 3.5% growth in gross revenue and 86% growth in net income per year
- Provided direct oversight, supervision, and project management for a \$4.5M hotel building expansion designed to increase revenues, maximize profitability, and support future growth

2009-2017

LAND'S END ACQUISITION CORPORATION, Homer, AK

Chief Financial Officer

- Built and directed a finance team encompassing controllership, business operations, decision support, financial planning and analysis, sales reporting, and payroll and tax preparation, which contributed to corporate wide savings of over \$100K annually and 10% growth in net income per year
- Led the company through a tumultuous downturn in the economy and severe decline in our industry in 2009; restructured and repositioned company for growth and profitability in the midst of an adverse economic climate
- Implemented and strengthened financial controls across a diverse corporation with very different profit centers spread across the Kenai Peninsula
- Significant experience interfacing with public and quasi-public bodies on behalf of employer:
 1. Scrutinized complex local municipality water ordinance, analyzed company data, developed strategy and delivered written and verbal testimony; succeeded in modification of proposed ordinance
 2. Investigated local utility's proposed rate tariff, analyzed impacts on organization, analyzed utility financials, developed strategy and successfully petitioned Regulatory Commission of Alaska with CEO; culminated in successful negotiation with utility
- Performed the financial analysis and reporting for the entire corporation
- Worked with operational managers to reduce expenses and increase revenues, resulting in net income growth over 10% per year
- Repositioned one of our properties from traditional hospitality use to an industrial/commercial complex
- Assisted in the formation of the first industrial condominium association (40+ units) on the Kenai Peninsula
- Facilitated the sale of a large-scale cannery operation to an out-of-state seafood processor (\$1.8M sale)
- Facilitated the sale of a lodging operation in parcels to several independent industrial businesses (\$600K sale)
- Created financial controls and inventory management system to ensure profitability on a large deconstruction project for an industrial warehouse resulting in over \$500K of revenue
- Helped in the design and implementation of a complex commercial lease that increased the property's net income by over \$100K and took it out of a net income loss situation in a single year

2008-2009

LAND'S END ACQUISITION CORPORATION, Homer, AK

Hotel Manager

- Worked with CEO to create a new marketing plan, devise a revenue management strategy, and implement cost reduction controls and budgets that allowed the company to increase profitability despite harsh economic conditions
- Developed and prepared financial reports for the accounting department
- Hired, trained, and managed 50+ employees for hotel operations
- Performed all rate management and revenue analysis for three hotels on the Kenai Peninsula

2000-2006

THE SOUTHWESTERN COMPANY, Nashville, TN

Associate Sales Leader/Field Manager/Organizational Leader

- Directed and held accountable all salespeople and managers on a daily basis in goal setting, action plans, motivation, time management, and advanced sales techniques
- Developed public speaking skills through facilitating over 1,000 group meetings and interviews
- Recruited, trained, managed, and motivated 44 salespeople

- Attended 700+ hours of executive training on leadership, management, motivation, meeting planning & execution
- Facilitated meetings on leadership, management, and advanced sales

EDUCATION

- March 2008 **DEVRY UNIVERSITY/KELLER SCHOOL OF MANAGEMENT**, Oakbrook Terrace, IL
Master of Accounting and Financial Management – GPA 3.98
- Graduated with Distinction
 - CPA Emphasis
- May 2003 **HUNTINGTON COLLEGE**, Huntington, IN
Bachelor of Science, Business Management and Economics –GPA 3.95
- Graduated Summa Cum Laude
 - Minor in Finance

HONORS AND ACTIVITIES

HOMER CHAMBER OF COMMERCE

- Served on the Board of Directors

CITY OF HOMER POLICE BUILDING TASKFORCE

- Chaired the taskforce that analyzed the feasibility of building the new Homer police station and made recommendations to the City Council on how to proceed

HOMER VOICE FOR BUSINESS

- Co-founded a citizen action group to promote business initiatives throughout community

THE SOUTHWESTERN COMPANY

- **Gold Seal Gold Award** (working 80+ hours/week) – 2000-2005
- **Wall of Greats** (recruited 20+ person team)
- **President's Recommendation** (for excellence in recruiting)
- **Mort Utley Award** (Personal Retail Sales more than \$12,000 in one week) – 4 times
- **President's Club Award** (Personal Retail Sales more than \$7,200 in one week) – 26 times

HUNTINGTON COLLEGE

- **Future Business Leaders of America-Phi Beta Lambda** President
- **Student Senate Representative & President of Senior Class**
- **Big Brother, Big Sister Volunteer**



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

Employment Application | Submitted: 10-Apr-2020

AAA

Anita Gray (907) 227-8262 AnitaWalkerGray@outlook.com 4400 E Willow Circle Wasilla, AK 99654 United States	City Manager Job Location - Homer, AK Department - Administration Source - Other - SGR Job Board
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Employment History

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

American University of Malta

Job Title: Director (University Registrar) Dates Employed From: Apr/2017 Dates Employed To: Jul/2018 Employment Length: 1 year, 3 months Duties: Established policies and procedures for the Department of this start-up American-styled University, according to U.S.A. and European Union laws and regulations. Created, edited, and published first University Catalog. Implemented first student information system.	Supervisor Name: Dr. John Ryder Address: Bormla, MALTA Phone: 99072278262 Ending Rate of Pay: 95503 May We Contact? Yes
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Reason For Leaving: Will discuss in person. Google AUM and read article written by Inside Higher Education.

GCI (via temp agency-Westaff)

Job Title: Project Controls Specialist

Dates Employed From: Nov/2012

Dates Employed To: Feb/2016

Employment Length: 3 years, 3 months

Duties: Provided support for a \$40 million upstream project - ExxonMobil Point Thomson EPC Project. Liaise between Client Senior Contract Administrator and Employer Project Manager on monthly invoicing and account management.

Reason For Leaving: Project Complete

Supervisor Name: Chad Lewis

Address: Anchorage, AK, UNITED STATES

Phone: 907-868-8589

Ending Rate of Pay: \$35.01

May We Contact? Yes

The Petroleum Institute

Job Title: CAMS Database Specialist

Dates Employed From: Aug/2009

Dates Employed To: Aug/2012

Employment Length: 3 years

Duties: Implemented new Enterprise Resource Planning (ERP) functionality of CAMS. Liaised with software vendor on functionality of ERP system and university departments to deliver the required outcomes of the system for the enhancement of university effectiveness. Compiled data and reported statistics for external agencies, auditors, academic and administrative officers through writing SQL queries.

Reason For Leaving: Completed three-year contract

Supervisor Name: Roy Simmons

Address: Abu Dhabi, UNITED ARAB EMIRATES

Phone: 907-227-8262

Ending Rate of Pay: 87400

May We Contact? Yes

Alaska Pacific University

Job Title: Registrar

Dates Employed From: Aug/2005

Dates Employed To: Jul/2009

Employment Length: 3 years, 11 months

Duties: • Responsible for hiring, staff development, supervision, and performance evaluations. • Implemented Colleague web registration in first three months. • Provided leadership and oversight for the development, implementation, and management of activities and systems related to academic records, student registration, academic scheduling, and university catalog. • Provide leadership in business process analysis, and retooling of current process to provide for a better stakeholder experience.

Reason For Leaving: Opportunity to live and work overseas

Supervisor Name: Marilyn Barry

Address: Anchorage, AK, UNITED STATES

Phone: 907-564-8358

Ending Rate of Pay: 75000

May We Contact? Yes

West Texas A&M University

Job Title: Director (University Registrar)

Dates Employed From: Oct/2001

Dates Employed To: Jul/2005

Employment Length: 3 years, 9 months

Duties: Responsible for collecting, recording, and maintaining student records according to University, state, and federal regulations. Examined current processes and implemented organizational change to revise or eliminate work processes to effectively utilize technology and personnel, including implementing a paperless office. Monitored activity during the legislative session for anything impacting post-secondary education, especially state-funded institutions. Developed procedures to provide ready access to authorized users of the database data, as needed for their job, and ensured security of the data. Trained all departments on the use of the database. Supervised, mentored, and evaluated nine full-time and eight part-time employees. Communicated weekly with hundreds of University personnel and thousands of students. Oversaw certification of NCAA athletes, veterans' benefits, and student enrollment to lending agencies.

Reason For Leaving: Husband's Employment

Supervisor Name: Dr. Troy Johnson

Address: Canyon, TX, UNITED STATES

Phone: 806-651-2114

Ending Rate of Pay: 65000

May We Contact? Yes

Angelo State University

Job Title: Director (University Registrar)

Dates Employed From: Jun/1997

Dates Employed To: Sep/2001

Employment Length: 4 years, 3 months

Duties: Responsible for collecting, recording, and maintaining student records according to University, state, and federal regulations. Managed the electronic student records database to maximize efficiency, utility, and compliance with governmental regulations. Responsible for hiring, development, supervision, training, and performance evaluations of five full-time and two part-time personnel. Interpreted and administered state regulations and policies as it pertained to student records. Compiled statistics and prepare data and reports for external agencies and auditors. Oversaw certification of NCAA athletes, veterans' benefits, and student enrollment to lending agencies. Implemented a campus-wide classroom management system. Participated in database conversion and implementation of the online portal.

Reason For Leaving: Husband's Employment

Supervisor Name: Dr. Don Coers

Address: San Angelo, TX, UNITED STATES

Phone: 325-942-2168

Ending Rate of Pay: 48000

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.

West Texas A&M University | Graduate School

Degree: Master of Arts
Major: Political Science

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
Anita Walker Gray Resume.pdf	Q Preview Download
Anita Walker Gray Cover Homer City Mgr.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.

Mr. Roy W. Simmons

Relationship: Supervisor
Years Known: 12 years

Phone: 304-205-6708

Mr. Gregory Atkin

Relationship: Co-Worker / Peer at GCI
Years Known: 8 years

Phone: 907-717-6945

Mr. Steven Washam

Relationship: Friend
Years Known: 15 years

Phone: 907-350-7057

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) *	Four key elements to any leadership position: (1) Communication, Communication, Communication! (2) Take your roll seriously but not yourself. (3) Teamwork is an important aspect of a successful relationship. (4) Ability to implement policies, even when you don't agree.	
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) *	At the Petroleum Institute, an Arab-run University, I implemented a new student information system, bringing all departments data housed in various methodologies online. This required finesse and communication for the department heads to welcome this change. I was successful.	
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) *	Communicate the policy, considering the importance of the delivery modality. Stay respectful of the council members and their decisions. Provide as much detail as possible and not send mixed signals. Allow staff to vent, if necessary. Always be available for further questions.	
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) *	Consistency and leading by example, creating a safe and respectful work environment; one who inspires and influences those around me with an open-door policy. I welcome others' opinions if respectfully presented, even if they are opposite mine. No one person is an island and knows all.	
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	A university is similar to a city - many departments, many different customers, and ultimately everyone answers to a president/council. As the Director of the Records and Registration Department, I was	

question responses as a separate attachment as you would your resume or cover letter) *

responsible for being the gatekeeper and implementer for all academic records and policies.

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? *	June 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. *	Both undergraduate and graduate coursework was in public administration.	
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: *	My experience as a Registrar, which is one of the most important departments in a university due to accreditation, records, etc., is similar to the workings of a small city. My customers were students, faculty, staff, administrators, and the public. My task was to keep everyone abreast of all the information necessary for them to make proper decisions and react accordingly. I am skilled in communication, time management, multitasking, teamwork, analysis, decision making, and customer service.	
What type of computers and software have you used? *	My favorite PC is a Dell, but I can also work on a Mac if necessary. I have experience with many types of software, i.e. Microsoft (Excel, Word, PowerPoint, Publisher, Outlook, OneDrive, Access, SharePoint), Adobe (InDesign, Adobe Acrobat, PhotoShop), various databases, SQL. I am adept at learning software quickly.	
Other qualifications specific to this position? *	Many years of experience dealing with thousands of customers while working at both public and private institutions.	
List any certifications you have received: *	Currently no certifications. Although I would love to get one in Public Administration. My Master of Arts degree in Political Science was two courses short of being a degree in Public Administration. At the time I did not think it was important enough to continue another two semesters for two courses (the way they were scheduled that particular year).	
List any family members employed by the City, family members means the spouse of the employee; a life partner or person cohabitating with	N/A	

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 *

First, I don't have to adjust to Alaska living. I have lived and worked in Alaska. I still have a home in Wasilla. I would love the opportunity to return to working in Alaska, but more importantly to move to a new career - one I have envisioned myself doing for a few years.

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: Anita Lois Walker Gray
Date: 2020-04-10 09:51:29am
IP Address: 46.244.28.37



Signature

Date





Anita Walker Gray

AnitaWalkerGray@outlook.com | 907-227-8262 | Skype: danitagray

April 10, 2020

City of Homer, Alaska
491 E Pioneer Ave
Homer, AK 99603

Reference: City Manager

Dear Homer City Council Members Aderhold, Castner, Evensen, Hansen-Cavassus, Lord, Smith, and Venuti:

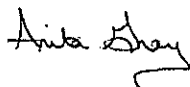
It is with great interest that I submit my resume in application for the position of City Manager in Homer. The positions I have held make me an excellent candidate for this position.

I have a Master of Arts in Political Science and have been a key player in dynamic and highly collaborative academic environments for 19 years, both domestic and international. A university is similar to a city – many departments, many customers, and ultimately everyone answers to a president (who answers to a council). As a Registrar, also known as the Director of Records and Registration Department, I was responsible for being the gatekeeper and implementer for all academic records and policies. As a director I constructed long-range plans and strategic initiatives for the Registrar's Office, aligning with the University mission. I prepared and adhered to an annual budget; fielded complaints from students, faculty, staff, and the public; hired and fired staff according to state and federal regulations; and coordinated events and programs.

I have experience liaising with a wide range of stakeholders while working as Registrar and Project Controls Specialist, but more specifically in my position as Database Specialist in Abu Dhabi at The Petroleum Institute implementing system modules and bringing departments online from external sources. I have also managed projects that impacted the entire university population, which, depending on the university, could be 200 people to 10,000 people.

I have wanted to be part of a small city's management team and believe I have much to offer Homer. Besides my knowledge of government and management skills, I also have a love for Alaska. I look forward to discussing my experience with you in detail. Thank you for your time and consideration.

Best Regards,



Anita Gray



Anita Walker Gray

AnitaWalkerGray@outlook.com | 907-227-8262 | Skype: danitagray

PROFILE SUMMARY

Results-oriented administrator who is excellent at liaising with people from every station in life. Highly skilled in database implementation, personnel management, project coordination, comprehending regulations, and making the complicated simple. The times I've worked at small institutions is where I've learned the most because everyone wears more than one hat. I know my strength and weakness and am not afraid of trying new things. I have great working experience in MS Office (Word, Excel, PowerPoint, Publisher and Outlook) and Adobe (InDesign and Acrobat).

PROFESSIONAL EXPERIENCE

Director (University Registrar)

American University of Malta, Bormla, Malta

2017 – 2018

- Founding Registrar of American-styled University establishing all policies and procedures for department according to U.S.A. and European Union laws and regulations, i.e. Family Educational Rights and Privacy Act (FERPA) and General Data Protection Regulation (GDPR). Established and maintained quality assurance standards for Malta accreditation and prepared for U.S.A. accreditation in the future.
- Created, edited, and published first University Catalog and implemented first student information system.
- Participate in the advising-related portion of new/transfer student's orientation sessions.

Project Controls Specialist

GCI (through Westaff), Anchorage, Alaska

2012 – 2016

- Provided project management support for \$40 million ExxonMobil Point Thomson upstream telecommunications project and established effective working relationship between client Senior Contract Administrator and employer Project Manager.
- Managed monthly invoicing, account management, and reviewed invoiced work against contract before approving and submitting for payment.
- Evaluation and coordination of correct timesheet coding and payroll auditing.

Database Specialist

The Petroleum Institute, Abu Dhabi, United Arab Emirates

2009 – 2012

- Collected, developed, analyzed and communicated institutional data and other information to constituents throughout the university to support and enhance informed decision-making, problem solving, strategic planning, policy development, and institutional self-assessment, and to external constituents for reporting to the Accrediting Board for Engineering and Technology (ABET), United Arab Emirates Ministry of Higher Education and Scientific Research, KPMG auditor, Abu Dhabi National Oil Company (ADNOC).

- Liaised with software vendor and facilitated communication among departments while delivering database functionality.
- Developed comprehensive training for student services departments, academic departmental staff, and faculty.

Director (University Registrar)

Alaska Pacific University, Anchorage, Alaska

2005 – 2009

- Participated in implementation of new database, including data conversion, and development of policies and procedures. Prepared business proposals and recommendations for electronic records management tools and resources.
- Managed office operations and academic records for students; administered office budget; identified talent for staff hiring; directed staff development, supervision, evaluations, mentoring, and paid time off. Oversaw the review of student academic work and advising for degree completion.
- Collected, compiled, and analyzed enrollment data for internal use and for reporting purpose to external constituents, e.g. certification of veterans' benefits, student enrollment to lending agencies, NCAA athletes, and the Integrated Postsecondary Education Data System (IPEDS).

Director (University Registrar)

West Texas A&M University, Canyon, Texas

2001 – 2005

- Examined current processes and implemented organizational change to revise or eliminate work processes to effectively utilize technology and personnel, e.g. making the Registrar's Office the first paperless office on campus.
- Managed office operations and academic records for student population of 8,500; administered office budget; identified talent for staff hiring; directed staff development, supervision, evaluations, mentoring, and paid time off.
- Collected, compiled, and analyzed enrollment data for internal use and for reporting purpose to external constituents, e.g. certification of veterans' benefits, student enrollment to lending agencies, NCAA athletes, the Integrated Postsecondary Education Data System (IPEDS), and the Texas Coordinating Board (THECB).

Director (University Registrar)

Angelo State University, San Angelo, Texas

1997 – 2001

- Managed office operations and records for student population of 7,000, administered an office budget of \$1.3 million, staff hiring, development, supervision, evaluations, and mentoring.
- Participated in implementation of new database, including data conversion, and development of policies and procedures.
- Collected, compiled, and analyzed enrollment data for internal use and for reporting purpose to external constituents, e.g. certification of veterans' benefits, student enrollment to lending agencies, NCAA athletes, the Integrated Postsecondary Education Data System (IPEDS), and the Texas Coordinating Board (THECB).

EDUCATION

Master of Arts in Political Science & Bachelor of Applied Arts & Sciences, West Texas A&M University

[Homer](#)[Departments](#)[Government](#)[e](#)[Documents](#)[Job Openings](#)[Helpful Links](#)

Employment Application | Submitted: 10-May-2020

AAA

James Groves

☎ (505) 620-0303

✉ jamesgrovesexec@gmail.com

🏠 10755 MANESS LANE SW
Albuquerque, NM 87121
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.

PAE - Current Employer

Job Title: Deputy Operations Manager**Dates Employed From:** Aug/2019**Dates Employed To:** Currently Employed**Employment Length:** 0 years, 9 months

Duties: Currently manages a 172-member Operations team (comprised of salaried, hourly, and union employees) that maintains and upgrades the base facilities infrastructure. • Oversees a \$6 million construction and renovation project program. • Site Human Resources liaison for PAE corporate. • Oversees \$5.2 million maintenance/preventative

Supervisor Name:
Christopher Russell**Address:** Albuquerque, NM, UNITED STATES**Phone:** (505) 846-3494**Ending Rate of Pay:** 97,000.00**May We Contact?** Yes

maintenance for 732+ facilities and infrastructure. • Manages \$300,000 utilities/commodities budget.

Reason For Leaving: Currently Employed

PAE

Job Title: Operations and Engineering Superintendent (Intern)

Dates Employed From: Jun/2019

Dates Employed To: Aug/2019

Employment Length: 0 years, 2 months

Duties: Oversaw a 11-member customer service center, a 3-member subcontracts planning section, a 12 member requirements and optimization Engineering section, a 13-person material control, and logistics section. • During this time, I identified an efficiency issue in the project planning, execution, and close out areas and reduced the total process time by 50 percent.

Reason For Leaving: Accepted permanent position with company

Supervisor Name: Christopher Russell

Address: Albuquerque, NM, UNITED STATES

Phone: (505) 846-3494

Ending Rate of Pay: Unpaid Internship

May We Contact? Yes

United States Air Force - Civil Engineer Squadron

Job Title: Facilities Superintendent

Dates Employed From: Jun/2017

Dates Employed To: May/2019

Employment Length: 1 year, 11 months

Duties: • Served as Chief of Water and Fuel Systems Maintenance supervising 28 personnel in the sustainment of a 1,700 facility and \$2.5 billion infrastructure system. • Acted as Infrastructure Superintendent supervising 25 military and civilian personnel maintaining HVAC, Water & Fuel Systems Maintenance and Entomology Shops. • Directed the activities of 43 military personnel sustaining 1,700 facilities on a 1,500-acre NATO base in support of 15 European Union Geographically Separated Units. • Managed Wing infrastructure operations consisting of 22 miles, a \$200-million-gallon water system, and 1.5 million gallons of jet fuel supplying 51 Air Force fighter jets. • Served as Supervisor of a 4-person Civil Engineering Section providing project management and maintenance for the Akrotiri, Cyprus compound, a \$731 million asset with \$546,000 in projects and the creation of \$43.3 million upgrade plan. • Oversaw maintenance and operation of \$250 million of real property equipment and HVAC systems supporting \$2.2 billion in base infrastructure. • Steered a \$300,000 storage project, drafted the requirements, and freed 3,000 square feet of hangar space for new assets saving the Air Force \$700,000 in contractor costs. • Oversaw \$180,000 Civil Engineering maintenance contract- identified and rectified unauthorized weekly schedule deviation and resolved a \$9,000 man-hour efficiency loss for the year.

Supervisor Name: Matthew Mattes

Address: Aviano Air Base, ITALY

Phone: (314) 632-5779

Ending Rate of Pay: 86000.00

May We Contact? Yes

Reason For Leaving: Retirement/Internship

United States Air Force - Civil Engineer Squadron

Job Title: Base Engineer Emergency Force Manager

Dates Employed From: Oct/2015

Dates Employed To: Apr/2017

Employment Length: 1 year, 6 months

Duties: Led 3-person Section responsible for training/support/readiness /reporting and equipment for 276 engineer unit personnel. • Directed the activities of 18 military and four Local Nationals in sustaining base infrastructure to include the 1.4-million-gallon fuel storage system and 316 equipment items valued at \$830,000.

Reason For Leaving: New Job duties

Supervisor Name: Jason Selman

Address: Aviano Air Base, ITALY

Phone: (314) 632-7766

Ending Rate of Pay: 82,000.00

May We Contact? Yes

United States Air Force - Command & Control Wing

Job Title: Wing Facilities Director

Dates Employed From: Jan/2015

Dates Employed To: Oct/2015

Employment Length: 0 years, 9 months

Duties: Managed \$60 million in real property, sustainment, renovation and modernization and coordinated \$6 million in Civil Engineering projects for the Wing. • Oversaw the maintenance program for 16 local facilities as well as wing facilities located at 6 geographically separated locations. • Monitored 34 Wing Facility Managers, tracked wing space requirements, and briefed emergency facility preparation facilities.

Reason For Leaving: Relocation

Supervisor Name: Kevin Brown

Address: Hurlburt Field, FL, UNITED STATES

Phone: (850) 884-6237

Ending Rate of Pay: 70,000.00

May We Contact? Yes

United States Air Force - Special Operations Wing

Job Title: Water & Fuel Systems Maintenance Manager

Dates Employed From: Jan/2014

Dates Employed To: Jan/2015

Employment Length: 1 year

Duties: Led and mentored a 27 military/civilian team supporting 6,600-acre Base complex with three major organizations, 38 tenant units and 21,000 personnel. • Supervised maintenance and repair for water/waste water/liquid fuels infrastructure supporting 898 facilities and \$3.2 billion in real property. • Identified critical lift station gap; trained 4 personnel and completed 144-hours of maintenance at 78 sites ensuring \$1 million sewer system was fully operational

Reason For Leaving: New Duty Position

Supervisor Name: Thomas Eckel

Address: Hurlburt Field, FL, UNITED STATES

Phone: (850) 884-7703

Ending Rate of Pay: 70,000.00

May We Contact? Yes

United States Air Force - Special Operations Comptroller Squadron

Job Title: Sr. Supervisor (1st Sergeant), Special Operations Comptroller Squadron**Dates Employed From:** Aug/2011**Dates Employed To:** Aug/2012**Employment Length:** 1 year

Duties: Served as the senior HR/Human Capital representative for the CEO providing advice on the health, welfare, morale, discipline of 220 personnel. • Assisted CEO in enforcing personnel disciplinary issues, advised on possible court actions, and enforced command policies and directives.

Reason For Leaving: New Duty Position**Supervisor Name:**
Derron Mirro**Address:** Hurlburt Field, FL, UNITED STATES**Phone:** (850) 884-6419**Ending Rate of Pay:** 70,000.00**May We Contact?** Yes

United States Air Force - Operations Group

Job Title: Sr. Supervisor (1st Sergeant)**Dates Employed From:** Jul/2009**Dates Employed To:** Aug/2011**Employment Length:** 2 years, 1 month

Duties: Served as the primary advisor/Human Capital expert to the Operations Group CEO, three subordinate leaders and one Geographically Separated Unit on health, morale, discipline, welfare, promotions, awards, readiness and training for 190 personnel. • Mentored 300+ military and civilians tasked to provide trained forces and support for major flying exercises in Alaska. • Cited for compassionately intervening in 20 personnel/family crises in which early engagement saved 2 marriages and resulted in zero lost duty hours.

Reason For Leaving: Relocation**Supervisor Name:** Phillip Hoover**Address:** Eielson Air Force Base, AK, UNITED STATES**Phone:** (907) 377-2114**Ending Rate of Pay:** 70,000.00**May We Contact?** Yes

United States Air Force - Civil Engineer Squadron

Job Title: Supervisor of Utility Systems**Dates Employed From:** Aug/2006**Dates Employed To:** Jul/2009**Employment Length:** 2 years, 11 months

Duties: Served in assignments of increased responsibility in the Utilities and Fuels Distribution and Management fields in the U.S.

Reason For Leaving: New Duty Position**Supervisor Name:** Daniel Gerdes**Address:** Eielson Air Force Base, AK, UNITED STATES**Phone:** (907) 377-5212**Ending Rate of Pay:** 70,000.00**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.

University of the Incarnate Word

Degree: Master of Science
Major: Business Administration

Graduated? Yes

St. Leo College

Degree: Bachelor of Arts
Major: (cum laude), Business Administration

Graduated? Yes

Community College of the Air Force

Degree: Associates of Applied Science
Major: Ecology Controls

Graduated? Yes

Community College of the Air Force

Degree: Associates of Applied Science
Major: Human Resource Management

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

GROVES-RESUME .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.

Joseph Klienfelder

Relationship: Former Coworker
Years Known: 9

Phone: (850) 651-5000

Mark Hill

Relationship: Former Subordinate
Years Known: 5

Phone: (240) 493-8771

Cheryl Johnston

Relationship: Former Supervisor
Years Known: 22

Phone: (970) 214-2991

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) *	I believe the most important elements of the City Manager position are: the responsibility for the effective and efficient administration of all city services, sound fiscal planning and decision making, and developing strong working relationships with stakeholders to foster growth in the City of Homer. The City Manager sets the tone for public service for all City Departments by the actions, attitude, and priorities set forth for the City's department heads and the information provided to the City Council. To be an effective and a positive force as Homer moves forward while remaining a lively, vital community that effectively responds to change and growth while retaining what is best about its character, it is important for the City Manager to focus on public service as he/she builds and leads a strong team in dedicated service to the more than 5,300 residents of the City of Homer. It is important for the individual filling the City Manager role to convey sincerity to foster an environment in which department heads and City officials can speak openly, knowing that they will be heard and considered, with regards to concerns and priorities that are in the best interest of the City of Homer and its citizens. The City Manager must be an effective decision maker, able to take a long range view	

	of the strategic goals of the City into account when making short term decisions and weighing their overall fiscal and community impact.
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 feel my 21 years of committed service to my country in the United States Air Force is my greatest professional accomplishment. My time of service afforded the opportunity to grow as a leader, develop a varied skillset focused on operations, project management, human resource management, program management, and resource utilization, allocation, and optimization. I also sharpened my ability to work with complex groups and varied teams by motivating individuals to rally together behind a common operating picture to successfully accomplish identified goals and execute shared vision while accomplishing the deliverables identified in strategic planning.
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 responsibility of adopting policies to govern the city falls to the council and the implementation of those policies is left up to the city manager. The city manager has an ethical and professional obligation to advise the city council on policy honestly and factually and I would do so when asked for advise on any policy under consideration by the council. In the given scenario, my task as the city manager is to proceed professionally and support the council's policy decision once it is made, regardless of any personal opinion I may hold the council's policy decision.
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 personal leadership philosophy aligns with that of servant leadership. My philosophy is that a leader is in his/her role to serve to only the organization but also those working accomplish the goals and deliverables set forth by the organization's strategic plan and mission. My task as a leader is to surround myself with quality staff and put the needs of employees first to develop people and help them perform as highly as possible. As employees are supported and encouraged to grow and develop, the organization grows and develops as well because employees will further commit and engage with the organization itself and strive to become leaders themselves.
In reviewing the job description, please highlight areas you bring	My military career presented me with continual opportunities to develop my leadership skills,

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) *

communication skills, and financial/organizational skills. My leadership skills allow me to be empowers others and actively cultivate leaderships at all levels of my organization. My communication skills allow me to develop strong intrapersonal and working relationships with stakeholders and actively engage them in taking the necessary steps to produce the deliverables needed for my organization to fulfill its mission and accomplish its strategic goals. I bring my strong organizational, financial management, and project planning background to the table, which was honed through my work in both the military and in my current employment in the private sector and was further strengthened throughout the course of my graduate studies as I completed my Masters in Business Administration. I am passionate about serving others - I aim to serve those in my community at large and to develop future leaders within any organization that I personally serve.

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? *	On or before July 1, 2020; 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. *	Master's Degree in Business Administration	
Describe any job-related training received in the United States military. *	Technical School for Utilities Systems Apprentice; First Sergeant Academy; Airman Leadership School; NCO Leadership School; Senior NCO Leadership School	
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. *	Toastmasters International	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Seasoned Utilities and Fuels Distribution Supervisor with 20-years of demonstrated "hands on" experience managing personnel, equipment, materiel, and high value assets for Air Force personnel and aircraft operations. Additional HR and Human Capital experience at the corporate level providing personnel management and administrative support for as many as 267 employees. Proven problem solver possessing recent and past operational experience and technical skills in stressful, high paced environments. Mentors teams to foster an environment of collaboration and enhance overall functionality. Poised and competent with demonstrated ability to easily transcend cultural differences. Currently holds Secret Security Clearance. Core competencies include: Logistics Operations Management; Process Improvement;	

	Emergency Operations; Readiness & Quality Assurance; Cross-functional Team Leadership; Industrial Safety Project Management; Operations Management
What type of computers and software have you used? *	Proficient in the use of following Microsoft software applications: MSWord, Excel, PowerPoint, and Outlook. Military software applications/programs include: Familiarity with Material Management Interface System (MMIS), the Standard Asset Tracking System (SATS), Supply Interface System (SIS), the Mobility Inventory Control & Accountability System (MICAS) and proficiency in the Fuels Manager Defense (FMD) Program for tank gauging, inventory and resource control.
Other qualifications specific to this position? *	Combination of Education and Experience
List any certifications you have received: *	Backflow Prevention Devices; Mobile Water Purification and Distribution Systems; Class B Water Treatment Operators License; Material Handling Equipment (MHE) Training; Utilities Apprenticeship/Journeyman/Craftsman Courses; Combat Lifesaver
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 *	Dedicated public servant with nearly 22 years of experience in the United States military.
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: James Willard Groves II

Date: 2020-05-10 08:52:00pm

IP Address: 67.0.252.173

Signature

Date

James W. Groves II
10755 Maness Lane SW, Albuquerque NM 87121 | (505) 620-0303
Email: jamesgrovesexec@gmail.com

PROFILE

Seasoned Utilities and Fuels Distribution Supervisor with 20-years of demonstrated "hands on" experience managing personnel, equipment, materiel, and high value assets for Air Force personnel and aircraft operations. Additional HR and Human Capital experience at the corporate level providing personnel management and administrative support for as many as 267 employees. Proven problem solver possessing recent and past operational experience and technical skills in stressful, high paced environments. Mentors teams to foster an environment of collaboration and enhance overall functionality. Poised and competent with demonstrated ability to easily transcend cultural differences. Seeking challenging Program Management position that will make maximum use of my Utilities Management experience and military training. Currently holds Secret Security Clearance.

Core competencies include:

Logistics Operations Management		Process Improvement
Emergency Operations	Readiness & Quality Assurance	Cross-functional Team Leadership
Industrial Safety	Project Management	Operations Management

EDUCATION

Formal

Master of Science, Business Administration, University of the Incarnate Word, San Antonio, TX
Bachelor of Arts (cum laude), Business Administration, St. Leo College, FL
Associates of Applied Science, Ecology Controls, Community College of the Air Force
Associates of Applied Science, Human Resource Management, Community College of the Air Force

Professional Training/Certifications

U. S. Air Force Mid-Senior Level Leadership and Supervisory Training
Backflow Prevention Devices
Mobile Water Purification and Distribution Systems
Class B Water Treatment Operators License
Material Handling Equipment (MHE) Training
Utilities Apprenticeship/Journeyman/Craftsman Courses

Computer Skills

Proficient in the use of following Microsoft software applications: MSWord, Excel, PowerPoint, and Outlook. Military software applications/programs include: Familiarity with Material Management Interface System (MMIS), the Standard Asset Tracking System (SATS), Supply Interface System (SIS), the Mobility Inventory Control & Accountability System (MICAS) and proficiency in the Fuels Manager Defense (FMD) Program for tank gauging, inventory and resource control.

PROFESSIONAL EXPERIENCE

Deputy Operations Manager, PAE, Salary: \$97,000/yr; 40 hrs/wk
2050 Wyoming Blvd, Building 20686 Kirtland Air Force Base, New Mexico, 87117
August 2019 – Present
Supervisor: Christopher Russell – (505) 846-3494

- Currently manages a 172-member Operations team (comprised of salaried, hourly, and union employees) that maintains and upgrades the base facilities infrastructure.
- Oversees a \$6 million construction and renovation project program.
- Site Human Resources liaison for PAE corporate.
- Oversees \$5.2 million maintenance/preventative maintenance for 732+ facilities and infrastructure.
- Manages \$300,000 utilities/commodities budget.

Operations and Engineering Superintendent (Intern) PAE, Salary: Unpaid Internship; 40 hrs/wk
2050 Wyoming Blvd, Building 20686 Kirtland Air Force Base, New Mexico 87117
June 2019- Aug 2019; Reason for Separation: Internship Ended, Offered Paid Position
Supervisor: Christopher Russell – (505) 846-3494

- Oversaw a 11-member customer service center, a 3-member subcontracts planning section, a 12 member requirements and optimization Engineering section, a 13-person material control, and logistics section.
- During this time, I identified an efficiency issue in the project planning, execution, and close out areas and reduced the total process time by 50 percent.

Facilities Superintendent, Civil Engineer Squadron, Aviano Air Base.
Starting Salary: \$84,000/yr; Ending Salary: \$86,000/yr; 40 hrs/wk
31 CES Unit 6110 Box 5 APO AE 09603, Italy
October 2017 - June 2019; Reason for Separation: Military Retirement
Supervisor: Matthew Mattes – (314)-632-2789

- Currently serves as Chief of Water and Fuel Systems Maintenance supervising 28 personnel in the sustainment of a 1,700 facility and \$2.5 billion infrastructure system.
- Previously acted as Infrastructure Superintendent supervising 25 military and civilian personnel maintaining HVAC, Water & Fuel Systems Maintenance, and Entomology Shops.
- Directs the activities of 43 military personnel sustaining 1,700 facilities on a 1,500-acre NATO base in support of 15 European Union Geographically Separated Units.
- Manages Wing infrastructure operations consisting of 22 miles, a \$200-million-gallon water system, and 1.5 million gallons of jet fuel supplying 51 Air Force fighter jets.
- Served as Supervisor of a 4-person Civil Engineering Section providing project management and maintenance for the Akritori, Cyprus compound, a \$731 million asset with \$546,000 in projects, and the creation of \$43.3 million upgrade plan.
- Oversees maintenance and operation of \$250 million of real property equipment and HVAC systems supporting \$2.2 billion in base infrastructure.
- Steered a \$300,000 storage project, drafted the requirements, and freed 3,000 square feet of hangar space for new assets saving the Air Force \$700,000 in contractor costs.
- Oversaw \$180,000 Civil Engineering maintenance contract- identified and rectified unauthorized weekly schedule deviation and resolved a \$9,000 man-hour efficiency loss for the year.

Supervisor Requirements & Optimization Section, Civil Engineer Squadron, Aviano AB, Italy
Starting Salary: \$82,000/yr; Ending Salary: \$84,000/yr; 40 hrs/wk
31 CES Unit 6110 Box 5 APO AE 09603, Italy
March 2016 – October 2017; Reason for Separation: Reassignment
Supervisor: Shakia Lafleur – (314)-632-2789

- Led two Section with 16 personnel managing the Operations Unit work flow and maintenance analysis for \$2.2 billion infrastructure and real property equipment assets.
- Guided Aviano's \$2.3 billion Builder Sustainment Management database aligning building condition assessments with real property records.
- Oversaw a \$5 million warranty program synchronizing work condition with project requirements and conducting quality assurance on Government obligations.
- Steered six pre-final project inspections, identifying and correcting 56 contractor deficiencies and ensuring \$7.9 million in Government requirements were optimized.

Base Engineer Emergency Force Manager, Aviano AB, Italy
Starting Salary: \$81,000/yr; Ending Salary: \$82,000/yr; 40 hrs/wk
31 CES Unit 6110 Box 5 APO AE 09603, Italy
October 2015 – March 2016; Reason for Separation: Reassignment
Supervisor: Jason Selman – (314)-632-7540

- Led 3-person Section responsible for training/support/readiness/reporting and equipment for 276 engineer unit personnel.
- Directed the activities of 18 military and four Local Nationals in sustaining base infrastructure to include the 1.4-million-gallon fuel storage system and 316 equipment items valued at \$830,000.

Wing Facilities Director, Command & Control Wing,
Starting Salary: \$70,000/yr; Ending Salary: \$70,000/yr; 40 hrs/wk
415 Independence Ave Hurlburt Field, FL 32544
March 2015 – October 2015; Reason for Separation: Location Reassignment
Supervisor: John Hunker – (850) 579-3817

- Managed \$60 million in real property, sustainment, renovation and modernization and coordinated \$6 million in Civil Engineering projects for the Wing.
- Oversaw the maintenance program for 16 local facilities as well as wing facilities located at 6 geographically separated locations.
- Monitored 34 Wing Facility Managers, tracked wing space requirements, and briefed emergency facility preparation facilities.

Water & Fuel Systems Maintenance Manager, Special Operations Wing
Starting Salary: \$70,000/yr; Ending Salary: \$70,000/yr; 40 hrs/wk
415 Independence Ave Hurlburt Field, FL 32544
October 2014 – March 2015; Reason for Separation: Reassignment
Supervisor: John Hunker – (850) 579-3817

- Led and mentored a 27 military/civilian team supporting 6,600-acre Base complex with three major organizations, 38 tenant units and 21,000 personnel.
- Supervised maintenance and repair for water/waste water/liquid fuels infrastructure supporting 898 facilities and \$3.2 billion in real property.
- Identified critical lift station gap; trained 4 personnel and completed 144-hours of maintenance at 78 sites ensuring \$1 million sewer system was fully operational

Superintendent Infrastructure, Special Operation Civil Engineering Squadron,
Starting Salary: \$70,000/yr; Ending Salary: \$70,000/yr; 40 hrs/wk
415 Independence Ave Hurlburt Field, FL 32544
August 2012 – October 2014; Reason for Separation: Reassignment
Supervisor: John Hunker – (850) 579-3817

- Directed the activities of 25 military/civilian craftsmen supporting a major headquarters, 3 aircraft wings, 25 squadrons, and 34 tenant units.
- Managed 35 projects; secured over \$100,000 in equipment and supplies and saved \$250,000+ in contractor labor costs.
- Oversaw 20 minor construction projects and 1,300 jobs while maintaining \$17 million in infrastructure an increasing customer satisfaction rate to 90%.
- Directed the inspection/maintenance/installation of a \$165 million HVAC/R system and \$6.5 million in controls supporting 23,000 personnel and families.
- Cited for leadership involving the Advanced Waste Water Treatment Plant which earned the State of Florida's coveted Medium Waste Water System of the Year for 2012.
- Deployed to Afghanistan for 5 months in 2013 serving on four Force Protection projects valued at \$100,000 and as Fire Marshal responsible for structures valued at \$2.5 million housing 257 personnel.

Sr. Supervisor (1st Sergeant), Special Operations Comptroller Squadron,
Starting Salary: \$70,000/yr; Ending Salary: \$70,000/yr; 40 hrs/wk
415 Independence Ave Hurlburt Field, FL 32544
August 2011 – August 2012; Reason for Separation: Reassignment
Supervisor: Deron Mirro – (850) 579-1736

- Served as the senior HR/Human Capital representative for the CEO providing advice on the health, welfare, morale, discipline of 220 personnel.
- Assisted CEO in enforcing personnel disciplinary issues, advised on possible court actions, and enforced command policies and directives.

Sr. Supervisor (1st Sergeant), Operations Group,
Starting Salary: \$69,000/yr; Ending Salary: \$70,000/yr
65 Kodiak Street Stop 2000, Eielson Air Force Base, AK 99702
July 2009 – August 2011; Reason for Separation: Location Reassignment
Supervisor: Phillip Hoover – (907) 377-1110

- Served as the primary advisor/Human Capital expert to the Operations Group CEO, three subordinate leaders and one Geographically Separated Unit on health, morale, discipline, welfare, promotions, awards, readiness and training for 190 personnel.
- Mentored 300+ military and civilians tasked to provide trained forces and support for major flying exercises in Alaska.
- Cited for compassionately intervening in 20 personnel/family crises in which early engagement saved 2 marriages and resulted in zero lost duty hours.

2008 – Prior

- Served in assignments of increased responsibility in the Utilities and Fuels Distribution and Management fields in the U.S.

AWARDS/ACHIEVEMENTS

- ❖ Recipient of a combination of 6 Department of Defense and Air Force Commendation or Achievement Medals for overall excellence and outstanding performance of duties in the Utilities and Fuels Distribution fields.
- ❖ Member of winning team for fuel tank inspection and bioenvironmental inspections for the Major General Clifton D. Wright Award for 2014.



Employment Application | Submitted: 17-Apr-2020

AAA

Alyson Kelly

☎ (907) 250-7407

✉ kellygirlca@hotmail.com

🏠 33 Peachtree Lane
Roslyn Heights, NY 11577
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.

Bristol Bay Area Health Corporation

Job Title: Controller

Dates Employed From: Nov/2018

Dates Employed To: Feb/2020

Employment Length: 1 year, 3 months

Duties: Preparation of all financial statements. Facilitate annual financial audit and audits by both Federal and State agencies. Prepare balance sheet reconciliations in the absence of any previously existing. Participate in financial mapping of new EHR system conversion and spearhead testing of accounting system interfaces. Collaborate with

Supervisor Name: Gary Hale

Address: Dillingham, AK, UNITED STATES

Phone: (907) 842-5201

Ending Rate of Pay: 0

May We Contact? Yes

external departments in grant preparations. Participate in Joint Commission survey and liaise with Revenue Cycle, Patient Accounts and HIMs in an effort to capture additional patient revenues and accelerate billing and collections.

Reason For Leaving: Let go

Sungate Energy Solutions

Job Title: VP, Finance & Operations

Dates Employed From: Dec/2005

Dates Employed To: Nov/2010

Employment Length: 4 years, 11 months

Duties: Responsible for all corporate departments except sales and installation. Primary responsibility for maintaining creditworthiness of company, daily cashflow monitoring and negotiations with banks, third-party customer financing institutions (both secured and unsecured) and vendors. Compilation and analysis of financial statements. Provide recommendations for action based on financial analysis. Development of annual business plans and budgets. Ensure state and federal licensing and legal compliance for corporation and its subsidiaries. Ultimate responsibility for all financial reporting, audits by State taxing authorities and insurers. Supervision of all administrative departments - Accounting, Finance, HR, Marketing, Facilities and IT. Contract negotiation and review. Responsible for all litigation issues - collections, HR, Class Action and Shareholder Derivative suits. Active participation in all legal settlements and negotiations with governmental agencies. Responsible for two significant software migrations, all involving three generation upgrades, SQL-based database and the migration from Win2000 to XP company-wide. Negotiation of all corporate LOCs with banks, financial institutions and major vendors. Review, analyze and report financial data with recommendations for suggested courses of action. Liaise with attorneys, bankers and regulating authorities promoting corporate initiatives, financing requirements and program participation.

Reason For Leaving: Moved to Alaska

Supervisor Name: Bradley Smith

Address: San Diego, CA, UNITED STATES

Phone: 858.457.4500

Ending Rate of Pay: 0

May We Contact? Yes

TBA Global Events, LLC

Job Title: Director of Administration

Dates Employed From: Jun/2001

Dates Employed To: Apr/2005

Employment Length: 3 years, 10 months

Duties: Contract negotiation, review and compliance for all marque clients including Intel, SAP, Applied Materials and Bristol-Myers Squibb. Contract negotiation, review and compliance for all subcontractors, vendors and Artist Management. Interface with clients and all production elements to assure the smooth delivery of large-scale event

Supervisor Name: Chris Janese

Address: San Diego, CA, UNITED STATES

Phone: 858.509.8700

Ending Rate of Pay: 0

May We Contact? Yes

management. Participation in sale of publicly-traded corporation to private investor consortium, including draft Memoranda of Sale and special projects as assigned by the CEO.

Reason For Leaving: Company purchased/laid off

22K Inc./Krieger-Ricks

Job Title: Chief Financial Officer

Dates Employed From: Oct/1997

Dates Employed To: May/2001

Employment Length: 3 years, 7 months

Duties: Acquisition of bank financing for large-scale facilities expansion, including showroom, retail ateliers and warehouse facilities for home furnishing manufacturer. Expansion into Texas and New York. Oversee corporate restructure, including buyout of partnership and conversion into S Corp status. Diversification of primary vendors and negotiation of credit line increases with all major suppliers. OSHA compliance and safety enforcement. Supervision of all accounting, administration and oversight of production.

Reason For Leaving: Moved to California

Supervisor Name: Martin Ricks

Address: Springville, UT, UNITED STATES

Phone: 801.489.9415

Ending Rate of Pay: 0

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.

Adelphi University | College or University

Degree: MBA
Major: Finance

Graduated? Yes

St. John's University | College or University

Degree: MA
Major: Political Science

Graduated? Yes

St. John's University | College or University

Degree: MA Certificate
Major: International Law & Diplomacy

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
2020 Resume_.pdf	Q Preview Download

Text Only Resume

ALYSON M. KELLY
907.250.7407
kellygirlca@hotmail.com

April 17, 2020

Homer City Hall
491 East Pioneer Avenue
Homer, AK 99603

Dear Sir or Madam:

As Chief Financial Officer and Vice President, Finance & Operations, I have managed Accounting, Finance, Administration, Facilities, Marketing, IT and Human Resources. I have been responsible for all financial controls and accounting functions, cash management, financial statement preparation, variance analysis and budgets. I have completed comprehensive operational reviews, fiscal year budgets, fiscal year audits, and developed strategic long-range plans.

Please note that although my professional experience has been concentrated in the private sector, I am experienced in governmental accounting as I have been a financial advisor to Congressional and County candidates and worked for a fund accounting software company. I have held several board positions in non-profit organizations including the Finance Committee for the Cathedral of the Madeleine, Diocese of Salt Lake, Chair of the Finance Committee and member of the Board of Directors for the Hansen Planetarium and a board member of the Foundation for Religion and the Arts in New York. I have worked with the Utah State Department of Education in relation to its education and community outreach funding of the Hansen. Most recently I have worked with the Earth Friendly Coffee Company (based in Homer), a social business as defined by microlending guru and Nobel Prize winner, Muhammad Yunus, developing a business plan for a fundraising grant submission to the Yunus Center.

I look forward to discussing this opportunity at your earliest convenience.

Sincerely,

Alyson M. Kelly

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Jeffrey Bloch

Relationship: Former Coworker
Years Known: 30

Phone: 858.488.2068

Kari Atherton

Relationship: Former Coworker
Years Known: 15

Phone: 858.229.5368

Marc Workman

Relationship: Former Coworker
Years Known: 20

Phone: 801.541.9933

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) *	Communication between the citizens of Homer and the City Council and providing support to the Council.	
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	Having served as a Councilwoman in the community where I was raised, I understand the responsibilities of the Council members. I successfully raised awareness for an ALS bill affecting members of my community and	

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) *

assisted my State Senator in assuring its passage.

The City Manager's job should not be compromised by personal opinion on a particular policy. However, if the Manager has significant knowledge about the policy - pro or con - he/she/I would be obliged to impart this information to the Council.

Praise in public, admonish in private. I believe most constituents need to have faith in the competency of their leadership and often appreciate recognition of their efforts. Vilification of others rarely delivers a positive outcome.

I believe myself to be an exceptional administrator who is financially savvy. Again, having been at the grassroots level as a Committeewoman in the NY's 6th AD/15th ED, I have a keen understanding of the Council's and the constituents' needs.

Additional Questions

Employment |

Question	Answer	Disqualifier?
Have you previously filed an application? *	Yes	
If yes, Please give dates applied	12/16	
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? *

Within two weeks of job 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

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. *	Car clubs and volunteer teaching	
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. *	President, St. John's University & Adelphi University Alumni Associations, San Diego Chapters; First Vice Chair & Treasurer, Utah Womens' Political Caucus; Board Member & Finance Committee Chair - Hansen Planetarium; Committeewoman, 6thAD/15thED, New York	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Extremely adept at analyzing financial statements and recommending and implementing operational changes based on that analysis.	
What type of computers and software have you used? *	Mac & PC; MAS 90/200; Peachtree/Sage 50; ACCPAC, Pro-Mation, Microsoft Office Suite, BYOB, Harvard Graphics, Photoshop, Access, Great Plains, QuickBooks, Microsoft Project & Access, FRx, Timberline, FileMakerPro, Act!, SAP, PeopleSoft, various POS systems.	

Other qualifications specific to this position? *	Have functioned as financial consultant to several political campaigns for Federal/County races.
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 love Homer and would be overjoyed to live and work there.
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: Alyson M. Kelly

Date: 2020-04-17 02:32:18pm

IP Address: 96.232.100.248

Signature

Date



ALYSON M. KELLY
907.250.7407
kellygirlca@hotmail.com

EDUCATION

Master of Business Administration - Finance, *Adelphi University, NY*

Master of Arts - Political Science, *St. John's University, NY*

Masters Certificate - International Relations, *St. John's University, NY*

Bachelor of Arts - Political Science/Business Administration, *St. John's University, NY*

PROFESSIONAL EXPERIENCE

Finance and Operations

- Preparation of financial statements, variance analysis, budgets and projections
- Analysis of financing options for capital equipment acquisitions, debt restructuring and recapitalizations
- Intensive job costing with detailed project performance evaluations
- Conceive and execute cost control methodologies
- Contract generation, negotiation and compliance assurance
- Supervise Human Resources, Payroll, Accounts Payable/Receivable and Purchasing
- Federal and State tax preparation and filing
- Implement and evaluate employee compensation and benefits packages, commercial liability and group health insurance policies
- Schedule labor and materials utilizing electronic critical path solutions
- Financial modeling for cash flows, budgets, forecasts, profitability and valuations
- Create executive summaries and business plans
- Negotiate credit lines, credit terms, vendor discounts and fees
- Diversify third-party finance portfolio options and train products to divisional sales teams
- Development and implementation of Contract Administration procedures in compliance with State and Municipal regulations

Investment Banking

- Analysis and valuation of private companies with regard to initial public offerings
- Prepare regulatory filings for going public transactions
- Investment analysis and valuation of public companies as potential acquisition candidates
- Prepare SEC and stock exchange filings, public stock and debt offerings, tender offers and proxy statements
- Negotiated asset and cash flow-based bank financings in excess of \$30 million
- Interface with attorneys, bankers, depositories and regulatory agents
- Establish and maintain contacts at all major investment houses for both public and private placements

Treasury

- Overnight investment of \$50 - \$150 million in commercial paper, repurchase agreements, municipal bonds and Treasury securities
- Reconcile portfolio market valuation reports for monthly capital gains/loss statements
- Analysis of hedging options for foreign currency exposure
- Preparation of security transaction reports
- Analysis of investment performance for nine portfolio advisors controlling over \$695 million

Marketing and Information Technology

- Oversight of all corporate marketing initiatives including:
 - Management of outbound telemarketing center and corresponding technologies, assuring compliance with federal and state DNC (Do Not Call) legislation
 - Direct mail programs developing carrier route logarithms, analysis of market penetration and response ratios resulting in surgical initiatives toward specific customer demographics
 - Development and implementation of e-mail campaign
 - Conceptualization of all marketing materials, print media advertisements and implementation of performance measurements for tracking efficacy
- Supervision of IT department, including telecommunications, web hosting, help desk support, network and database administration
- Establish alpha and beta test protocols for software development projects
- Spearhead corporate conversion of CRM/Order Fulfillment database to current programming language version encompassing five generations of version upgrades simultaneously
- Cost and productivity analyses of emergent and prevailing technologies with regard to ROI.

EMPLOYMENT HISTORY

Controller	BRISTOL BAY AREA HEALTH CORP Dillingham, AK <i>Critical Access Hospital/Behavioral Health Facility/Tribal Health Organization</i>	2018–2020
Consultant	<i>Client list upon request</i>	2010–2018
VP, Finance & Operations Corporate Officer/Director	SUNGATE ENERGY SOLUTIONS, INC San Diego, CA <i>General Contractor</i>	2005–2010
Director of Administration	TBA GLOBAL EVENTS, LLC San Diego, CA <i>Convention Production and Strategic Communications</i>	2001–2005
Chief Financial Officer	22K INC/KRIEGER-RICKS Springville, UT <i>Home Furnishings Manufacturer</i>	1998–2001
Corporate Controller	PRO-MATION INC/PROGRESSIVE SOLUTIONS INC Murray, UT <i>Software Development</i>	1995–1997
Controller	NIELCO INC. Murray, UT <i>Commercial Roofing and Sheet Metal Fabrication</i>	1992–1995
Controller	TOZA, INC. New York, NY <i>Merchant Bank</i>	1986–1991

COMMUNITY ACTIVITIES

President - St. John's University Alumni Association of San Diego	2004-2011
President – Adelphi Alumni Association, San Diego Chapter	2004-2011
Social Committee Chair, Rallye Chair, Member - San Diego Region PCA	2001-2010
Finance Committee Chair, Board Member– Hansen Planetarium	1997-2000
First Vice Chairman, Treasurer – Utah Women's Political Caucus	1998-2000
Membership Chair – Intermountain Region PCA	1997-1999
Finance Committee Member – Cathedral of the Madeleine	1997-2000
Volunteer Teacher – Edison Elementary School	1993-1995
Committeewoman - 6 th AD/15 th ED, New York	1987-1991



Employment Application | Submitted: 05-Apr-2020

AAA

Cedric Leviner

(719) 648-9541

leviner.cedric@gmail.com

12707 Clark Peak Ct

Peyton, CO 80831

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.

Deloitte & Touche LLP - Current Employer

Job Title: Manager, Consulting

Dates Employed From: Mar/2018

Dates Employed To: Currently Employed

Employment Length: 2 years, 2 months

Duties: Establish relationships, grow the business, provide excellent client service, lead people

Reason For Leaving: Currently Employed

Supervisor Name: Wendy Williams

Address: Colorado Springs, CO, UNITED STATES

Phone: (719) 648-9541

Ending Rate of Pay: 155000 yr

May We Contact? Yes



Northrop Grumman

Job Title: System Engineering Training Lead

Dates Employed From: Feb/2017

Dates Employed To: Mar/2018

Employment Length: 1 year, 1 month

Duties: Analyze, Develop and Deliver Training

Reason For Leaving: Program completion

Supervisor Name: Mark Guensch

Address: Aurora, CO, UNITED STATES

Phone: (719) 648-9541

Ending Rate of Pay: 138000

May We Contact? Yes

Raytheon

Job Title: Six Sigma Learning and Engagement Manager

Dates Employed From: Nov/2015

Dates Employed To: Feb/2017

Employment Length: 1 year, 3 months

Duties: influence the business to apply six sigma concepts to become more efficient

Reason For Leaving: Opportunity to work on a once in a lifetime space program

Supervisor Name: Bob Zimmering

Address: Tucson, AZ, UNITED STATES

Phone: (719) 648-9541

Ending Rate of Pay: 135000

May We Contact? Yes

Rockwell Collins

Job Title: Principal Manager

Dates Employed From: Mar/2011

Dates Employed To: Nov/2015

Employment Length: 4 years, 8 months

Duties: Grow the business, Increase profit, lead people, manage resources

Reason For Leaving: career growth

Supervisor Name: Steve Kennell

Address: Cedar Rapids, IA, UNITED STATES

Phone: (719) 648-9541

Ending Rate of Pay: 113000

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 Iowa | College or University

Degree: MBA

Major: MBA

Graduated? Yes

Southern Illinois University @ Carbondale | College or University



Degree: B.S.
Major: Vocational Education

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
CedricLevinerResume.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.

Wade Snapp

Relationship: USAF co-warrior
Years Known: 30

Phone: 7196489541

Dan Ellsworth

Relationship: Business Partner/Friend
Years Known: 10

Phone: 7196489541

Kirk Thorson

Relationship: Friend/worked for me at Rockwell Collins
Years Known: 10

Phone: 7196489541

Job Questions

Clty Manager 2019 |

Question	Answer	Disqualifier?
		474



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) *

Building Relationships within the city government and building trust with 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) *

Recently, on a client engagement, I was given some customer requirements to go and accomplish. The challenge was, no one understood what the requirements meant---so, I sat down with client to negotiate a common agreement on what we would do and parameters to measure success. Everybody now knows what the expectations are and what must be done to meet them.

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) *

First concern would be how does a new policy get introduced and the city manager wasn't already prepared to address it? All things being equal, I would state my objections, in a highly professional manner and, hopefully already have facts to support my position. Again, any necessary influencing probably should have occurred prior to the council meeting.

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 overarching philosophy is the team, as a collective, is almost always smarter than any one individual and, being collaborative will yield the best results. However, leaderships styles must always be adapted to the situation so, when needed, I can also be very directive.

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 believe I bring the ability to lead people, manage resources and make decisions in highly ambiguous environments. I also believe, I am also an excellent informal influencer which speaks to my ability to build consensus.

Additional Questions

Employment |

Question	Answer	Disqualifier?
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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? *

When 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. *	PMP certified	
Describe any job-related training received in the United States military. *	Leadership, relationship building, discipline, respect for people from all walks of life	
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: *	Leadership	☐
What type of computers and software have you used? *	excel, microsoft office, linux	
Other qualifications specific to this position? *	The ability to care about people from all backgrounds	
List any certifications you have received: *	PMP	
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 *	Once rescued a man up by Chicken and had to haul him off the trail and take him to Tok for medical care. Got flown up to Tok to receive a citizen award from the emergency medical folks.	☐
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.

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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: Cedric Hoyt Leviner
Date: 2020-04-05 05:38:46pm
IP Address: 71.205.31.78

Signature

Date



CEDRIC LEVINER

12707 Clark Peak CT, Peyton, CO 80831
leviner.cedric@gmail.com • (c) 319-432-1762

TRAINING MANAGEMENT PROFILE

Strategic Planning Training Initiatives Performance Optimization

Highly skilled and enthusiastic management professional with demonstrated ability to deliver award-winning leadership and comprehensive operational support in high-visibility positions and fast-paced environments. Solid experience in planning, coordinating, and directing successful training programs and initiatives. Outstanding communication, interpersonal, and presentation skills, with adept delivery of effective and stimulating workshops, course instruction, and professional training. Possess active TOP SECRET security clearance.

CORE COMPETENCIES

- Vision-driven Leadership
- Operational Improvements
- Multimedia Technologies
- Simulation Training Design
- Strategic Resource Alignment
- Effective Presentations
- Budgetary Oversight
- Streamlined Communications
- Mentoring and Coaching

PROFESSIONAL EXPERIENCE

Deloitte & Touche LLP. --- Colorado Springs, Co

Manager, Consulting 03/18 to Present

11/19-Present

Workstream Manager, Force Optimization (Deloitte Project 2)

Leading a team to conduct workforce analysis, change management, cultural assessment and training design for an Air Force customer. Responsible for ensuring customer is aware of and executing to best practices related to organizational re-alignment and associated training and learning efforts. Conduct and deliver learning needs assessment for organization. Lead team to execute to the statement of work.

03/18-01/20 (Deloitte Project 1)

Program Manager for Air Force Space Command Cyber Defense Operations Training development & delivery. Leading a team of 5 consisting of instructional systems designers, a project delivery manager, and 2 cyber defense SME's. Developed strategy for cyber curriculum development and delivery approach, presented to customer, gained concurrence and currently executing to strategy. Work with clients to ensure deliverables are meeting quality expectations. Lead the team to deliver on time, in budget and according to scope of contract

Northrop Grumman Corp. --- Aurora, Co

Systems Engineer Training Lead 02/17 to 03/18

Training lead for satellite acquisition program. Responsible for managing team of 6 trainers, establishing and adhering to integrated master schedule. Executing the design, development and delivery of program training requirements. Work across enterprise and with external customers to ensure program requirements are met.

Raytheon - Tucson, AZ

Six Sigma Learning & Engagement Manager 11/15 to 02/17

Continued...

This position is responsible for managing all aspects of Six Sigma Learning, reporting and engagement, including direct management of Six Sigma team members who own processes for Specialist, Principal, and Expert training, development, certification/qualification, and ongoing engagement. This Learning and Engagement manager position ensures goal deployment, project portfolio and strategic insight across RMS. RMS averages 75 projects per year, involving coordination across ~70 Active Experts, to align cross-functional & PL priorities. The key metric is financial impact, 2015 goal is \$60M in EAC savings

and additional \$50 in Customer Affordability. Reporting of results is visible directly to RMS and RTN leadership, and to external customers (DCAA); Process metrics include project schedule fidelity, # of Customer and Supplier engagements. This position is also responsible for deploying business acumen across RMS including owning financial guidelines, Finance validation, ROI/Business case, and coordinating priorities based on business impact. Lastly, this position will lead 1-2 Six Sigma Expert projects per year (30-50% time)

Rockwell Collins – Cedar Rapids, Iowa

Principal Manager, Technical Publications & Training Solutions 3/2011 to 11/15

Manages the entire product line life cycle of publications & training products and services by working with the Product Support, Design Engineering, and portfolio life cycle value stream teams to consistently deliver great experiences via our documentation, electronic media, instructor led, distance delivery, computer based and instructional systems design products and services. • Directs the overall product line strategy and facilitates research and development requirements, development, manufacturing and engineering coordination for new or expanded products as well as new emerging product market needs. Identifies and develops opportunities for innovative content, content creation, and content management. • Develops and maintains product roadmaps for publications & training products, growth plans, competitive analysis, and end-of-life strategies, ensuring all are in alignment with corporate objectives and milestones. Leads the effort of new product development and improvements. Prepares product development objectives and tracks market trends in target markets.

- Principle Manager responsible international technical publications & training organization conducting \$5M in annual business consisting of 37 personnel worldwide including 2 front line managers and multiple international dotted line managers.
- Develops, delivers and sustains component maintenance manual publications for both DoD and commercial aircraft using MIL-SPEC and ATA 2200.
- Produce technical publications in modular format including S1000D
- Experienced with Interactive Electronic Training Manual production and interrelationship between IETMs and training courseware.
- Ensure all programs/projects are managed to cost, schedule and quality constraints.
- Established Scope and requirements definition for enterprise customer facing learning management system (LMS), built request for proposal, on boarded contractor and monitored LMS performance for adherence to contractually established criteria (4 year's experience)
- Key contributor of a leadership team responsible for totally revamping content development and delivery processes and tools, including the content management system to better align with customer expectations and to increase content design and delivery efficiencies.
- Ensured government and commercial business units were supplied adequate personnel resources to meet requirements generated by sales and cognizant program managers.

BOOZ ALLEN HAMILTON. – Des Moines, Iowa

Distributed Training Operations Center (DTC)-Associate, 6/2007 to 3/2011

Support advanced flight training for aircrews through the effective management and operation of sophisticated computer networks. Develop and conduct testing of emerging technologies for implementation on the DMO network. Analyze and provide guidance to incorporate planned enhancement to the Homeland Defense Network. Collaborate

with programmers to improve system capabilities by incorporating cutting-edge technology, ensuring personnel are equipped with the latest advances in simulation capabilities, techniques and procedures. Perform initial and continuation training to ensure employees are proficient and current on changes in software and hardware used in the simulation environment.

Key Contributions:

- Established Air Combat Command Airborne Warning and Air Control Systems (AWACS) Initial Qualification Training (IQT) DMO Training Program alleviating an 18 month student backlog
- Implemented contractual requirement for DTOC network and simulation equipment installation at over a dozen remote sites. Managed four different vendors, Contract called for DTOC designed equipment, costing 45k per site be installed within four months of contract implementation
- Ensured six F-16 Unit Training Devices, worth 1 million dollars per device, were configured and connected to Homeland Defense Network greatly enhancing training for all players involved in Homeland Defense.
 - Developed project plan for DTOC equipment installation and measured work complete against established budget (Earned Value)
- Represented DTOC senior leadership at various locations by presenting briefings centered on DTOC capabilities and value to potential customers, contributed to a 150% event increase at the DTOC
- Led initiative to connect AWACS simulators to North American Air Defense (NORAD) Air Operations Center Battle Commander simulators at Tyndall Air Force Base in an effort to vastly increase operational training for senior level commanders during real world and contingency operations.
- Conducted ROI study for DTOC senior leadership, study was presented to HQ ANG and HQ ACC officials and used to establish DTOC annual budgetary requirements.

Chenega Technology Systems Corp. – Anchorage, Alaska

AWACS Mission Training Center Instructor, 07/2005 to 05/2007

Research, design and develop training programs for Active Duty Air Force Aircrew members. Develop mission scenarios for training aircrews, develop and provide all necessary documentation and deliverables. Conduct initial design and review meetings with government officials to ensure corporation is meeting contract requirements.

Ensures all task are within the scope of the statement of work.

Key Contributions:

- Instructed and prepared 30 plus aircrew students for major operational contingency's and exercise tasking's
- Developed and designed three major theatre scenarios to meet contractually required commitments.
- Acted as Operations lead for five Aircrew instructors, ensuring 4 aircrews maintained 100% operational readiness rate.
- Routinely prepared presentations and briefed large audiences in various forums including addressing senior leadership concerning status of initiatives an projects affecting aircrew training.

UNITED STATES AIR FORCE – Various Locations

Operations and Training Manager (AWACS air weapons controller), 8/1985 to 8/2005

Served in a number of key leadership positions while coordinating and directing organizational training and planning to align staff resources with organizational needs. Developed and executed operational plans as well as effective training scenarios, courses, and materials; provided technical and general program guidance to team members to

achieve training objectives. Prepared and delivered detailed presentations and reports to senior management.

Key Contributions:

- Directed and supervised aircrew instructors during qualification training for up to 550 students annually; served as Team Leader during the integration of data link capability into training program.
- Managed the largest aircrew training program organization wide, consisting of nine diverse aircrew positions at an annual budget of \$18.5M.
- Scheduled operational sorties, major maintenance, and minor maintenance activities for aircraft fleet, assets that are worth \$600M with an annual operating budget of \$30M
- Managed training and professional development of 37 aviators in three crew positions while sustaining three simultaneous operational tasking's
- Developed tracking program reducing aircrew training deficiencies from 21% to 3% in three months

Excellent additional leadership and management experience in various supervisory and operational positions with the United States Air Force.

EDUCATIONAL BACKGROUND

MBA

University of Iowa

Master of Science – 36 Semester Hours Complete Towards M.S. Aeronautical Science
Embry Riddle Aeronautical Univ.

Master of Science Project Management —18 Semester Hours Complete
University of Wisconsin, Plattelville

Bachelor of Science – Vocational Education
Southern Illinois University

Specialized Training

Raytheon Principles of Program Leadership Course
Raytheon Six Sigma Expert
Lean Champion

Project Management Professional Certified (PMP)
Unites States Air Force Formal Instructor Course
United States Air Force Technical Writing Principles Course
United States Air Force Course For Authors

Air Force Institute for Advanced Distributed Learning Course for Distance Learning Managers



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 01-May-2020

AAA

Chilla Pastor

☎ (425) 998-8514
✉ cpastor2020@gmail.com
🏠 141 Golf Club Road 2H
San Francisco Bay Area, CA 94523
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.

Under the Micsorcope - Current Employer

Job Title: BUSINESS MANAGER/AUDITOR

Dates Employed From: Mar/2017
Dates Employed To: Currently Employed
Employment Length: 3 years, 2 months

Duties: Financial Consultant for companies in manufacturing, hospitality, political firms, non-for-profit organizations and construction companies.
• Restructure accounting data, correct accounting errors, audit revenue and expense accounts. • Create new accounts and re-categorize accounts as needed. • Audit accounts for errors, fraud, and overspending. •

Supervisor Name: Chilla Pastor

Address: Livermore, CA, UNITED STATES
Phone: (310) 310-4541
Ending Rate of Pay: 100 K
May We Contact? Yes

Inventory and account reconciliation. • Solve issues after system conversion. • Train employees and write procedures. Enforce procedures. Payroll. • Create budgets and forecasts. Monthly analyses of actual figures compare to budgets/forecasts. • Analyze financial information and graph key figures. Oracle-PeopleSoft, Maximo, QuickBooks, Ana dot, ActBlue, NGP, River City Payroll, ADP, Paychex, Time Force, Microsoft Office (Word, Excel, Outlook, Access), Expensify, Google Sheets.

Reason For Leaving: Currently Employed

Orbit Engineering/MATT'S COLLECTIBLE

Job Title: CONTROLLER

Dates Employed From: Oct/2011
Dates Employed To: Feb/2017
Employment Length: 5 years, 4 months

Duties: Manufacturing company making molds and machine parts, ready with unique solutions for unique problems. • Reorganized the Accounting Department to be a highly functioning unit. • Stopped the waste of funds by closing unnecessary accounts or by combining accounts. • Found deals that were a better fit for the business operations and gave results that were easier to interpret into accounting. • Corrected the Chart of Accounts to merge accounts, make unnecessary accounts inactive, and to reorganize chart in a logical manner to better fit business needs. • Timely closing of the month and sent financial statements to the owners with trend analysis. QuickBooks, Microsoft Office: Word, Excel, Outlook, Access, Day Force.

Reason For Leaving: Personal

Supervisor Name: Frank Valovics

Address: Gardena, CA, UNITED STATES
Phone: (310) 961-8547
Ending Rate of Pay: 85 K
May We Contact? Yes

CALMAR AND BAYSIDE HOTELS

Job Title: CONTROLLER

Dates Employed From: Mar/2008
Dates Employed To: Sep/2011
Employment Length: 3 years, 6 months

Duties: Hospitality Resorts - a real estate management company for hotels, apartments and shopping centers. Was recognized for giving a new direction to the company with yearly bonuses. • Created budgets for six properties and calculated rental property and hotel room prices. • Updated monthly forecasts with actual figures and wrote analyses for financial statements. • Full cycle accounting: receivables, payables, payroll, financial statements, monthly and quarterly hotel taxes. • HR management: Hired, trained and evaluated employees, managed payroll utilizing Paychex and ADP. Image Inn front desk system, QuickBooks, Microsoft Office: Word, Excel, Outlook, Access, Paychex, ADP. AHLA member.

Reason For Leaving: Better opportunity

Supervisor Name: Darios Neourafchan

Address: Santa Monica, AK, UNITED STATES
Phone: 310-395-5555
Ending Rate of Pay: 70 K
May We Contact? Yes

FISH WAREHOUSE A SEAFOOD WHOLESALER

Job Title: ACCOUNTS PAYABLE MANAGER

Dates Employed From: Jan/2006

Dates Employed To: Mar/2008

Employment Length: 2 years, 2 months

Duties: Hired as a Part-time Bookkeeper and was promoted to the Full-time Accounting Manager position in a matter of months. • Investigated fraud with outside CPA. • Audited payables and receivables. • Created daily reports for factoring firm. • Organized workflow, corrected accounting errors, saved the company ~\$5K per week by following up on returned merchandise. MBA custom made accounting system. Microsoft Office: Word, Excel, Outlook, Access, Paychex.

Reason For Leaving: Company closed

Supervisor Name: Felix Fhima

Address: Los Angeles, CA, UNITED STATES

Phone: 213-627-5039

Ending Rate of Pay: 82 K

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.

California State University Long Beach

Degree: Bachelor's Degree in Business Administration
Major: MIS

Graduated? Yes

El Camino College

Degree: Associate of Science
Major: Business Administration

Graduated? Yes

Cornell University

Degree: Certification
Major: Revenue Management

Graduated? Yes

G6 University | Technical School

Degree: Certification
Major: General Management

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
CPastor Business Manager Resume.docx	Preview Download
Cover Letter.docx	Preview Download

Text Only Resume

Cover Letter

I am a certified Revenue Manager from Cornell University and a certified General Manager from G6 University with twelve years of experience as a Business Manager and a Bachelor of Science Degree from Business Administration.

I own all aspects of budgeting and forecasting, process improvement, financial statement analyses, and full cycle accounting functions. I thrive in a high-growth environment and work collaboratively to build strong relationships across the company.

I spent seven years working in manufacturing. When I was done with re-organizing the accounting department, I started working on setting up new sales territories in California, Nevada and in Arizona. I was attending trade shows and visiting businesses with our products to find new customers.

I have been studying Criminal Justice at Diablo Valley College where I finished Police Patrol and Criminal Investigation classes.

My work includes:

- Business office management and facility financial management.
- Driving the annual budgeting process, monthly forecasting and variance reporting.
- Analyzing and interpreting financial information.
- Process improvement.
- Training employees and creating schedules to best utilize work force.
- Managing the Accounting team: hire, train, guide, and mentor.
- Overseeing the general ledger, accounts payable, accounts receivable, and payroll functions and revise/implement procedures as necessary.
- Reviewing monthly accounting close including analytical review of the monthly operating results. Issue financial statements.
- Fraud detection and fraud prevention.
- Performing cash projections to effectively manage cash.
- Reconciling inventory and performing variance analysis.
- Product sales and attending trade shows.
- Writing standard operating procedures and enforcing policy.

Sincerely,

Chilla C Pastor
425-998-8514

cpastor2020@gmail.com
Chilla C Pastor
Business Manager with Senior Leadership Experience
#readytowork

(425) 998-8514
San Francisco Bay Area, CA

BUSINESS MANAGER/AUDITOR Under the Microscope San Francisco Bay Area, CA
March 2017 to Present
Financial Consultant for companies in manufacturing, hospitality, political firms, non-for-profit organizations and construction companies.

- Restructure accounting data, correct accounting errors, audit revenue and expense accounts.

- Create new accounts and re-categorize accounts as needed.
- Audit accounts for errors, fraud, and overspending.
- Inventory and account reconciliation.
- Solve issues after system conversion.
- Train employees and write procedures. Enforce procedures.

Payroll.

- Create budgets and forecasts. Monthly analyses of actual figures compare to budgets/forecasts.
- Analyze financial information and graph key figures.

Oracle-PeopleSoft, Maximo, QuickBooks, Ana dot, ActBlue, NGP, River City Payroll, ADP, Paychex, Time Force, Microsoft Office (Word, Excel, Outlook, Access), Expensify, Google Sheets.

CONTROLLER Orbit Engineering/MATT'S COLLECTIBLE Gardena, CA
October 2011 to February 2017

Manufacturing company making molds and machine parts, ready with unique solutions for unique problems.

- Reorganized the Accounting Department to be a highly functioning unit.
- Stopped the waste of funds by closing unnecessary accounts or by combining accounts.
- Found deals that were a better fit for the business operations and gave results that were easier to interpret into accounting.
- Corrected the Chart of Accounts to merge accounts, make unnecessary accounts inactive, and to reorganize chart in a logical manner to better fit business needs.
- Timely closing of the month and sent financial statements to the owners with trend analysis.

QuickBooks, Microsoft Office: Word, Excel, Outlook, Access, Day Force.

CONTROLLER CALMAR AND BAYSIDE HOTELS Santa Monica, CA
March 2008 to September 2011

Hospitality Resorts - a real estate management company for hotels, apartments and shopping centers.
Was recognized for giving a new direction to the company with yearly bonuses.

- Created budgets for six properties and calculated rental property and hotel room prices.
 - Updated monthly forecasts with actual figures and wrote analyses for financial statements.
 - Full cycle accounting: receivables, payables, payroll, financial statements, monthly and quarterly hotel taxes.
 - HR management: Hired, trained and evaluated employees, managed payroll utilizing Paychex and ADP.
- Image Inn front desk system, QuickBooks, Microsoft Office: Word, Excel, Outlook, Access, Paychex, ADP.
AHLA member.

ACCOUNTS PAYABLE MANAGER FISH WAREHOUSE A SEAFOOD WHOLESALER Los Angeles, CA

January 2006 to March 2008

Hired as a Part-time Bookkeeper and was promoted to the Full-time Accounting Manager position in a matter of months.

- Investigated fraud with outside CPA.
 - Audited payables and receivables.
 - Created daily reports for factoring firm.
 - Organized workflow, corrected accounting errors, saved the company ~\$5K per week by following up on returned merchandise.
- MBA custom made accounting system. Microsoft Office: Word, Excel, Outlook, Access, Paychex.

Bachelor's Degree in Business Administration MIS California State University Long Beach
Long Beach, CA

Associate of Science Business Administration El Camino College
Torrance, CA

Certification Revenue Management Cornell University
Ithaca, NY

Certification General Management G6 University
Dallas, TX

Budgeting, Forecasting, Accounting, Excel, Outlook, Leadership Experience, Management Experience, Senior Leadership, Project Management, Auditing for Fraud, Quickbooks, Oracle PeopleSoft, Maximo, ImageNow, Account Reconciliation, Cost Management, Inventory Management, Revenue Management, Manufacturing Accounting, SOX, Account Reconciliation, Balance Sheet Reconciliation

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Phil Grove

Relationship: Formal Manager
Years Known: 4

Phone: 3103104541

Frank Valovics

Relationship: Formal Manager
Years Known: 15

Phone: 3103104541

Roger Bass

Relationship: Formal coworker
Years Known: 10

Phone: 3103104541

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) *	Having a good work relationship with departmental directors, the city council and managing the city's 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) *	At the Hospitality Resorts I built strong work relationships across different departments by improving communication.I created several budgets, forecasts and compare them to actual figures to stay on track. I interpreted financials and made trend analyses.	
A new policy, is introduced at a council meeting. You do not agree with it. How do you proceed? ***	I would tell the reason why I don't agree and support my theory with figures. If it still did not persuade members then I would ask them	

(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) *

to give me a day to assemble my opinion in the form of a report and graphically present my findings. Then I would collaborate with city members and make the best solution 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) *

Collaboration to get people on the board with me.

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 lot of experience creating budgets and forecasts, cut expenses and make businesses profitable. I hold a general manager certificate and managed several properties and employees.

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? *	Any	
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. *	Revenue Manager, General Manager	
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. *	AHLA member Political party membership Evangelist Church membership	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	• Driving the annual budgeting process, monthly forecasting and variance reporting. • Analyzing and interpreting financial information. • Process improvement. • Training employees and creating schedules to best utilize work force. • Managing the Accounting team: hire, train, guide, and mentor. • Overseeing the general ledger, accounts payable, accounts receivable, and payroll functions and revise/implement procedures as necessary. • Reviewing monthly accounting close including analytical review of the monthly operating results. • Fraud detection and fraud prevention. • Performing cash projections to effectively manage cash. • Reconciling inventory and performing variance analysis. • Writing standard operating procedures and enforcing policy.	
What type of computers and software have you used? *	Oracle-PeopleSoft, Maximo, QuickBooks, Anadot, ActBlue, NGP, River City Payroll, ADP, Paychex, Time Force, Microsoft Office (Word, Excel, Outlook, Access), Expensify, Google Sheets.	



Other qualifications specific to this position? *

Bachelor's Degree in Business Administration - MIS from California State University Long Beach, CA Associate of Science Degree in Business Administration - Accounting from El Camino College, CA Criminal Justice student at DVC

List any certifications you have received: *

Revenue Management General Management

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 worked as a political accountant during the elections.

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: Chilla C Pastor

Date: 2020-05-01 03:16:07pm

IP Address: 73.189.230.237



Signature

Date



Cover Letter

I am a certified Revenue Manager from Cornell University and I have a Bachelor of Science degree from California State University, Long Beach in Business Administration: Accounting with twelve years of experience as a Business Manager.

I own all aspects of budgeting and forecasting, process improvement, financial statement analyses, and full cycle accounting functions. I thrive in a high-growth environment and work collaboratively to build strong relationships across the company.

My work includes:

- Driving the annual budgeting process, monthly forecasting and variance reporting.
- Analyzing and interpreting financial information.
- Process improvement.
- Training employees and creating schedules to best utilize work force.
- Managing the Accounting team: hire, train, guide, and mentor.
- Overseeing the general ledger, accounts payable, accounts receivable, and payroll functions and revise/implement procedures as necessary.
- Reviewing monthly accounting close including analytical review of the monthly operating results.
- Fraud detection and fraud prevention.
- Performing cash projections to effectively manage cash.
- Reconciling inventory and performing variance analysis.
- Writing standard operating procedures and enforcing policy.
- Attending trade shows and conventions and developing new accounts.

Sincerely,

Chilla C Pastor

425-998-8514



WORK EXPERIENCE:

Mar '17–Present

BUSINESS MANAGER/AUDITOR, UNDER THE MICROSCOPE, BAY AREA, CA

Financial Consultant for companies in manufacturing, hospitality, political firms, non-for-profit organizations and construction companies.

- Restructure accounting data, correct accounting errors, audit revenue and expense accounts.
- Create new accounts and re-categorize accounts as needed.
- Audit accounts for errors, fraud, and overspending.
- Inventory and account reconciliation.
- Solve issues after system conversion.
- Train employees and write procedures. Enforce procedures. Payroll.
- Create budgets and forecasts. Monthly analyses of actual figures compare to budgets/forecasts.
- Analyze financial information and graph key figures.

Oracle-PeopleSoft, Maximo, QuickBooks, Anadot, ActBlue, NGP, River City Payroll, ADP, Paychex, Time Force, Microsoft Office (Word, Excel, Outlook, Access), Expensify, Google Sheets.

Oct '11 –Feb'17

CONTROLLER, ORBIT ENGINEERING/MATT'S COLLECTABLE, GARDENA, CA

Manufacturing company making molds and machine parts, ready with unique solutions for unique problems.

- Reorganized the Accounting Department to be a highly functioning unit.
- Stopped the waste of funds by closing unnecessary accounts or by combining accounts.
- Found deals that were a better fit for the business operations and gave results that were easier to interpret into accounting.
- Corrected the Chart of Accounts to merge accounts, make unnecessary accounts inactive, and to reorganize chart in a logical manner to better fit business needs.
- Timely closing of the month and sent financial statements to the owners with trend analysis.
- Attended trade shows and conventions and developed new sales accounts in Arizona, California and Nevada.

QuickBooks, Microsoft Office: Word, Excel, Outlook, Access, Day Force.

Mar '08 – Sep '11

CONTROLLER, CALMAR AND BAYSIDE HOTELS, SANTA MONICA, CA

Hospitality Resorts - a real estate management company for hotels, apartments and shopping centers.

Was recognized for giving a new direction to the company with yearly bonuses.

- Created budgets for six properties and calculated rental property and hotel room prices.
- Updated monthly forecasts with actual figures and wrote analyses for financial statements.
- Full cycle accounting: receivables, payables, payroll, financial statements, monthly and quarterly hotel taxes.
- HR management: Hired, trained and evaluated employees, managed payroll utilizing Paychex and ADP.

Image Inn front desk system, QuickBooks, Microsoft Office: Word, Excel, Outlook, Access, Paychex, ADP.

AHLA member.

Jan'06 – Mar'08

ACCOUNTS PAYABLE MANAGER, FISH WAREHOUSE A SEAFOOD WHOLESALER, LOS ANGELES, CA

Hired as a Part-time Bookkeeper and was promoted to the Full-time Accounting Manager position in a matter of months.

- Investigated fraud with outside CPA.
- Audited payables and receivables.
- Created daily reports for factoring firm.
- Organized workflow, corrected accounting errors, saved the company ~\$5K per week by following up on returned merchandise.

MBA custom made accounting system. Microsoft Office: Word, Excel, Outlook, Access, Paychex.

Education

Education

Bachelor's Degree in Business Administration - MIS from California State University Long Beach, CA
Associate of Science Degree in Business Administration - Accounting from El Camino College, CA
Certified Revenue Manager from Cornell University, Ithaca, NY
Certified General Manager from G6 University Dallas, TX
Intuit QuickBooks certified, Gardena, CA



Employment Application | Submitted: 05-May-2020

AAA

Robert Rice

📞 (832) 707-1723

✉ robertdr0330@yahoo.com

🏠 12103 Obsidian Lane
Mont Belvieu, TX 77535
United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Other - GovHR and SGR

Employment History

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

City of Mont Belvieu - Current Employer

Job Title: Management Analyst

Dates Employed From: Jan/2019

Dates Employed To: Currently Employed

Employment Length: 1 year, 4 months

Duties: Provide professional assistance to the executive leadership team, carving out first-time processes and systems, championing special projects, researching and analyzing new programs, and fueling the achievement of strategic objectives. Play a key role in addressing complex, multidimensional management issues related to operational,

Supervisor Name: Nathan Watkins

Address: Mont Belvieu, TX, UNITED STATES

Phone: (281) 576-2213

Ending Rate of Pay: 0

May We Contact? Yes

administrative, and legislative concerns. Serve as strategic counsel to the City Manager's office, advising on management and administrative functions, assisting with interdepartmental and intergovernmental programs, and offering policy and rule interpretation expertise. Prepare the annual budget and capital improvement program, leveraging analytical strengths to measure performance, align resources, and optimize spend ROI.

Reason For Leaving: Currently Employed

United States Army

Job Title: Senior Special Forces (Green Beret)
Medical Supervisor

Dates Employed From: Oct/2003
Dates Employed To: Jul/2019
Employment Length: 15 years, 9 months

Duties: Spent 9+ years on active duty followed by a year in the Reserves, a brief hiatus, and re-engagement—and deployment—as a Green Beret. Maintained 100% accountability of up to \$1.2M in medical equipment and controlled substances, tracked and reported movement, reconciled variances, and mitigated procedural noncompliance. Coordinated the crisis, disaster, and incident response efforts of 300+ stakeholders from governmental and non-governmental agencies. Evaluated continuous improvement opportunities and recognized cost-savings strategies, improving productivity, reducing wasted time and resources, and protecting the bottom line.

Reason For Leaving: Honorably left to seek better career prospects, professional growth and work opportunities.

Supervisor Name: N/A

Address: Fort Campbell, KY,
UNITED STATES
Phone: (000) 000-0000
Ending Rate of Pay: 0
May We Contact? Yes

Texas Gulf Coast Medical System

Job Title: Performance Improvement Coordinator

Dates Employed From: Nov/2017
Dates Employed To: Aug/2018
Employment Length: 0 years, 9 months

Duties: Played a key role in shaping a culture of innovation, performance excellence, and thought leadership through the identification of continuous improvement opportunities and championing change. Developed and executed strategic plans, managed budgets and financial objectives, and ensured total regulatory compliance for a medical system with 135 FTEs, 35+ physicians and providers, and 130K patient visits annually. Engaged in heavy data collection and analysis, leveraging robust Excel skills—pivot tables, VLOOKUP, etc.—to uncover analytical trends and fuel data-driven decision making.

Reason For Leaving: Expand my professional knowledge and other career opportunities in public service.

Supervisor Name:
Alethia Lawry

Address: Webster, TX, UNITED
STATES
Phone: (000) 000-0000
Ending Rate of Pay: 0
May We Contact? No

City of Mont Belvieu

Job Title: Paramedic Firefighter

Dates Employed From: Aug/2015

Dates Employed To: Nov/2017

Employment Length: 2 years, 3 months

Duties: Developed evidence-based training programs, course materials, and evaluations for 180+ law enforcement officers, facilitating instruction in officer survival, medical life-saving techniques, and newly developed field risk management policies.

Reason For Leaving: Expand my professional knowledge and other career opportunities in public service.

Supervisor Name: Adam Polkinghorn

Address: Mont Belvieu, TX, UNITED STATES

Phone: (281) 576-2213

Ending Rate of Pay: 0

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 Carolina University | College or University

Degree: BSBA

Major: Business Administration and Law

Graduated? Yes

George Washington University | Graduate School

Degree: MSHS

Major: Health Care Quality

Graduated? Yes

Klein Forest 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

2020 Resume - Robert Dalton Rice - v5.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.

Brian Ligon

Relationship: Colleague
Years Known: 3

Phone: 512.466.5874

Steve Floyd

Relationship: Colleague
Years Known: 3

Phone: 281.330.5201

Sandra Cuellar-Wilson

Relationship: Colleague
Years Known: 1

Phone: 409.392.1869

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 important elements necessary in being a City Manager, however, the top three are integrity, communication, and relationships. Integrity defines who we are and encompasses resilience and the necessary attributes needed. Communication is essential in ensuring the community, City Council, the City team, and all stakeholders are involved in decisions. Relationships because without relationships the bare minimum gets accomplished. Building relationships with local, state, and federal stakeholders promotes sustainment and growth for the future.	

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) *

Expanding the management analyst position beyond its desired intent has been the cornerstone of my professional and personal accomplishments. The projects and strategic objectives have been influenced and accomplished through team collaboration.

Although not everyone may agree on things as a city management professional our responsibility is to advice and provide an unbiased assessment that aligns with the vision of the City Council and the community.

Being a great leader requires adapting to the environment. The potential each member of the team brings to the table can be enhanced based on their individual needs and goals. Capitalizing on their strengths and challenging them to improve on their weaknesses is a essential to promote a positive organizational culture. As a leader, taking the time to not only self-develop but develop others is a foundational expectation of leaders within the organization.

Influencing departments in accomplishing the vision of City Council; maintaining relationships with Council members, the community, and other intergovernmental entities; experience in publish safety to include a combination of paid and volunteer staff; exceptional communication skills throughout all levels of the organization and the community; chairs the policy committee, member of the budget committee, health and wellness committee; actively involved in human resource functions, policy development; actively engages with City Council on behalf of the City Manager to include ordinance and resolution development and presentation at council meetings; engage with surrounding governmental council members and executive staff in support of regional objectives; actively engaged with state and federal legislators in support of

local governmental initiatives

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? *	Reasonably quick	
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 Public Manager (CPM) Candidate - University of Houston; Professional in Human Resources (PHR) Candidate - Syracuse University;	
Describe any job-related training received in the United States military. *	United States Special Forces (Green Beret) training and real-world experiences gives its members unique, hands-on experiences in counterterrorism, diplomacy, and security assistance operations, to name a few essential skills, in Europe, Africa, and Middle	

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. *

East working with national and local government officials(to improve civil infrastructure, public health, etc), civil society, and other civilian partners in the international community.

Texas City Managers' Association (TCMA)
International City Managers' Association (ICMA) Engaging Local Government Leaders (ELGL) Urban Management Professionals Southeast Texas (UMPSET) Barbers Hill Independent School District Student Mentorship Program - Middle School / High School Barbers Hill Independent School District Junior Achievement - Economics for Success - Middle School

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	My diverse background and experiences offers unique knowledge and skills to continue serving the public.	
What type of computers and software have you used? *	Moderately tech-savvy	
Other qualifications specific to this position? *	Capitalizing on my work ethic and strong attributes have provided the opportunity to expand the management analyst position into an essential member of the city manager's office. Collaborating with department heads on departmental and city-wide strategic objectives helps facilitate communication among departments and a big-picture understanding of what is going on in the city. I also coordinate, negotiate, and maintain relationships for economic development along with establishing investment zones and various tax incentives to drive growth.	
List any certifications you have received: *	Certified Public Manager (CPM) Candidate - University of Houston; Professional in Human Resources (PHR) Candidate - Syracuse University;	
List any family members employed by the City, family members means the spouse of the employee; a life	N/A	

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 *

This will be strange but as I was filling this section out my son came into the office talking about the animated Disney movie "Cars 2". He brought up a character in the movie who and told me it's important to "never judge a book by its cover." Two important messages I share when raising a family and mentoring others is (a) never forget where you came from, and (b) hire for potential.

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: R. Dalton Rice

Date: 2020-05-05 03:45:44pm

IP Address: 72.22.193.63

Signature

Date



ROBERT “DALTON” RICE

Mont Belvieu, TX • 832-707-1723 • robertdro330@yahoo.com • linkedin.com/in/robertdaltonrice

KEY SKILLS

- ▶ Servant Leadership
- ▶ Budget & Cost Management
- ▶ Human Resource Functions
- ▶ City Programs
- ▶ Community & Citizen Outreach
- ▶ Building a Quality Culture
- ▶ Team Leadership
- ▶ Negotiations
- ▶ Policy & Procedure Design
- ▶ Economic Development
- ▶ Operational Excellence
- ▶ Statistical Analysis

EXPERIENCE

CITY OF MONT BELVIEU, Mont Belvieu, TX

Management Analyst, 2019-present

Provide professional assistance to the executive leadership team, carving out first-time processes and systems, championing special projects, researching and analyzing new programs, and fueling the achievement of strategic objectives. Play a key role in addressing complex, multidimensional management issues related to operational, administrative, and legislative concerns. Serve as strategic counsel to the City Manager's office, advising on management and administrative functions, assisting with interdepartmental and intergovernmental programs, and offering policy and rule interpretation expertise. Prepare the annual budget and capital improvement program, leveraging analytical strengths to measure performance, align resources, and optimize spend ROI.

CROSS-FUNCTIONAL COLLABORATION ★ ECONOMIC DEVELOPMENT ★ INFRASTRUCTURE ENHANCEMENT

- ▶ **Supported MB Link, Texas' first municipally owned and operated gigabit fiber broadband network**, support City leadership and MB Link team in exceeding the three-year projections of 1,100 subscribers in one year. Collaborate with teams to support business development, contract management, and developing smart homes initiatives.
- ▶ **Spearheaded a comprehensive ZIP Code boundary review** following the City tripling in number of residents over the past 9 years. Engaged with key institutional stakeholders to secure support, drafting convincing and educational resolutions, and working diligently to secure a unique ZIP Code for 8,000+ City of Mont Belvieu residents, vital to allowing for local mail delivery.
- ▶ **Proved integral in the City earning an upgraded Moody's Credit Rating**—from Aa3 to Aa2—an unprecedented feat accomplished by presenting the City's critical position in the national infrastructure; captured \$300K in interest savings.
- ▶ **Recreated the Fixed Asset Replacement Fund (FARF) to create a more user-friendly tool**, oversees the \$7m FARF to track \$3m annual FARF expenditures for infrastructure and vehicles, enable improved financial projections, and fuel performance and budgetary analysis.
- ▶ **Chairman of the Policy Committee to edit and reengineer the policies manual**, partnering with Human Resources and 11 department heads and staff ensuring compliance with 21st-century practices and reintroducing manual to 120+ team members to heighten awareness, understanding, and accountability.
- ▶ **Structure and negotiate competitive agreements for economic development**, providing analytical insight, review, and negotiation to facilitate decision-making processes for Chapter 312 Abatement and Chapter 380 Economic Development agreements over \$1B annually, influencing community development and economic prosperity.
- ▶ **Prepare a multitude of communications, proposals, presentations, and other documentation** for review by City officials and members of the residential and business community, ensuring accurate and complete messaging.

ROBERT “DALTON” RICE

Mont Belvieu, TX • 832-707-1723 • robertdro330@yahoo.com

PAGE TWO OF THREE

CITY OF MONT BELVIEU EMERGENCY SERVICES, Mont Belvieu, TX • **Firefighter / Paramedic**, 2015-2017

BAYTOWN FIRE DEPARTMENT, Baytown, TX • **Firefighter / Paramedic**, 2013-2015

Developed evidence-based training programs, course materials, and evaluations for 180+ law enforcement officers, facilitating instruction in officer survival, medical life-saving techniques, and newly developed field risk management policies.

PROGRAM DEVELOPMENT ★ FIELD-BASED TRAINING ★ RISK MITIGATION ★ SOP DEVELOPMENT

- ▶ **Achieved and maintained 100% “readiness” based on officer training program completion** throughout a 2-year period, not only better equipping personnel to manage rigors in the field, but also playing a role in saving multiple officers’ lives.
- ▶ **Developed and implemented risk management training course for 15+ employees**—with just two weeks’ notice—elevating the organization’s incident management, patient care, and safety processes, procedures, and protocols.

UNITED STATES ARMY, Austin, TX & Fort Campbell, KY

Senior Special Forces Medical Supervisor / Sergeant (Green Beret), 2007-2013 & 2015-2019

Training & Development Specialist, 2003-2007

Earned “Superior” ratings and comments such as: “...the strongest NCO in the company...he effortlessly and expertly performed in a duty position above his current pay grade...his potential to excel in positions of increased responsibility is limitless...”

Spent 9+ years on active duty followed by a year in the Reserves, a brief hiatus, and re-engagement—and deployment—as a Green Beret. Maintained 100% accountability of up to \$1.2M in medical equipment and controlled substances, tracked and reported movement, reconciled variances, and mitigated procedural noncompliance. Coordinated the crisis, disaster, and incident response efforts of 300+ stakeholders from governmental and non-governmental agencies. Evaluated continuous improvement opportunities and recognized cost-savings strategies, improving productivity, reducing wasted time and resources, and protecting the bottom line.

PROGRAM MANAGEMENT ★ OPERATIONAL EXCELLENCE ★ TEAM LEADERSHIP ★ TRAINING & DEVELOPMENT

- ▶ **Spent 6 months deployed within a Special Operations Detachment in Africa**, managing contingency response, providing strategic counsel to senior leadership in medical and operational intelligence, and coordinating plans across complex footprints.
- ▶ **Developed and implemented an inventory and controlled substance tracking system**, not only saving 120 minutes of time each day, but also mitigating risks, ensuring regulatory and procedural compliance, and saving \$250K in fines and expenses.
- ▶ **Facilitated in-depth training and development of team members** in such areas as mission planning, operational execution, and medical response skills. Identified and closed knowledge gaps through targeted 1:1 mentorship and small-group coaching.
- ▶ **Established standard operating procedures and best practices-based policies**, ensuring cost-effective and efficient protocols were implemented in high-risk settings, improving staff morale and well-being, and elevating overall effectiveness.
- ▶ **Directed 25+ personnel during emergency disaster response efforts**—resulting in zero staff casualties—and effectively allocated equipment and personnel resources to save 112 victims in a high-risk environment.

ROBERT “DALTON” RICE

Mont Belvieu, TX • 832-707-1723 • robertdro330@yahoo.com

PAGE THREE OF THREE

TEXAS GULF COAST MEDICAL SYSTEM, Webster, TX

Process Improvement Coordinator, 2017-2019

Played a key role in shaping a culture of innovation, performance excellence, and thought leadership through the identification of continuous improvement opportunities and championing change. Developed and executed strategic plans, managed budgets and financial objectives, and ensured total regulatory compliance for a medical system with 135 FTEs, 35+ physicians and providers, and 130K patient visits annually. Engaged in heavy data collection and analysis, leveraging robust Excel skills—pivot tables, VLOOKUP, etc.—to uncover analytical trends and fuel data-driven decision making.

PERFORMANCE EXCELLENCE ★ TRANSFORMATIONAL LEADERSHIP ★ CHANGE MANAGEMENT ★ KPI GAINS

- **Shaped the vision and long-term business plans for the medical center**, collaborating with senior-level executives to uncover opportunities, define objectives, capture cost savings, drive organizational effectiveness, and optimize profitability.
- **Instrumental in capturing multimillion-dollar cost savings (approaching \$5M)** by renegotiating contracts, uncovering unaccounted revenue, consolidating operations, elevating reimbursement, addressing aging A/R, and identifying credits.
- **Conducted investigations into, and analyzed data from, major ambulance organizations**, validating compliance with anti-kickback laws, reviewing invoices for accuracy, and elevating enterprise awareness of related rules and regulations.
- **Collaborated with the executive team to transition from a cash-based to an accrual-based accounting system**, leading change management practices, educating stakeholders on new processes, and ensuring enterprise buy-in.
- **Enhanced quality of care and patient satisfaction** through development and implementation of prescriptive authority agreement policies, procedures, and protocols for non-physician providers.
- **Served as the administrative liaison for the Quality Committee**, championing quality initiatives enterprise-wide.

EDUCATION

GEORGE WASHINGTON UNIVERSITY

Master of Science in Health Sciences (MSHS), Health Care Quality

WESTERN CAROLINA UNIVERSITY

Bachelor of Science in Business Administration (BSBA), Business Administration & Law, *summa cum laude*

UNIVERSITY OF HOUSTON

Certified Public Manager (CPM) Candidate (2021)

SYRACUSE UNIVERSITY

Professional in Human Resources (PHR) Candidate (2020)

HONORS & AWARDS

Boy Scouts of America Eagle Scout (2002) • Good Conduct Medal (3) • Army Commendation Medal (3) • Army Achievement Medal (5) • NCO Leadership Development Performance Ribbons (3) • Trophy of Performance (lifesaving award)

PROFESSIONAL & COMMUNITY AFFILIATIONS

Texas City Managers' Association (TCMA)

International City Managers' Association (ICMA)

Engaging Local Government Leaders (ELGL)

Urban Management Professionals Southeast Texas (UMPSET)

Barbers Hill Independent School District Student Mentorship Program – Middle School / High School

Barbers Hill Independent School District Junior Achievement – Economics for Success – Middle School

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Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 06-Apr-2020

AAA

Douglas Salik

📞

(773) 546-8060

✉

douglas.salik@gmail.com

🏠

8509 Cyrus Place

Alexandria, VA 22308

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.

U.S. Coast Guard - Current Employer

Job Title: Joint Action Control Office - Lead

Dates Employed From: Oct/2001

Dates Employed To: Currently Employed

Employment Length: 18 years, 7 months

Duties: Currently, I lead a team of officers who provide written input to the Chairman of the Joint Chiefs of Staff on all policy issues that affect the Coast Guard. Regularly interact with Pentagon staff on policy issues and prepare senior Coast Guard leaders for their interactions with the Department of Defense on all policy and global force management

Supervisor Name: Tad Drozdowski

Address: Washington, DC, UNITED STATES

Phone: 202-372-2013

Ending Rate of Pay: 112,000 /yr

May We Contact? No

topics.

Reason For Leaving: Currently Employed

State of Alaska - Senator Tim Kelly'sOffice

Job Title: Legislative Aid

Dates Employed From: Dec/1999

Dates Employed To: Jul/2000

Employment Length: 0 years, 7 months

Duties: Set meeting agendas, assisted Senators with preparing for hearings, drafted legislation and amendments. Managed the passage of a number of legislative proposals which became state law.

Reason For Leaving: Took position working for Con. Young

Supervisor Name: Sen. Tim Kelly

Address: Anchorage/ Juneau, AK, UNITED STATES

Phone: 907-269-0111

Ending Rate of Pay: I don't recall.

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 | Certification

Degree: Engineering Extension Service
Major: Critical Infrastructure Protection

Graduated? Yes

American University Washington DC | Graduate School

Degree: Public Administration
Major: Public Adminstration

Graduated? No

University of Alaska Anchorage | College or University

Degree: Political Science
Major: State and Local Government

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

Salik Homer City Manger Resume.docx

Q Preview

Download

Text Only Resume

Douglas M. Salik

8509 Cyrus Place, Alexandria, VA 22308 ,c. (773) 546-8060

douglas.salik@gmail.com

Professional Summary : Highly accomplished Coast Guard officer with vast experience running a regulatory organization. Led large diverse groups to ensure safety, security, and environmental compliance across all missions in a vast area.

Experience :

Completing 20 years of service in the United States Coast Guard, highlights include :

Effectively and efficiently led over 126 personnel in the administration of all Coast Guard missions, including small boats, cutters, and individuals across 1,850 miles and an international border.

Responsible for the administration of safety, security, and environmental compliance of over 400 commercial vessel and facility inspections per year, including tribal and commercial fishing vessels.

Supervised public outreach for unit; drastically improved output and interaction with community through social media and multiple public venues for education, information, and safety.

Led 24 hour a day Vessel Traffic Service; operators provided mariners with vessel, weather, ice, and hazard information throughout a 75-mile-long narrow, winding river.

Directed 13 U.S. and Canadian ships to break ice; facilitated port operations - responsible for movement of 7 million tons of cargo valued at approximately \$277 Million each ice season.

Oversaw budget and property, including : \$500,000 capital budget, over \$100,000 operating budget, and millions of dollars in property, which included numerous boats, trailers, and trucks.

Acted as Operations and Planning Section Chiefs, Safety Officer, and Incident Commander for numerous emergency responses and national level exercises.

Maritime Security Advisor and Foreign Military Sales Officer to the Kingdom of Saudi Arabia; wrote \$49 million dollar sales contract, planned and initiated maritime security advice to the kingdom.

Alaska State Senate : Community and Regional Affairs Legislative Aid and Personal Aid to Senator Tim Kelly of Anchorage. Set meeting agendas, assisted Senators with preparing for hearings, drafted legislation and amendments. Managed the passage of a number of legislative proposals which became state law.

St. Mary's Catholic School Council : Secretary (voting member) Provided oversight, direction, and support to school administration on policies and matters that required interpretation. Built team consensus to enhance the educational opportunities of all students; from Pre-K to eighth grades. Documented council decisions on policies, tuition, and future plans.

City of Sault Sainte Marie : Member, Existing Structures Board of Appeals.
Served at the will of the City Commission to hear appeals from property owners who received enforcement notifications in accordance with the City Property Maintenance Code.

Education

Texas A & M Engineering Extension Service, Infrastructure Protection Certificate, 2016

American University, Washington, DC, Public Administration, 2012

University of Alaska Anchorage, Anchorage, AK, Political Science, 1998

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Mike Benson

Relationship: Co-worker Phone: 906-379-7813

Years Known: 4

Greg Morris

Relationship: Friend, Co-worker Phone: 708-407-0859

Years Known: 10

Mike Grunst

Relationship: Friend Phone: 907-360-9975

Years Known: 25

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	I believe that the most important element in being the City Manager is to maintain the public's, the Council's, and the Mayor's trust. You need to be active, completely engaged in all that is happening, planned, or being considered in the community but all of these actions need to be ethical. The more you do	

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letter) *

what you say and say what you do, you build trust. After trust, I believe that leading every department of the city is crucial. As the City Manager you cannot let any department lag behind or not have your attention. It is your job to lead them; the citizens are counting on you to provide essential services to them 24x7. Therefore, communication is key, up and down, internal and external. The Council and the Mayor need to know what is going on and the residents need to be aware. As your city manager, I'll work every day to build trust, to lead the city government's operations, and to communicate with the Council and Mayor.

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 a Prevention Department Head in the Coast Guard, I ran a large, diverse organization. I had multiple branches reporting to me, with each handling different functions (i.e. Inspections, Investigations, Waterways Management, and a Vessel Traffic Service) and different workloads. At the same time, I was responsive to my boss, the Sector Commander, the maritime industry (commercial ships and facilities), to the public as a whole, many of which engaged us on marine events, fishing tournaments, and large port projects, and lastly to other agencies. Much like a City Manager, I had to balance multiple stakeholders' interests, advise my superiors, make decisions, carry out daily operations, and still plan for the future. While I did all of this, I learned of a situation where we had ignored commercial fishing operators for years, most of which were tribal. We hadn't fully enforced the laws on them and of course, the current fishing and projected fishing returns were forecast to be down. Regardless, I did what was right. I kept my boss and superiors informed, and I stepped out to start a plan to educate, engage, and then enforce the standards. It took sometime and of course other issues came up, but we did what was right and our actions, over time were seen by others as being fair and just. As your City Manager, I would handle difficult issues similarly, I'd keep the Council and Mayor informed, then plan and take steps to making

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) *

the changes that are needed.

As a City Manager, my job is to advise, inform, and propose potential ways forward for the City on all kinds of policies. Ultimately though, my job is to carry out the council's policy and its intent, so I would go forward carrying out the Council's policy to the best of my ability. If it were such that it was unethical, immoral, or illegal it is likely that both I and the City Attorney would advise the Council of such and I would let the Council know that I cannot carry out that policy. I would hope that it would not come to it, but it could mean that I would have to resign rather than carry out an unethical, immoral, or illegal policy.

First and foremost, my philosophy is that people in an organization are good and they love something about their organization so they want to see it be successful. Therefore, most of the time we need to give these people a task, some support, and get out of the way. But I also believe in something bigger and that is to build a culture to where people want to give you their discretionary energy. This requires commitment from leaders, managers, and from all the employees. Together, we need to build a strong link between the ideology or mission of the City and how each employee fits in. When each person knows that the work they do matters. When they each know how they fit in and make the city run, then they feel appreciated and they are more willing to put forth effort to accomplish your goals, even if it means giving up some of their time. Recently, I saw this in another community as they highlighted employees from time to time about a job well done, their length of service, or a simply "get to know" post on social media. When you talked to the City Manager about the employee satisfaction, you heard how it went up, productivity went up, people's attendance went up, and vacancies went down, even in an environment where the jobs didn't pay as well. People felt a sense of duty, ownership, and pride. That's what I'm all about creating.

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 believe that there are three areas in the job description that I bring some experience. The first is in the day-to-day job of a City Manager. Having been a Prevention Department Head in the Coast Guard set me up well for this, as I described in question 2. However, as your City Manager, I wouldn't just assume I know all of what goes on, but instead I'd engage the different departments, job shadow some city employees, and examine your processes. I'd sit down with each Council member and the Mayor to ensure I understand their priorities so that I can be prepared to support each of you. Then we'd discuss a vision for the future, both internally and externally. The second area in which I bring experience is in enforcement of municipal laws. Over most of the last 20 years I have been a regulator. I wrote, modified, and enforced federal laws, to protect the public. Prior to that, I wrote and modified state laws as a legislative aid. Thus reading, interpreting, and modifying statutes has become a normal part of my life. The third area in which I bring some expertise is in emergency response. Over the last two decades, I have proven to be a calm enduring responder who has helped lead communities back from hurricanes, floods, and other disasters. My plethora of experiences in emergency responses from across the country, and I believe this would be an excellent fit for the City of Homer.

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? *

TBD

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. *	For a few years I have been volunteering to serve on City and County Boards and Commissions, as well as with our Catholic School. That experience has been incredibly valuable as these are a valuable part of any local government.	
Describe any job-related training received in the United States military. *	After taking the ABS Consulting ISM Code Internal Auditor course as well as the Quality Management International Lead Auditor course for ISO 9001, I became an auditor. Additionally during my Coast Guard career, I have took most Incident Command System (ICS) courses along with numerous FEMA Emergency Manager and Response courses and utilized this training at most every emergency response.	
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. *	I have been a member of the Lions Club, VFW, American Legion, and the Military Officers Association.	

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? *	Microsoft office, Adobe	
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. *	None	
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-

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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: Douglas Michael Salik
Date: 2020-04-06 10:32:43am
IP Address: 74.96.116.39

Signature

Date

Douglas M. Salik

8509 Cyrus Place, Alexandria, VA 22308 | c. (773) 546-8060 | douglas.salik@gmail.com

Professional Summary: Highly accomplished Coast Guard officer with vast experience running a regulatory organization. Led large diverse groups to ensure safety, security, and environmental compliance across all missions in a vast area.

Experience:

Completing 20 years of service in the United States Coast Guard, highlights include:

- Effectively and efficiently led over 126 personnel in the administration of all Coast Guard missions, including small boats, cutters, and individuals across 1,850 miles and an international border.
- Responsible for the administration of safety, security, and environmental compliance of over 400 commercial vessel and facility inspections per year, including tribal and commercial fishing vessels.
- Supervised public outreach for unit; drastically improved output and interaction with community through social media and multiple public venues for education, information, and safety.
- Led 24 hour a day Vessel Traffic Service; operators provided mariners with vessel, weather, ice, and hazard information throughout a 75-mile-long narrow, winding river.
- Directed 13 U.S. and Canadian ships to break ice; facilitated port operations – responsible for movement of 7 million tons of cargo valued at approximately \$277 Million each ice season.
- Oversaw budget and property, including: \$500,000 capital budget, over \$100,000 operating budget, and millions of dollars in property, which included numerous boats, trailers, and trucks.
- Acted as Operations and Planning Section Chiefs, Safety Officer, and Incident Commander for numerous emergency responses and national level exercises.
- Maritime Security Advisor and Foreign Military Sales Officer to the Kingdom of Saudi Arabia; wrote \$49 million dollar sales contract, planned and initiated maritime security advice to the kingdom.

Alaska State Senate: Community & Regional Affairs Legislative Aid and Personal Aid to Senator Tim Kelly of Anchorage. Set meeting agendas, assisted Senators with preparing for hearings, drafted legislation and amendments. Managed the passage of a number of legislative proposals which became state law.

St. Mary's Catholic School Council: Secretary (voting member) Provided oversight, direction, and support to school administration on policies and matters that required interpretation. Built team consensus to enhance the educational opportunities of all students; from Pre-K to eighth grades. Documented council decisions on policies, tuition, and future plans.

City of Sault Sainte Marie: Member, Existing Structures Board of Appeals. Served at the will of the City Commission to hear appeals from property owners who received enforcement notifications in accordance with the City Property Maintenance Code.

Education

Texas A & M Engineering Extension Service, Infrastructure Protection Certificate, 2016

American University, Washington, DC, Public Administration, 2012

University of Alaska Anchorage, Anchorage, AK, Political Science, 1998

4 1 1 1





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 03-Apr-2020

AAA

John Sevier

(360) 259-9565

akfishbuyer@gmail.com

POB 191002

Anchorage, AK 99519

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.

International Seafoods of Alaska

Job Title: President

Dates Employed From: Jan/2017

Dates Employed To: Feb/2020

Employment Length: 3 years, 1 month

Duties: I supervised over 300 employees and 150 fishermen in Washington, Oregon and Alaska with fish deliveries exceeding 60M pounds of fish annually. Also, forecasted budgets, capital projects, and managed \$45M sales department.

Supervisor Name: Robert Bleu

Address: Kodiak, AK, UNITED STATES

Phone: (907) 486-5741

Ending Rate of Pay: \$165,000

May We Contact? Yes

Reason For Leaving: Company was sold and closed the operation

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 | Graduate School

Degree: Business
Major: Business

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 2020 WA and AK.doc

 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.

Rod Meussner

Relationship: Business associate
Years Known: 30

Phone: 2065757772

Cory Baggen

Relationship: Business Associate
Years Known: 25

Phone: 9077478559

Sam Cunard

Relationship: Business Associate
Years Known: 20

Phone: 9075385610

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) *	Funding and budgets are always a major priority, however, safety and people management certainly play a healthy and economic role in necessary achievements around the community. Creating a base for the community and municipality based entities is essential for long term growth and functionality. Homer has a very diverse transitional group of tourist's and the manager must continue to develop and mantain culture within the City.	
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) *	In the last position I was in as the President of International Seafoods of Alaska, I was able to lower the shipping budget by over \$1M in one year by going through each individual budget item. A thorough look at the budget in Homer is necessary for good change while maintaining the current culture.	
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) *	Policies are always complicated, however, making sure the correct language is in policy to maintain continuity is the key. Hopefully through proper discussion the policy would reflect a win on all sides.	
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 philosiphy is to lead. Employees and the community need a clear and positive direction for stability of a community. I have managed from 7 to 1200 people in my employment career. Leading everyone to a common goal is always the best direction.	
In reviewing the job description, please highlight areas you bring	I have always been able to work with the necessary individuals who drive the	

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) *

community, from legislators in Juneau to the person who is working on the front lines. Working with people is the first priority and the budget is the second priority. I have leadership in both these areas.

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. *	Safety, capital projects and food 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. *

Please note on my resume the associated affiliations I have been involved with.

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

Question	Answer	Disqualifier?
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Knowledge and Specialized Skills: *	N/A	
-------------------------------------	-----	--

What type of computers and software have you used? *	Microsoft 360 and beyond	
--	--------------------------	--

Other qualifications specific to this position? *	N/A	
---	-----	--

List any certifications you have received: *	CERT training	
--	---------------	--

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	
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State any additional information you feel may be helpful to us in considering your application *	I am well versed in Alaska and the legislative process which goes into each fiscal year. Managing the budgets and community projects while balacing with the City Council is imperative. I have managed many different companies and Boards and understand what it takes to work through many groups of people.	
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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE READ THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.	Yes	
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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.

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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: John Sevier
Date: 2020-04-03 10:51:11am
IP Address: 73.239.162.64

Signature

Date



John R. Sevier
POB 191002
Anchorage, AK 99519
Or
10216 35th Lane SE
Olympia, WA 98513
Cell (360) 259-9565

Email: johnrsevier@comcast.net

CAREER EXPERIENCE

2016-2020 President for International Seafoods of Alaska

The job duties were to create, communicate and implement the organization's vision, mission and overall direction for 300+ employees located in Washington and Alaska. Also, hired, professional managers and employees for the company to keep on a clear path to success. Motivate employees and leads, guides, directs, evaluates all other officers, managers and employees. Ensures they are carrying out the daily operations of the company. Daily communication for logistics of the companies \$45M in gross sales and production of 55-60M pounds of fish products and species yearly. Lead in conveying the company's philosophies and guideline so that all employees understand the expectations of the company. Oversees all the financials aspects of the company and maintains awareness of both external and internal opportunities for expansion, customers, markets, new industry developments and standards.

2012-2016 Chief Operations Officer (COO) for APICDA in Anchorage, Alaska.

Duties included oversight of the P/L of seven companies with a \$60M budget to include multiple fishing and packing vessels, engineering and daily operations of two seafood processing facilities, construction, engineering, and operations of multiple facilities and recently a 200,000 gallon fuel sales facility, quality assurance staff, vessel launch facility, part sales, fish pricing financial and budget distributions, native and tribal community relations with a strategic five year planning process to maximize profits and expansion.

2007-2011 State of Washington, Correctional Industries, Monroe, WA Site and Business Manager, IM5

2005-2007 Consultant and Director for Crab Operations, Aqua Star Qingdao, China and Seattle, Washington, USA

2003 – 2005 Senior Vice-President Alaska Operations North Pacific Processors, Inc. Seattle, Washington

Served as Senior Vice-President for a multi-million dollar company that sells quality seafood globally with multiple facilities. Duties included financial analysis and budget control, P/L statement, major construction projects with engineering process for maximum financial gain, production and plant operations for five processing plants in Alaska, located in Bristol Bay, Togiak, Kodiak, Cordova, and Sitka.

Responsible for purchase in excess of 150 million pounds of fish annually, with total gross sales of \$175 million a year and supervision of over 1200 employees. Other duties included liquidation of properties, interaction between the corporation, plant managers and employees, fishing vessels, political affiliates and vendors. Negotiated large dollar contracts for vessels, buildings, vehicles and equipment. Responsible for the overall production and logistical operations related to marketing of seafood products.

- 1997 – 2003** **General Manager, Sitka and Yakutat Operations**
Sitka Sound Seafoods/Division of North Pacific Processors, Inc.
Sitka, Alaska
- 1983 – 1997** **General Plant Manager**
Alaska Pacific Seafoods/Division of North Pacific Processors, Inc.
Kodiak, Alaska

COMMERCIAL FISHING EXPERIENCE

- 1979 F/V Alaskan Warrior, King Crab – 35 days

EDUCATION

- 1979 Bachelor of Science – Food Science & Technology Washington State University
Pullman, Washington
- 2007 Master of Business Administration – University of Phoenix
- 2014 HACCP Certified

PAST PROFESSIONAL AFFILIATIONS

- 2000 – 2006** Alaska State Chamber Board of Directors
- 1998 – 2004** Sitka Chamber of Commerce Board Member
- 1996 – 2004** Alaska Seafood Marketing Institute Board of Directors (Governor Appointed, 25 Members) Board Chairman (1997-1999)
- 1987 – 1999** Alaska Fisheries Development Foundation Board of Directors (13 Members) Board President (1990 – 1997)
- 1991 – 1996** Alaska Commercial Fishing & Agriculture Bank (CFAB) Board of Directors (Governor Appointed, 7 Members)
- 1990 – 1996** North Pacific Fishery Management Council Advisory Panel (22 Members)
- 1994 – 2004** Alaska Vocational Technical Institute Advisory Board
- 1994 – 1997** Kodiak Electric Association Board of Directors (Community Elected) Board Vice President (1996 – 1997)
- 1991 – 1996** Kodiak Chamber of Commerce Board of Directors, President (1995)
- 1986 – 1990** Alaska Special Olympics Board of Directors
- 1983 – 1994** Alaska Seafood Marketing Institute Quality Committee - Member

REFERENCES on Request



Employment Application | Submitted: 05-Apr-2020

AAA

Leah Simons

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(970) 966-0685

✉

leahkaysimons@gmail.com

🏠

PO Box 808

Girdwood, AK 99587

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Indeed - apply

Employment History

No Employment History

Education

No 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	536
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Simons.CV.2020.pdf

[Q Preview](#) [Download](#)**Text Only Resume**

Dear respected City of Homer,

This is the most exciting job that I have had the pleasure to send an application to. While my resume is not the strongest, by any means, for this very important role, I can assure that my heart and head are entirely in the right place.

It's been a dream to work in public and environmental affairs for a long time in a meaningful way.

There has not been a year in my education, that I did not partake in student government. Through High School, a Bachelor's in Public & Environmental Affairs and a Master's in Information Science, I was an active representative on numerous campus affairs, and enjoyed every minute of it.

While education is not the sole indicator of a candidate's success potential, I believe my experience has afforded me a great foundation to enter this position and hit the ground running.

I have public experience from the United States Senate as an intern, behind the scenes, during my management in public affairs degree. I was able to take on bigger roles than my position normally affords, and really engage in the congressional process. In addition, I had an interesting run in the Environmental Protection Agency, that enlightened me on the troubles in large bureaucracy and enforcing a one size fits all policy approach.

While these were eye opening experiences, they were also a touch disheartening at how much of an impact you can have in such a large machine. Yet, as an extremely passionate, motivated and optimistic team player, working in a realm of realism and pragmatism, I cannot help but keep my positive approach alive and geared toward the future.

Aside from public experience, I have had a successful and fulfilling career in designing web applications, improving business workflows and mentoring over 200 students to completely change their career paths into a humanity technological field.

All to say, my passion is directed at working with people, local policies, encouraging economic growth, while keeping the environment entirely in mind for generations to come. I understand it might feel like a risk to consider such a candidate, but I would not be satisfied with myself if I did not at least apply.

Thank you so much for reading!

My humblest regards & best wishes,

Leah Kay Simons

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Kathryn Parrish

Relationship: Business Colleague
Years Known: 3+

Phone: 309-966-5077

Delaina Burrow

Relationship: Board of Directors Colleague
Years Known: 2

Phone: 907-441-7559

Frida Weber

Relationship: Mentor - Student
Years Known: 2

Phone: 858-776-1323

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) *	Supporting the citizens, local businesses and preserving the environment around us, with policies that allow for growth, education and prosperity.	
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	Having worked on over 300 digital business projects, I have a keen and intuitive mind geared for marrying business and customer success.	

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) *

Disagreement is not enough to proceed. Research and inquiry into all the policy will effect, primary and secondary and so on, is paramount to consider. A rounded view of what the policy could and could not achieve should be objectively investigated and presented.

Empower others to execute exceptional ideas.

Policy analysis, presentation skills, mentoring and leadership experience, supervising others in projects, tourism & hospitality experience, love of nature and small communities.

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? *

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. *	USA intern, EPA employee, 5 years as a Professional Mentor, Treasurer on the Board of Directors for the Alaskan Artist Guild, Previous treasurer experience in ASIST, graduate school congress member, undergraduate congress member, education board	
Describe any job-related training received in the United States military. *	no	
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. *	Treasurer on the Board of Directors for the Alaskan Artist Guild, Previous treasurer experience in ASIST, graduate school congress member, undergraduate congress member, education board	

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Tech, mentoring, budget management, leadership	
What type of computers and software have you used? *	Microsoft, Adobe, Apple, Android, AirTable, Sketch, Invision, Zoom, Sales Force, Hub Spot, etc	
Other qualifications specific to this position? *	Technological solutions driven, leadership experience, business consulting, budget management	

List any certifications you have received: *

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. *

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

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.

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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: Leah Kay Simons
Date: 2020-04-05 03:33:15pm
IP Address: 24.237.204.102

Signature

Date



‘ ,



Leah Kay Simons, UX Designer

E: leahkaysimons@gmail.com L: www.linkedin.com/in/leahsimons

P: <http://leahkaysimons.myportfolio.com>

Experience

Platform Designer, Archon Tech

2013-Present

Directing design and experience, coordinating with development, ensuring a quality experience for our customers and clients

Software: Balsamiq, InvisionApp, Photoshop, Illustrator, Sketch, Adobe XD, Jira

Senior User Experience (UI/UX) Designer, Freelancer

2013-Present

Specializing in usability, user research, requirement gathering, user experience design, interaction design, information architecture, wireframing, UI design and usability through human-computer interaction, industry standards, with a creative flair for the target audience

Software: Balsamiq, InvisionApp, Photoshop, Illustrator, Sketch, Adobe XD, UsabilityHub

Senior User Experience (UX) Mentor, CareerFoundry

March 2015-Present

Mentoring tutors and students, reviewing work, career coaching

Software: Balsamiq, Photoshop, Sketch, UXPin, Invision

Digital Solutions Manager, Symmetri Marketing Group

Jan. 2013-March 2013

Managing the user experience design for digital projects from start-to-finish: discovery, pitch, layout, design, development

Software: Axure, Adobe CS6, MS Office

User Experience (UX) Specialist, Dominion Enterprises

2012-2013

Managing user experience and usability testing projects from start-to-finish: discovery, heuristic evaluation, presentation, recommendation, design

Software: Balsamiq, InVision App, Usability Hub: Navigation Test, 5 Second Test, Click Test, MS Office, Google Apps, Usabilla, Plain Frame, Treejack, Chalkmark, Just in Mind, Just in Logic

Information Analyst Intern, Solution Tree

2010-2011

Create data models, monitor trends, craft strategy and information design for delivery

Software: MS Office, Sales Force, Landslide, Basecamp

Usability & Information Architect, Environmental Protection Agency

2010

Analyze usability surveys and user experience results to craft recommendations for information deliverance improvements for the Water Division website, 40 million visitors/month

Software: MS Office, Internal EPA software

Information Analyst, Indiana University Library Administration

2009-2010

Executed marketing campaigns, managed information for Google Digitalization project

Software: MS Office, Adobe CS5

Congressional Intern, United States Senator Richard G. Lugar

2008

Researched federal laws, regulations, attended committee meetings and briefed staff

Software: MS Office

Education	Master of Science, Information Science (HCI, IA, UX)	2011
	School of Library and Information Science, Indiana University, Bloomington	
	Bachelor of Science, Management of Public Affairs	2009
	School of Public and Environmental Affairs, Indiana University, Bloomington	
Associations	The User Experience Professionals Association, Member	
	American Society of Information Science & Technology, Past Treasurer, Member	
Volunteer	Director of Marketing, Anti-Human Trafficking of Larimer County	2018
	Managing media and marketing to promote awareness and prevention	
	Animal Therapy Volunteer, Pathways Hospice	2018
	Visiting and comforting hospice patients and their families	



Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 26-Apr-2020

AAA

David Stone

📞

(908) 894-2840

✉

DStone8888@aol.com

🏠

17750 SE 422nd Avenue

Sandy, OR 97055

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.

Employment History listed via submitted resume'.

Job Title: listed via References Page included with resume'.

Dates Employed From: Jun/1993

Dates Employed To: Mar/2020

Employment Length: 26 years, 9 months

Duties: US Peace Corps Volunteer/TEFL Teacher to AmeriCorps Education Team Leader to Wilderness Camp Counselor/Asst Director to Teacher to Principal

Supervisor Name: Contact info for previous employers

Address: Mongolia to USA, Other, UNITED STATES

Phone: 000-000-0000

Ending Rate of Pay: \$74,000

May We Contact? Yes

Reason For Leaving: Professional Growth - New Service Opportunities

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.

Wichita State University | Graduate School

Degree: MEd
Major: Education

Graduated? Yes

Lewis and Clark College | College or University

Degree: BS
Major: English and 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	
David Stone Resume - Leadership.pdf	Preview	Download
HFS Board Chair Letter of Ref.pdf	Preview	Download
Msgr Dennis - Fr Pat - Deacon Terry - Letters of Ref.pdf	Preview	Download
HFS Comptroller Letter of Ref.pdf	Preview	Download
Principal Evaluation - David Stone.pdf	Preview	Download
Peace Corps Ref 1 - Country Director.pdf	Preview	Download
Alcott and AMS Ref Letters - David Stone.pdf	Preview	Download
St. Anne Ref Letters - Colleagues - David Stone.pdf	Preview	Download

Text Only Resume

April 26th, 2020

Greetings City of Homer, Alaska

I hope this finds you well. My name is David Stone. I am an enthusiastic and experienced professional compelled to apply my humble talents as a servant leader within the field of administrative services. I am very interested in your City Manager opportunity located in Homer, Alaska. I believe that my education, energy, passion for helping people, servant leadership and fiscal management skills, patience, integrity, and administrative operations experience makes me an interesting and worthy candidate of note.

My formal education includes a BS in English and political science and an MEd in K-12 education. My work experience represents time as a Peace Corps Volunteer in Mongolia, a public school teacher here in the States, and 12 years as a head of school administrator. I have extensive experience managing youth/human services-based organizations, being responsible for policy development and implementation, working with community stakeholders, safety, business, equity, human resources, and professional collaboration.

As I look toward being a good fit with this City Manager position, I think of three key areas of interest that I have to offer, in addition to my values and strong work ethic.

People Skills - I possess the desired communication, collaboration and leadership traits necessary for interacting with the varying levels of stakeholders represented in your community. I respect the worth and dignity of all and I seek to serve with humility.

Intelligence - While my formal education and experience will serve me well, I also have a 'life-long learning perspective' which drives me to continually better myself when it comes to position and career related goals. I am smart, but not too smart to know that there is always more I can learn and improve upon, more to consider, more to develop.

Ability - I have the ability to be mission driven and objective oriented. I have the ability to prioritize while being flexible to variables which may fluctuate. I have the ability to negotiate, maintaining fidelity to core organization values while seeking common ground with diverse stakeholders. I have demonstrated ability - having worked with professional counterparts, board members, business owners, volunteers, etc. - to problem solve, build consensus and resolve challenging areas of concern or dispute.

With humble confidence I believe that I will make an excellent long-term addition to the City of Homer and I look forward to discussing and furthering my City Manager candidacy at your convenience. Available now, I

thank you for your consideration.

Sincerely, David J. Stone

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Mr. Marv Kopp

Relationship: Former Supervisor
Years Known: 4+

Phone: 360-438-6365

Monsignor Dennis Darilek

Relationship: Former Supervisor
Years Known: 1

Phone: 830-556-3716

Mr. Larry Westdahl

Relationship: Character Reference
Years Known: 33

Phone: 503-381-8817

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) *	Collaboration, communication, ability to think 'outside of the box', conservative fiscal management approach, valuing individuals for what they can uniquely contribute and represent in furthering the success of the City of Homer, and maintaining a positive, servant leadership approach.	
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	As chief administrator for Holy Family School - a private, independent Catholic school in Lacey, WA - I 'inherited' a school community with a significant deficit budget, with a toxic environment that did not welcome or facilitate good communication and	

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) *

collaboration amongst stakeholders, had a struggling Board of Directors, etc. After four years all of these areas of concern were markedly improved upon. Improving the fiscal state of affairs - and hence the viability and quality of operations - was very important, however working with others to gradually and continually improve the atmosphere and feel of the community was perhaps even more noteworthy.

First I would listen and verify an understanding of what is being introduced. Then I would recognize and respect the possible and probable intent of the new policy while perhaps posing further questions to illuminate details in need of additional/ alternative consideration. I would provide my own perspective, seeking to make my points of interest in an objective manner (rather than subjectively, which could personalize or cause defensive/adversarial behaviors). Finally I would strive to keep the council focused on 'what is best for Homer and how can we best serve Homer' moving forward. If/as warranted, I may suggest additional information be sought by myself, the council, and/or outside professionals to help determine a 'best practices' outcome.

My 'Brief Leadership Statement' is included via my attached/submitted resume'.

Previous supervisory level organizational experience with: 1. Being responsible for providing effective and efficient administration 2. Carrying out the directives of a governing body 3. Participating in community relations programs 4. Planning for Board level meetings 5. Hiring, Evaluations, Appointment, Development of Personnel 6. Fiscal Management and Budget Development 7. Multicultural Experience (Peace Corps Volunteer/Teacher in Mongolia) 8. Ability to read, analyze, and interpret data 9. Servant Leadership

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 - 06/01/2020	
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. *	BS - English and Political Science MEd - Education/Curriculum and Instruction (Former) Wind Ensemble, Rugby, Peace Corps Volunteer, Duplicate Bridge, Etc.	
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,	N/A	

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: *	Servant Leadership, Fiscal Management and Budget Development, Personnel, (School) Accreditation, (School) Curriculum and Instruction, Planning, Communication, Collaboration, Scheduling, Data Research/Analysis, Etc.	
What type of computers and software have you used? *	MS Office Suite - Windows (Mac Tolerance)	
Other qualifications specific to this position? *	Service with humility, passion with patience, very high desire to work within and serve a community in Alaska.	
List any certifications you have received: *	State of OR Teaching Certificate State of WA Teaching 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. *	N/A	
State any additional information you feel may be helpful to us in considering your application *	I recognize I am undoubtedly an 'outside-the-box' candidate. My primarily education-oriented experience may be unusual for consideration. However, specifically with 12 years of private school chief administrator experience, I hope you will review and see that I have many of the desired KSAs, while also have a servant heart that is earnest in my interest to become part of the City of Homer team. Thank you for your consideration.	
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: David Jeffrey Stone
Date: 2020-04-26 01:27:42pm
IP Address: 204.195.5.208

Signature

Date





DAVID J. STONE

17750 SE 422nd Avenue
Sandy, Oregon 97055
(908) 894-2840

DStone8888@aol.com

Career Objective: To joyfully serve a municipality / organization that requires an experienced leader with integrity, excellent communication skills, values collaboration, is an effective fiscal manager, and has a history of trying to implement innovative and productive program development. "Not I, but we."

Core Values and Competencies

- * Honesty
- * Sense of Humor
- * K-12 Educational Practices
- * Strategic and Visionary Thinker
- * 'Whatever it Takes' Objective Attitude
- * Team Builder
- * Excellent Communicator
- * Organizational Management
- * Proven, Positive Leadership Skills
- * Budget Development / Fiscal Management

Education

BS – English/Political Science
Lewis and Clark College – 1991

MEd – Curriculum & Instruction = Phi Kappa Phi
Wichita State University – 1999 = Honors Graduate

Professional Experience

School Principal
~165 Students

Saint James Catholic School – Seguin, TX 07/2019-03/2020
Chief administrator for a Preschool-8 parish Catholic school. HR, Service, Academic Leadership, Fiscal, Policy, and Program Mngmt.

School Principal
~325 Students

Immaculate Conception School – Annandale, NJ 06/2017-10/2018
Chief administrator for a National Blue Ribbon Preschool-8 Catholic school. HR, Fiscal Management, Policy and Program Management

School Principal

Inclusively served families/
students from Joint Base
Lewis-McChord, Dupont, WA

Holy Family School – Lacey, WA 2011-2015
Chief administrator for an independent Preschool-8 Catholic school. HR, Community Building, Policy/P-S Handbook Rewrite, Fiscal Management, Curriculum, Staff Development, Admissions, Grant Writing, Communication, Program Review/Management, Reports, Office Administration, Athletic Director, Task Compliance, Fun.
***Left under very good terms; school couldn't afford a FT Principal.

Caregiver -and-
School Bus Driver

Home Care -and- First Student Transportation 2008-2011
While at St. Anthony School in Pinetop, AZ my mother (back in Oregon) was hospitalized a number of times. Thus, I made the decision to return to Oregon to help my mom recuperate, in spite of a Principal position offer from another school in Arizona. During this time I was a caregiver and a part-time school bus trip driver.

School Principal	St. Anthony Elementary School – Pinetop, AZ	2007–2008	Chief administrator for a start-up, independent school. HR, Staff Development, Parent-Student Handbook Revision, Curriculum Review, Community Relations, Admissions, Fiscal Management.
Executive Director	St. Francis of Assisi Catholic School – Bend, OR	2006–2007	Chief administrator for a PK-8 th grade parish Catholic school. Policy Facilitated changeover from religious order to diocesan school. Refocused school's Catholic identity. Facilitated curriculum review.
School Principal	St. Anne Catholic School – Grants Pass, OR	2002–2006	Chief administrator for a PK-8 th grade parish Catholic school. Redefined scope and structure of program. HR, Staff Development. Curriculum in-depth studies. Admissions, Policy, Reports, Fun. Accreditation, Athletic Director, Child Development, Fiscal Mngmt.
Teacher/Coach	Astoria Middle School – Astoria, OR	1999–2002	6 th -8 th Grade – English, social studies, and computers. Site Council staff representative. Boy's tournament basketball coach. District level CDIP (school improvement) staff representative. Fun.
Teacher/Advisor	Alcott Academy – Wichita, KS	1997–1999	7 th -8 th Grade – Language Arts. Student Council staff advisor. Grant writing editor. District level language arts curriculum review. Student discipline/behavior research. Asst. B-Ball coach.
Ed. Team Leader	Northwest Service Academy – Trout Lake, WA	1996–1997	Education Team Leader for 10-12 AmeriCorps members. Facilitated needs and programs between 5 schools and members.
Asst. Camp Director -and- Group Home Coordinator	VisionQuest National, Inc. – Franklin, PA	1995–1996	Wilderness camp setting for alternative/adjudicated youth. Boy's camp counselor. Girl's assistant camp director. Boy's group home coordinator. Facilitated education and treatment issues for youth.
High School Teacher	Peace Corps Volunteer – Ulaanbaatar, Mongolia	1993–1995	TEFL Teacher at the prestigious 23 rd Secondary School. Coached boy's basketball. Facilitated equipment donation from Spalding. Multicultural development – Russia, Japan, Thailand, China. Teacher-of-the-Year ('94-'95) – 1 st foreign teacher so honored. Fun.

Brief Leadership Statement

Leadership is more than guidance and willingness. It is more than providing a supportive environment for all people to feel comfortable working in. There are no patented 12-step programs which will ensure successful leadership. Listening skills, critical inquiry, and the pursuit of 'win-win' outcomes are important, but alone they are not enough. Leaders are not made by titles. Leaders do not make excuses, or seek to redirect blame.

A leader is defined by their inner desire...a desire to succeed regardless of the variables which their environment may present. A leader has not only the courage and foresight to do what is right, but also the fortitude and ability to lead others to a successful outcome. I strive to become such a leader, recognizing continued room for growth within myself, but always pressing forward. With effort, humility, and God's help, love, and guidance I believe that I shall achieve.

David J. Stone – References

Mrs. Jennifer Velez, Saint James School
Preschool Director and Health Coordinator
jvelez@sjcstx.org (210) 461-8620

Mr. Leif Purcell, St. James Board/Council Member
leif.h.purcell@gmail.com (210) 371-9026

Mrs. Mary Ann Rangel, Saint James PTC Officer
Maryannrangel644@gmail.com (830) 549-7300

Deacon Mike Meyer (Lawyer)
Immaculate Conception Parish, Annandale
mmeyer@iccannandale.org (908) 399-5804

Sister Anna Nguyen, Prior IC Parish PA
Current: Works at Diocese of Metuchen
anguyen@diometuchen.org (717) 309-3883

Deacon Terry Barber
Sacred Heart Parish (Affiliated with HFS)
terry@3hearts.org / tbarbersfo@gmail.com
(360) 491-0890 (W) / (360) 956-1999 (H)

Mrs. Haley Djenaba
Former Holy Family School Teacher
haley.djenaba@gmail.com (360) 808-1538

Mrs. Terri La Masa
St. Anne School Teacher (Retired)
terrilamasa@me.com (541) 727-1023

Msgr. Dennis Darilek, St. James Parish Pastor
henk73_9@hotmail.com (830) 556-3716
(Former Supervisor at SJCS)

Ms. Amanda Crow, Saint James Teacher
amandacrow99@outlook.com (210) 857-9039

Mrs. Kathy Gilhooly, Prior ICS HSA President
4gilhoolys@comcast.net (908) 303-4223

Fr. Edgar Madarang, Former Parochial Vicar
Former ICS/Annandale – Diocese of Metuchen
fredgar@stfranciscathedral.org (302) 345-5889

Mr. Marv Kopp (Prior Supervisor at HFS)
Former Holy Family School Board Chair
marvkopp@msn.com (360) 438-6365

Fr. Patrick McDermott, Former Pastor (Retired)
Former Pastor of Sacred Heart Parish; Now
retired and with Tacoma Regional Parishes
frpatrick520@gmail.com / (360) 556-4111

Mr. Bill Lasonder
Former St. Anthony School Board Member
lasonder@yahoo.com (480) 292-3006

Mr. Lawrence Westdahl 33+ Year
Senior Training/Development – Character Ref.
l.westdahl@me.com (503) 381-8817

Interests – Duplicate Bridge, Camping, Medieval Literature, Movies, Sports, Boating, Food, Travel

Quotes / Thoughtful Reflection

"Don't give up. Don't ever give up." – Jimmy Valvano

"No one stands so tall as when they kneel to help a child." – Unknown

"Non Scholae
Sed Vitae Discimus"
\\|/

"We learn, not for
school, but for life."
– Lucius Seneca

Salary Requirement – Negotiable to Position (Prior Salary: \$73k)

April 26th, 2020





Holy Family School – Enter to learn, go forth to serve.

2606 Carpenter Rd SE • Lacey, WA 98503 • 360-491-7060 • holyfamilylacey.com

April 1, 2015

To Whom It May Concern:

This letter of reference will provide you with information regarding the performance of David Stone, Principal of Holy Family School, Lacey, Washington. David has been employed by the school since his arrival in June 2011. He is currently completing his fourth academic year as principal. Holy Family is a Level II Catholic elementary school founded in 1974. The school is approved by the Archdiocese of Seattle and remains accountable to the Archdiocese for its academic and religious education programs. The school, however, is incorporated as a Private Non-Profit corporation and operates under the governance of an independent Board of Directors. The school is accredited by the WCEA, the Regional arm of the NCEA (National Catholic Education Association).

Holy Family has had a history of significant enrollment fluctuation, reflecting changes in governance, leadership, staffing, and economic conditions. When David arrived in June of 2011, enrollment was at an all-time low of 62 students. This was primarily due to a lack of leadership and poor economics. Over the last four years, the school has shown a very positive trend in enrollment growth. At the start of this school year, enrollment was 101 students or 62% higher than the start of the 2011 school year. There are a number of reasons for this growth, but as the operational leader of the School, the Principal is the key person responsible for the day to day operations and is integral to the success of the school.

David possesses a number of skills and abilities that have resulted in some of the significant accomplishments in his tenure here at Holy Family:

He works collaboratively with the School Board in implementing the mission and philosophy of the school. He has built a good relationship with the Office of Catholic Schools of the Archdiocese. He has helped to rebuild the relationship with Sacred Heart Parish, Lacey which had been damaged by a Principal predecessor. Holy Family is not a Parish School but is affiliated with Sacred Heart and draws a number of its students from the nearby Parish which has no school. Both the Pastor and a Deacon of the Parish minister to the school for Mass and Prayer services on a regular basis.

He has shown his capability to hire and form a good team and staff. Annual surveys of his team are positive regarding his leadership, work environment and shared decision making. He revised and updated the teacher salary structure to more align with the local public school district and the Archdiocese.

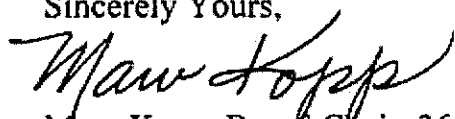
David is a strong controller, has good financial budgeting skills and operates according to an approved plan. He makes good recommendations for priorities, setting tuition rates, incentive programs and marketing activities designed to build enrollment. Since Holy Family currently has no Parish subsidy, the revenue is based on tuition, fees, fund raising, donations and grants. No grant writing existed prior to 2011. David has been the primary grant writer which has resulted in ongoing grant funding by three foundations over the last four years. The financial challenges at low enrollment levels make for a stressful and challenging environment for the Board and especially for the Principal. David has been successful in this tough ongoing environment.

David provides a spirit and climate for continued faith development of the School. He held a staff retreat to start the school year. Both he and the staff are attending catechetical certification trainings. The school itself has lots of examples of Catholic art and expressions in every classroom, hallway and outside. He actively promotes the faith on the website, in his weekly newsletter and uses the Family Life Curriculum.

A major accomplishment last year was the recent completion of the accreditation Self-Study by David and his team and the results given by the visiting accreditation team of the WCEA. The study was completed over the last 18 months and with a significant change in personnel during that timeframe. The visit last spring by the accreditation team went well and we received a new clean 6 year accreditation, given to the school last June when the final rating was announced. This is a major step up for the school which received a 6R rating in its prior accreditation 6 years ago. (6R= 6 year accreditation but with a mid-term review at the 3 year mark).

Over the last four academic years, David has provided a sense of stability to the school that only a Principal who cares deeply about the students and Parents he serves on a daily basis can provide. His presence, work ethic and leadership have been critical elements in our quest to return Holy Family to self-sustainability. In the future, please feel free to contact me regarding any questions you may have regarding the performance of Principal David Stone at Holy Family School, Lacey.

Sincerely Yours,



Marv Kopp, Board Chair. 360-280-9004

510 S. Camp Street
Seguin, TX 78155



Phone 830.379.1796
Fax 830.379.1797
www.saintjamescc.org

March 26, 2020

To Whom It May Concern,

This is a letter of reference regarding Mr. David Stone who served as principal at St. James from July 15, 2019 till March 6th 2020 of this year. While Mr. Stone served as principal, he was able to make the following accomplishments.

- Attended regular Mass on Saturdays at the parish at 4PM and Days of Obligation
- Mr. Stone was able to balance the budget of 160 students and stopped any additional borrowing from the church by the end of August 2019.
- Cleared up prior fiscal practices to make sure all families were on facts and accountable for their finances.
- Increased community awareness by St. James School banner displayed in the community and a movie theater advertisement of the local school that was produced by Mr. Stone.
- Refocused specialist teachers in technology, Spanish, and art to be on instruction, grades, and assessment versus participation only.
- Improved the school lunch program for the students
- Wrote an excellent weekly newsletter regarding the school and the parish.
- Mr. Stone edited the Admission/Enrollment materials, inclusive of adding family accountability requirements for service hours and fundraising. He also adjusted all of the tuition rates and registration fees of which such information came directly from him.

These are a few of Mr. Stone's accomplishments. If you need any further information, please feel free to call or write. My personal phone number is 830-556-3716 and my e-mail is henk73_9@hotmail.com.

Sincerely in Chris,

Dennis Darilek

Pastor

Sacred Heart Parish
P.O. Box 3805
Lacey, WA 98509-3805
April 3, 2015

To Whom It May Concern,

Re: David Stone

I am writing on behalf of David Stone. David is a parishioner here at Sacred Heart Parish in Lacey, Washington. I see him at Mass on weekends and at school Masses. He is a parishioner in good standing.

David is the principal at Holy Family School, a small non-parochial grade school, associated with the Archdiocese of Seattle. If I remember correctly he has been principal for four years. He has focused the Catholic identity of the school in a variety of ways: through a weekly newsletter to parents, monthly Catholic Mass by myself with full participation by the students, and a monthly Prayer Service by our parish deacon, Catholic Schools Week celebrations, Christmas school program here at the parish, celebration of Catholic feast days at school, food drives for the poor, etc. conducted by the students that benefit the parish food pantry. In my opinion the school has a strong Catholic identity thorough these activities and its religious education program. The school recently underwent its regular accreditation evaluation, and to my knowledge did well in regards to its religious formation program. I see a number of the students here at our Parish First Communion Program, the Jr. High Youth Group, and graduates at the Sr. High Youth group.

David does an excellent job in keeping me informed of issues at the school that might affect the parish or parishioners who have children at the school. In the past years the relationship between the school and the parish has improved in part because of his leadership.

If you have additional questions, please contact me at 360-491-0890 or frpatrick@3hearts.org.

Sincerely yours in Christ,

(Rev.) Patrick McDermott
Pastor

5933 Capitol Forest Drive SW
Olympia, WA 98512
April 3, 2015

To Whom It May Concern:

Re: David Stone

This letter is written on behalf of **David Stone** who is currently serving as principal at Holy Family School in Lacey, WA. The school serves students from pre-school through grade 8. Students come from the general Lacey population as well as from military families at close by Joint Base Lewis-McCord.

Holy Family School is an independent Catholic school in the Archdiocese of Seattle and is located within the parish boundary of Sacred Heart Catholic Church (Lacey).

David was hired as principal by the school board in the summer of 2011 and has served in that capacity for the past four years (2011-2015). He took over a school which was struggling to survive. There were approximately 60 students enrolled the year he assumed leadership. Because of his diligent work the enrollment has climbed to 100. While the school's financial picture is still uncertain, David has worked exceedingly hard to give this school a chance to survive.

One gets a clear picture of his commitment to this school when he voluntarily took a significant pay reduction this year to help the school have a more balanced annual budget.

David has requested a monthly Mass (presided by Fr. Patrick McDermott, Pastor at Sacred Heart) as well as a monthly prayer service (led by Deacon Terry Barber, Sacred Heart). Twice a month the students gather in the gym for these services.

David, a practicing Catholic, has sought closer ties with the Archdiocese of Seattle by attending meetings and seeking support for Holy Family School.

It is my pleasure to write this letter on behalf of David. I've found him to be hard working, devoted to his role as a Catholic school leader and one who enjoys being with children. I wish him the very best in the future.

You may contact me if you should be in need of further information. I've included contact information in my signature line.

Love, peace and joy in Christ,

Deacon Terry Barber
(360) 956-1999 (Home)
terry@3hearts.org (Work)
tbarbersfo@gmail.com (Home)



JAMES H. GREER

4213 Vashon Drive NE
Lacey, WA 98516
(360) 539-7722
Mobile (425) 241-3108
jhgreer@localnet.com

April 4, 2015

To Whom it May Concern:

It is my privilege to provide this letter of employment recommendation on behalf of David Stone.

I am the Controller/Business Manager for Holy Family school, and as such, I have had a close working relationship with Mr. Stone since his date of hire at Holy Family School in June of 2011.

Holy Family School was founded in 1974 and had an enrollment history of 140 to 170 Pre-K through 8th grade students until the 2009/2010 school year. Although the general economic decline beginning in 2008 was certainly contributory, the significant enrollment decline ending with 62 students in June of 2011 was deemed mostly to be the result of poor leadership, poor fiscal management, parental dissatisfaction, high staff turnover and a poor relationship with the local parish. Following David's arrival, enrollment has increased significantly, primarily as a result of his efforts toward leading the strengthening of the relationship bond between the school and the local parish, the parents of the students and the community at large. In addition to relationship repairs, he initiated needed and previously ignored staff reductions and reconfigured the 3rd - 8th grade program, identified new revenue streams, initiated grant applications, emphasized greater expenditure restraint with more frequent monitoring of fiscal management, and personally became more proactive in the school's marketing efforts.

Being a non-educator I cannot speak directly to David's skills/qualifications as an educational leader, however, administratively he is a disciplined organizer; he is fiscally aware, having led the School from the brink of insolvency to revenue/expense equality; he is an accomplished grant writer; he makes the difficult decisions relating to staffing levels and to student disciplinary needs; and he treats faculty, staff, parents and students respectfully, and most importantly, fairly.

I encourage you to seriously consider any opportunity David may pursue. I would be happy to discuss any questions you may have.

Sincerely,

James H. Greer





Archdiocese of Seattle, Office for Catholic Schools

ELEMENTARY PRINCIPAL EVALUATION REPORT

Principal: David Stone	School & City: Holy Family – Lacey
Pastor/PLD: Holy Family School Board (Marv Kopp, Chair)	Date: February 25 th , 2015
OCS Representative:	

Instructions: Please mark the level of achievement in each category using the following numbered responses.

1 = Consistently, 2 = Partially, 3 = Not at All, 4 = Insufficient information

This can either be marked prior to the evaluation meeting or during the meeting and discussion. An interactive version of this evaluation form is available from Office for Catholic Schools, which allows you to type in your comments.

A. Provides leadership in developing and evaluating the philosophy, goals, and objectives for the school.

- Collaborates with the pastor in implementing the mission and philosophy for the school
- Provides leadership and support for the accreditation process in the school (strongly suggested works on accreditation team for another school)
- Provides leadership and direction in implementing and following the SIP (School Improvement Plan)
- Collaborates with the Office for Catholic Schools in developing school programs, by participating in programs, meetings, etc.
- Convenes staff to promote the integration of the school's mission, goals and policies while promoting a work environment of collaboration, subsidiary, and shared decision making

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

David led the staff in the preparation, completion and review of the self-study and accreditation process which was completed post last year's evaluation in March. The School received a solid and clean rating for the next six years. The process reflected well on the school, David and his staff as a result of the comments from the accreditation team. David has built a strong relationship with Sacred Heart Parish and the OCS. He is a good leader and has annually worked to have a collaborative environment with his staff as they work to implement the SIP and Action plans.

B. Promotes ministry in the school as part of the mission of the parish.

- Promotes and supports coordination of Sacramental Preparation, Family Life Education, Safe Environment Training for volunteers, Youth Ministry, Altar Server training and scheduling with the parish staff and volunteers
- Encourages and provides opportunities for school families to participate in all areas of parish life
- Encourages parent volunteers to participate in parish committees, commissions and volunteer opportunities
- Participates in parish planning and serves as a member of the pastoral staff

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

David maintains a solid relationship with SH leadership. Fr Pat and Deacon Terry provide regular monthly Mass and prayer service at the school. The school participates in service projects for the parish homeless and food bank. An annual "Catholic Schools Week" breakfast was repeated again this January. David and his staff led a first time "Catholic Schools Info night" to promote Holy Family School to Sacred Heart Parents of Faith Formation Classes. It was a good first step in conjunction with John Paul II High School. About a 1/3 of Holy Family School families are parishioners at Sacred Heart. There is still opportunity to find ways to recruit more SH families as well as to have current Parent Parishioners become more active in their parish roles in the future.

C. Provides a spirit and climate for continued faith development of the school.

- Provides opportunity and has high expectation that teachers will attend Catechetical Certification trainings
- Provides and, when appropriate, leads retreat and prayer experiences with school community
- Begins all meetings with prayer
- Promotes a curriculum that integrates Gospel values
- Personally serves as a role model for leadership that is compatible with Christian values
- Encourages a physical climate that exhibits examples of Catholic art and expressions

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

David completed his own Catechetical Certification recently. Two other current staff are certified. All meetings begin with a Prayer. His weekly newsletter has regular features which serve as examples for faith formation and it is evident you are in a Catholic School as you visit the campus and stroll the halls and classrooms. The curriculum is well integrated with Catholic values.

D. Provides leadership for long-term planning for the school.

- Works with School Commission (in communication with other parish commissions and committees) for long range planning and goal setting
- Collaborates with School Commission in preparing annual budget and setting priorities
- Works with Development (Committee and/or staff and volunteers) to develop a long range financial plan for the school including fund solicitation, fund raising, alumni development and endowment programs

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

David works with the Board on the financial plan for the school. Because of the fiscal situation we are in, the Board has been working on a year to year basis to continue operating the school. There is a multi-year financial plan but no long range strategic plan in place except to continue to build enrollment and find the money to continue operating. David makes recommendations to the Board on Priorities, the two major fund raisers and some attempts at alumni development. There is no endowment program in place. The Board is currently evaluating options for future operations (1/2-time principal) which were initiated by Principal Stone. David is a skilled grant writer.

E. Effectively develops & administers the school budget.

- Oversees the development of an overall financial plan for the school
- Collaborates with the School Commission in preparing annual budget and modifying it as needed

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

David develops the annual budget and operating plan. He and the controller monitor and report progress against plan monthly and YTD. David is good at maintaining strong fiscal controls and runs a tight ship which is absolutely required in the current situation. He makes recommendations regarding tuition rates, incentives and other fiscally related matters. The school has successfully operated according to plan for each year Principal Stone has been in his role.

F. Provides for smooth day-to-day operation of the school.

- Oversees the development and maintenance of accurate and current student records and files
- Ensures the preparation and submission of all necessary reports to the state and Office for Catholic Schools in a timely manner
- Creates plans, schedules, a yearly school calendar, events, assemblies, enrichment opportunities and communicates these to staff, parish and families in a regular and timely fashion: (keeping a balance to provide time for quality educational time)
- Works with maintenance staff and volunteers to ensure that the physical plant is clean, secure and safe
- Follows policies and procedures of the Archdiocese and outlined by the Office for Catholic Schools, while aligning local policy manuals to be in compliance

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

The School's records and files are in good order. David oversees the office admin person. Any required reports are completed in a timely manner or ahead of schedule. The school calendar is created and communicated well in advance and the weekly newsletter and manila envelopes sent home are consistent methods of communication from school staff to parents. The physical plant is old but clean, maintained, secure and safe. There is good rapport with the OCS and any state agencies and I believe the school to be in compliance with all required policies and procedures. Principal Stone spends a lot of "face time" every day in his time on the playground and during drop off and pickup times. The Christmas program, 8th Grade graduation, Science Fair are examples of events, assemblies, etc. that are well organized communicated and implemented effectively. Staff evaluations also reflect smooth day to day operations.

G. Provides professional development opportunities for faculty and staff.

- Provides for instructional resources and professional development opportunities while encouraging staff participation in personal and professional development
- Teachers participate in Archdiocesan in-service, workshops, conventions and convocations
- Teachers and principal maintain memberships in local, state or national professional organizations

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

Feedback from his staff indicates that they feel professional development opportunities are made available to them. There is little or no funding available for outside development activities but there is in-service time and other resources available and teachers are made aware of professional development opportunities and responded positively when asked about professional development for themselves.

H. Supervises faculty & staff performance effectively.

- Ensures the supervision of certified and support staff, minding policies outlines in the Catholic Schools Policies and Procedures Manual
- Is responsible for terminating staff when necessary, following policies and in consultation with the Catholic Schools Department

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

David is an effective leader and has demonstrated that in each of his four years at the school. He initiated a necessary termination and replacement with a teacher mid-year and is mindful of OCS policies in these matters. The evaluations returned by his staff reflect the positive qualities he possesses regarding overall operation of the school and providing the right climate for academic growth and his care and concern for the students. They also reflect in some ways, that running a school in such a tight fiscal situation is tough to do while trying to maintain an upbeat and positive environment with your team.

I. Treats all constituents with respect.

- Ensures the development and maintenance of effective communication systems between parents, teachers and school administration through regular written and verbal communication through
- Provides for regularly scheduled meeting opportunities for parents and teachers
- Ensures the development of policy and procedures for disciplining students that incorporates the value of justice while promoting positive discipline and clear consequences for inappropriate behavior (parent communication is primary to positive discipline procedures)

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

There is an active PA (parent association) in place. David facilitates regular meetings with the PA, the Auction committee, the board, parents and staff. He does not hesitate to address any discipline issues or to meet with parents one on one. I believe he is respected by the individuals and groups he interfaces with and in turn shows respect for them. He should continue to be aware that on occasion his teasing it can be misinterpreted. The weekly newsletter, manila envelopes, website, parent handbook, etc. are all systems in place and maintained to promote effective communications.

J. Communicates effectively with:

- Has good written communication skills, uses a weekly (or bi-weekly) newsletter to staff, pastor, parents and School Commission
- Returns phone calls, emails and messages in a timely manner
- Uses skills to facilitate and support communication between all members of the school and parish communities, can help resolve communication issues when they arise

Faculty/Staff	Pastor/PLD: 1	Principal: 1	OCS Rep:
Parents	Pastor/PLD: 1	Principal: 1	OCS Rep:
Commission (HFS Board)	Pastor/PLD: 1	Principal: 1	OCS Rep:
Pastor/PLD (Fr. Pat)	Pastor/PLD: 1	Principal: 1	OCS Rep:
Students	Pastor/PLD: 1	Principal: 1	OCS Rep:
Parish staff (Deacon Terry)	Pastor/PLD: 1	Principal: 1	OCS Rep:

Comments:

David writes well, communicates effectively and promptly, and facilitates issues if they arise.

K. Establishes a school climate conducive to the learners' academic growth.

- Ensures the development and implementation of a comprehensive curriculum program that complies with Archdiocesan and state standards
- Implements instructional goals and objectives for each grade
- Evaluates and assesses student achievement through both standard and individualized assessments and results are shared with parents
- Provides leadership and direction in implementing the School Improvement Plan as part of the Accreditation process

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

As previously mentioned, the self - study and the accreditation process were excellent reinforcement for the academics of the school and the follow up action items speak well for ensuring the curriculum program is in compliance and in good order. There are instructional goals and objectives for each grade level. Principal Stone is the primary reason for the success of the process. ITBS scores as well showed improvement this year over last year based on the average grade level achievement against the national norms.

OVERALL: This year the performance of the principal meets expectations.

Principal Rating by Pastor/PLD: 1 = Consistently Principal: 1 = Consistently OCS Rep: _____

Comments:

Holy Family is pleased and blessed to have Principal Stone for this year and for all of his prior years here. His commitment of service primarily to his students and staff are outstanding. He inherited a turnaround situation four years ago. He has put the school operations in order and set the school on a track for future success. He has made significant personal sacrifices the last two years in time, talent and especially treasure. We would be pleased to have him return if that can be facilitated.

Signatures:

Mawin Kopek
Pastor/PLD Board Chair
Date: 2-25-15

David J Stone
Principal
Date: 02-25-15

OCS Representative
Date: _____



Peace Corps Mongolia
ЭНХ ТАЙВНЫ КОРПУС

June 22, 1995

To Whom It May Concern:

David Stone asked me to write a personal letter of recommendation for employment purposes. I have known David for the two years he was a Peace Corps Volunteer in Mongolia.

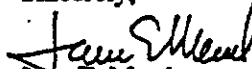
David began service in Mongolia during a very complex period of political, economic, and social transition. As a new teacher, he was assigned to one of the most respected secondary schools in Mongolia. His school specializes in foreign languages and enrollment is very competitive. David has worked successfully with his Mongolian counterparts, his students, and other volunteers to develop an excellent English language program at his school. David's accomplishments did not come easy in a society undergoing continual transition and in an organization just beginning to develop an English program.

In the two years that David has taught in Mongolia, he has continued to work hard to refine his professional skills. He is a determined learner who benefits from experience and from feedback from his supervisors and peers. He is an enthusiastic and highly motivated teacher and has demonstrated resourcefulness and creativity in his classwork and secondary projects. His students are enthusiastic about his classes and his professional abilities are respected by his students, peers, and supervisors.

David has demonstrated a strong, goal oriented work ethic. He is a logical thinker with good organizational skills and is verbally articulate and clear and concise in his writing. David would bring some interesting experience and insight to any organization and I have no doubt that he is dedicated to professional growth. I would highly recommend David for employment in any organization which values an aggressive, committed employee with good leadership potential.

This recommendation is personal and does not reflect the views of the United States Government or the Peace Corps.

Sincerely,


Jean E. Mead
Country Director

Peace Corps of the United States
P.O. Box 1036 • Central Post • Ulaanbaatar 13 • Mongolia



ALCOTT ACADEMY

WICHITA PUBLIC SCHOOLS
3400 E. Murdock
Wichita, KS 67208

Phone (316)833-2600 973-2600
Fax (316)833-2618
Email vrivero@fn.net

1993-2002
Rec's

January 30, 1999

TO WHOM IT MAY CONCERN:

I am writing this letter on behalf of David Stone, who has taught language arts at Alcott Academy since August, 1997. Since his arrival Mr. Stone has made many positive contributions to this school, both in the classroom and to the school in general. He is well-liked by students. Students have come to know that he has high standards for behavior and performance, yet is understanding and approachable. His classes are interesting because he brings in a variety of learning activities and experiences. He uses humor in keeping students on-task. The atmosphere in his classroom is purposeful, busy and engaging. He structures his classroom environment so that students are engaged in learning from the time they enter.

As a staff member, Mr. Stone is supportive and positive. He is creative and willing to assist in seeking new resources, programs and approaches to building needs. One example is his willingness to review and edit grant applications seeking funding for all areas of the building. Mr. Stone has been of great assistance because we as a staff have a high rate of success in securing grants. Recently, Mr. Stone helped plan and seek resources for students who will participate in a field trip to San Antonio; the trip is both educational and a reward for students who attain desired goals. Even though the trip will happen over spring break, Mr. Stone has also volunteered to accompany the group and assist with supervision. He drives students to events, basketball practice and other activities that are clearly above and beyond any expectation of a staff member. For these and many other reasons, David Stone has become an invaluable member of the Alcott community and his presence will be sorely missed.

Mr. Stone is clear and confident in his communications with students, parents and staff. He is knowledgeable of district and building policy and is careful to operate within them. His knowledge of his subject area is excellent. David has created a complete curriculum for seventh and eighth grade students using the district course and grade level goals and objectives. Alcott Academy is an alternative program for at-risk students who have not been successful in comprehensive middle schools; to reach these students Mr. Stone has sought a variety of literature resources, and designed various activities to demonstrate achievement of district goals and objectives for seventh and eighth grade. He responds quickly to any request, and does not wait to be asked to contribute when he sees a need for assistance.

Mr. Stone has expressed a desire to work with students in addressing behavioral concerns during his planning period because he has a strong interest in administration in the future. His organizational skills are quite good; he utilizes time and other resources well and thoroughly.

Please contact me if you have further questions.

Sincerely,

Vicki Rivero

Vicki Rivero
Principal

Astoria Middle School

1100 Klaskanine Avenue • Astoria, Oregon 97103 • (503) 325-4331 • Fax (503) 325-3040

Scott Lane
Principal
Robin Andrea
Assistant Principal
Donna Carson
Counselor
Jason Dortch
Counselor
Betty Barnes
Music
Todd Barnes
Mathematics
Bill Berg
Health
Dana Berny
Language Arts
Molly Boyd
Science/6th Grade
Tighe Davis
Mathematics/6th Grade
Candy Drury
Mathematics
Jon Gabriel
Mathematics/Computers
Lisa Gillette
Science/Mathematics
Deborah Hamlin
Special Needs
Janice Hamontree
Band
Cynthia Harber
Physical Education
Matt Hensley
Social Studies
Heather Hummell
Language Arts/
Social Studies
Molly Hunter
Art/6th Grade
Robert Hunter
Science
Demi Johnson
Chapter 1
Colleen Keenan
6th Grade
Brenda Killin
Mathematics/Science
Doug Knight
Language Arts/
Social Studies
Jordan Martin
Media Specialist
Mark Mayko
Resource
Dana McMakin
Computers
Barbara Miller
Mathematics
Linda Noack
Life Skills
Howard Rub
Physical Education
Rebecca Senggeorge
Art
Ralph Steinback
Mathematics
David Stone
Language Arts/
Social Studies
Gordon Thomson
Physical Education
Colleen Tilley
Physical Education
Marlene Trigg
Strings
Jacque Velzy
Science
Terry Yokum
Industrial Arts/Spanish
Dianna Young
Resource

Letter of Recommendation for David Stone

June 13, 2001

Dear Readers:

My name is Jason Dortch and I was a school counselor at Astoria Middle School. I had the privilege of working with Mr. Stone for two years. I can easily say that Mr. Stone has been a real asset to both our students and staff.

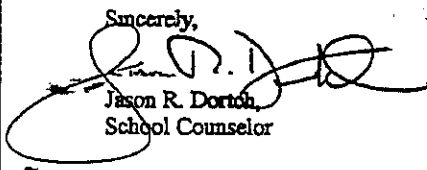
David has been very instrumental in finding alternative activities for our students. One particular activity that proved to be very successful was a model/rocket club. This club allowed students to work together and develop teamwork. Many of the students who participated were individuals who were troubled and had attendance problems. However, it should be noted that student absenteeism declined during their involvement in the afternoon model/rocket club.

Mr. Stone also volunteered to coach the community tournament basketball team. This proved to be a great experience for both Mr. Stone as well as his 8th grade players. All who participated learned the value of teamwork, exhibiting a positive attitude, and the importance of trying one's best regardless of circumstances.

One of Mr. Stone's greatest assets is his fine reputation when it comes to classroom management. I have seen firsthand how he is able to facilitate both curriculum instruction and a positive classroom learning environment. He is very receptive to feedback from students and quick to respond to their needs. Finally, Mr. Stone consistently demonstrates a strong knowledge of his subject matter.

David is a fine human being and one whom I would recommend highly. His sense of humor is contagious and one that will rub off on everybody. Our school's loss will be another school's gain. Please feel free to contact me at Five Oaks Middle School (503) 533-1890 should you require anything further.

Sincerely,


Jason R. Dortch
School Counselor

February 18, 2006

To Whom it May Concern:

David Stone has been the principal at our pre-K through 8th grade school for the past four years. In these four years he has matured and developed his own style. He personally greets the children and parents as they arrive each school morning. He makes numerous visits to the classrooms and the playground during recess and lunch times. He has initiated and sponsored a student jump rope contest. This was originally for the upper grades but when the little ones complained he listened to them and composed another contest for them. He takes the winners out to lunch or provides a pizza luncheon for them at school. He has initiated a Principal's Award for the students who do well each semester academically and with behavior. He takes them out for lunch. This has motivated many students to try harder. He resurrected our Student Council and runs the meetings himself. He takes the Student Council once a month to an old folk's home in town where they have established meaningful relationships with the older inhabitants of the rest home. I have taught for 26 years, was a mentor teacher and teacher training teacher in Los Angeles Unified Schools and I feel that David Stone has a very accurate grip on the teacher evaluations. His recommendations for improvement are appropriate and insightful. He exhibits good teacher-principal relations along with great rapport with students of all ages. He runs faculty meetings in an organized, efficient way. David delegates jobs and shares the responsibilities and decisions with his teachers. His agenda is published previously to all meetings and communication with the faculty is well in advance of any upcoming activities or obligations. His door is always open and two-way communication is encouraged. David has begun a Development Committee to increase community involvement in our school and to originate ideas for school growth and publicity. David Stone has a lot to offer a school and I would recommend David Stone for the position of principal.

Sincerely,

Mrs. Terri LaMasa (541-727-1023)

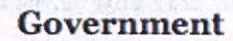
February 12, 2005

To whom it may concern:

I am the current Pre-K and Kindergarten teacher at St. Anne Catholic School in Grants Pass, Oregon. Mr. David Stone has been the Principal for the past three years. He has asked that I give a letter of recommendation for him to help in seeking a future position. The first year that Mr. Stone came to our school I found him to be self-confident, prompt, creative and a likeable person. With his large stature and deep voice he gave the impression of authority and of someone who would be a respected leader. He has grown in experience to support those qualities during his work at St. Anne and will continue to excel in these areas. - The first time Mr. Stone entered my classroom for a visit it appeared that he was a bit overwhelmed by my "little ones" and the depth to which one must handle 4 and 5 year olds in a classroom situation. He was most willing to discuss these procedures and has since learned to work very well with all of the students no matter what their age. He has become the favorite visitor to our class and to others in our school. My children love to share their accomplishments with him, to sing a new song, read to him or share their worksheets with him. They especially like to have him come to read a story during our story time. Mr. Stone has provided many incentives for our students to participate in that help to encourage excellent scholarship, behavior and self worth. The students work diligently to receive an Awesome Angel Award and receive an invitation to have lunch with Mr. Stone. When Mr. Stone came to our school we had just removed antiquated playground equipment with the hopes of obtaining new equipment in the near future. Our financial resources were small and the needed excavation were stumbling blocks for us to overcome. Mr. Stone was instigative in acquiring appropriate help both financially and in manpower and we now have a beautiful play structure that all of the school enjoys. It is with mixed emotions that I write this recommendation for Mr. Stone. He has grown so much in his administrative skills and has offered a wonderful school atmosphere both physically and academically. St. Anne Catholic School has benefited by having Mr. Stone as Principal for the past three years.

With respect,

- Mrs. Patricia Hopkins, NCEA Regional Teacher-of-the-Year 2003 (541-955-9593)



AAA

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

5/9/2020, 10:42 AM

KCW-Resume_1_.docx

 Preview Download

Text Only Resume

Dear Hiring Committee,

Thank you for the opportunity to apply for the City Manager position with your exceptional town. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the position, and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully complete this job adeptly and perform above your expectations.

I am a hard-working professional who has been consistently praised as a leader by my co-workers and management. Over the course of my 16-year career in the customer service industry, I have developed a skill set directly relevant to your City Manager position that you are hiring for, including budget oversight, sales, human resources, marketing knowledge and customer satisfaction.

Overall, I have consistently demonstrated exceptional communication, leadership, and problem-solving abilities in every aspect of my Club Operations Manager role at Lakewood National Golf Club, and I invite you to review my detailed achievements in the attached resume.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me at (941) 730-9610 or via email at kwilking6@gmail.com to arrange a convenient meeting time.

Thank you for your time and consideration, and I look forward to hearing from you soon.
Sincerely,

Keith C. Wilking

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Tom Condron

Relationship: Former Employer
Years Known: 10

Phone: 941-920-6904

Doug Deirdorff

Relationship: Business Associate
Years Known: 6

Phone: 941-302-1098

Jess Ladika

Relationship: Business Associate
Years Known: 15

Phone: 941-504-8386

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) *	The most important elements of the City Manager position is to preserve, protect and manage the town's assets while continuing to enhance the lives of the residents.	
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) *	One major professional accomplishment that best demonstrates my abilities was the back to back successful PGA tour events at our Club. The events took over our Club for 8 full days. We ran all of the concessions, player's food, ground maintenance and spectator functions. The event was the most successful 1st year event and labeled the Augusta National of the Web.com Tour.	
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 make sure to listen to all sides of the policy and that I have all of the facts. I would then ask specific questions about the policy and its intent that would help prove my side of the 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) *	My leadership philosophy is to lead by example and action.	

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) *

The main areas of the job description that I have particular experience with is financial oversight, budgetary process, maintenance/asset presentation, and personnel growth/management.

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? *	05/01/2020	
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. *	N/A	

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: *	GAAP knowledge, Loan procurement, and reserve studies.	
What type of computers and software have you used? *	All Mircosoft system and software, Mac Books, various Point of Sales software, TOPS, and EZ Suite software.	
Other qualifications specific to this position? *	Extensive knowledge of project management with a focus on asset preservation.	
List any certifications you have received: *	FL CAM licensee #41557	
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 *	Thorough knowledge and experience with formulating multi-departmental budgets and monthly financial oversight.	
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	Yes	

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: Keith Cameron Wilking

Date: 2020-03-31 07:22:33pm

IP Address: 47.202.163.87

Signature

Date



Keith Cameron Wilking

1007 83rd Street NW
Bradenton, FL 34209
(941) 730-9610 kwilking6@gmail.com

CAREER OBJECTIVE

To obtain a leadership position with an exceptional community that will allow me utilize my vast experience in finance and management to help lead and propel that community for years to come.

EMPLOYMENT EXPERIENCE

Club Operations Manager/Community Association Manager May 2018 to Present
LAKEWOOD NATIONAL GOLF CLUB--ICON MANAGEMENT – Bradenton, FL

- Work directly with the Board of Directors/Developer to insure the successful operation of the Community. Executes the essential function of Club Manager/CAM responsibilities at all times.
- Responsible for all Club maintenance and services for the club. Assures that the needs of the members and guests are always exceeded.
- Investigate complaints, disturbances and violations and resolve problems following club rules and regulations.
- Inspect grounds, facilities, and equipment routinely to determine necessity of repairs or maintenance.
- Solicit and analyze bids from contractors for repairs, renovations, and maintenance.
- Plan, schedule, and coordinate general maintenance, major repairs, and capital improvements.
- Prepared the annual \$10 Million dollar multi-departmental budget for the Club's operations.
- Submitted both weekly and monthly financial reports and property inspections for the Club.
- Monitors and takes corrective action as necessary to assure that budgeted sales and costs are attained.
- Coordinates, plans and development of menus and community sponsored events.
- Successfully opened the community restaurant with 125 seats and post yearly sales of \$1.4 Million, exceeding budget figures by \$500,000.
- Oversees the daily operations of Food & Beverage, Golf Shop and Golf Maintenance to ensure the optimal level of service is being provided.
- Ensures that all legal requirements are met for clubhouse operations, including but not limited to: wage and hour and federal, state, and/or local laws pertaining to alcoholic beverages.
- Recruits and hires staff for all operation positions.
- Assures the effective orientation and training of all new staff and ensures that professional development activities for experienced staff are implemented.

Community Association Manager- Vice President of Operations May 2013- May2018
HOLMES BEACH PROPERTY MANAGEMENT- Bradenton, FL

- Advised the boards of directors for 15 properties on legal, accounting, property maintenance/enhancements, and customer service issues.
- Continuously inspected properties and addressed all concerns with vendors and report status/progress to the boards of directors on a regular basis.
- Have open and constant communication with all board members, owners/residents, and renters regarding their concerns for their community through websites, newsletters, mass e-mailings, and in person.
- Personally oversaw all safety and enhancement projects for properties to ensure proper completion and board satisfaction.
- Internally hired all office staff for the company. Positions included administrative assistants, association managers, and bookkeepers.
- Internally assisted with all components for the business; software updates, technology improvements, office disputes, budget preparations, invoicing, marketing, banking, and business planning.

Financial Advisor

August 2012- May 2013

EDWARD JONES FINANCIAL- Boulder, CO

- Assisted clients by delivering personalized investment solutions in order to meet and exceed their long-term financial goals
- Continuously developed client relationships and trust
- Assisted in building and managing a local Edward Jones Branch
- Worked all local leads to further business development in my target area

Inside Sales/Purchasing

December 2011-June 2012

WURTH: ACTION BOLT & TOOL-Bradenton, FL

- Worked closely with outside sales representatives to fulfill client orders
- Ensured prompt and accurate sales orders
- Answered numerous daily client calls to execute their sales orders
- Solicited new leads on a weekly basis to expand the business and increase sale figures
- Delivered top tier customer service to all levels of clients

Operating Manager/Bartender

June 2005-December 2011

RASHER TIERNEY'S PUB-Bradenton, FL

- Executed nightly closing procedures and responsibilities
- Handled cash, credit card batch processing, bank deposits, employee training, and order liquor/food products
- Ensured guest satisfaction through a friendly, clean and entertaining atmosphere
- Built and strengthened guest relationship to grow our brand and increase sales

EDUCATION**Bachelors of Science in Finance**

Graduated May 2011

UNIVERSITY OF SOUTH FLORIDA, Tampa, FL

- **Financial Policies and Strategies**
- **Financial Institutes and Markets**
- **Capital Assessment Pricing Management**

Bachelors of Science in Management

Graduated May 2011

UNIVERSITY OF SOUTH FLORIDA, Tampa, FL

- **Organizational Behavior and Analysis**
- **Management Strategies and Ethics**
- **Human Resource Management and Development**

Associates of the Arts

MANATEE COMMUNITY COLLEGE, Bradenton, F

Graduated May 2008

PROFESSIONAL SKILLS PROFILE

- Budget Planning
- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Bank Reconciliation
- Strong Room expert
- Payroll Oversight
- Cost of Goods Sold
- Asset Management Planning and Capital Preservation
- Exceptional Customer Service and Communication
- Great at multi-tasking and Superb Organization
- Vast knowledge of TOPS software/accounting
- Accounts Payable & Receivable
- In depth ability with EZ Links/IBS software
- Human Resource Management
- Extensive F&B knowledge and expertise

LICENSES

Florida CAM License #41557

CAREER EVENTS

I had the honor and privilege to manage the successful operations for the inaugural 2019 LECOM Suncoast Classic PGA tournament (Web.com). This high level event hosted and catered to 160 professional golfers, over 30,000 spectators, 450 volunteers and 150 staff members throughout the week.

With the huge success of the first year LECOM Suncoast Classic PGA tournament, I had the second year task to deliver another phenomenal event. The 2020 event was visited by nearly 35,000 spectators, 600 volunteers and 200 staff members. Our course conditions and operational expertise made us known as the “Augusta National” of the Korn Ferry PGA Tour, a truly great comparison in the golfing world.

REFERENCES

Reference available upon request





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 19-Apr-2020

AAA

Darcy Allen

📞

(248) 707-4452

✉

darcykuhn21@gmail.com

🏠

303 prospect street apt 1

Honolulu, HI 96813

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Glassdoor - apply

Employment History

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

Bank of Hawaii - Current Employer

Job Title: Senior Auditor

Dates Employed From: Feb/2020

Dates Employed To: Currently Employed

Employment Length: 0 years, 3 months

Duties: Lead bank wide audits

Reason For Leaving: Currently Employed

Supervisor Name: Maria Montero

Address: Honolulu, HI, UNITED STATES

Phone: (808) 655-4080

Ending Rate of Pay: 90000

May We Contact? No

23



First Hawaiian Bank

Job Title: Quality Control Manager

Dates Employed From: Mar/2017
Dates Employed To: Feb/2020
Employment Length: 2 years, 11 months

Duties: Lead Quality Control and Compliance Team, created new innovative procedures based on QC reviews, met with managers to implement new ways of training and doing things, created company wide trainings and gave trainings, lead projects within division to completion.

Reason For Leaving: New opportunity

Supervisor Name: Tony Au

Address: Honolulu, HI, UNITED STATES
Phone: (808) 545-5440
Ending Rate of Pay: 80000
May We Contact? Yes

Army National Guard

Job Title: 88M

Dates Employed From: Aug/2013
Dates Employed To: Aug/2019
Employment Length: 6 years

Duties: Transport troops, weapons, equipment and food. Conduct trainings for troops. Provide leadership for troops.

Reason For Leaving: Contract ended

Supervisor Name: Captain Kwak

Address: Honolulu, HI, UNITED STATES
Phone: (808) 464-8273
Ending Rate of Pay: 3200 a month
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.

Adrian College | College or University

Degree: AA
Major: Communications and 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

Darcy_Allen_Resume.pdf

Link

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.

Tony Au

Relationship: Previous Manager
Years Known: 3

Phone: 8087815588

Joyce Borthwick

Relationship: Previous Manager
Years Known: 3

Phone: 8082820660

Nikki Stern

Relationship: Personal
Years Known: 15

Phone: 2486316622

Job Questions

Clty 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) *	I believe that the most important elements of being a city manager are integrity, active listening skills, collaboration, strong communications skills, trustworthiness and have an approachable character.	
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	I implemented and oversaw revised Processes and policies that increased employee performance and decreased cost and errors for the company within my previous job. The revised policy I am most proud of was the revised compensation project that I oversaw to completion which helped decrease	

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) *

employee errors.

I would carry out the policy direction of the city council regardless if I personally agree or disagree with the policy as long as what they are directing to be implemented is: – Legal. – Ethical. – Within their/the city's authority.

My leadership philosophy is to always “lead from the front”. This means to never ask someone to do something I my self wouldn’t do, to always utilize active listening skills, to understand that my way may not always be the right way and to always collaborate, to always do the right thing, to be emotionally intelligent and to always be approachable for anyone to come and talk to.

The job description mentions administration of all City services, in my previous roles I have been responsible for administering all internal policy and procedures as well as external rules and regulations. The job description also mentions supervision of department staff, I was responsible for Supervising the Quality Control and Compliance staff within my last company.

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	No	

upon employment) *

On what date would you be available for work? * 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. *	Army training	
Describe any job-related training received in the United States military. *	Basic Training, AIT,	
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: *	Leadership skills, writing skills, coding skills, finance skills, auditing skills.	
What type of computers and software have you used? *	Windows and Apple.	
Other qualifications specific to this position? *	N/A	
List any certifications you have received: *	SIFT	

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 a great leader and I am excited by the idea of being able to help your community.

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.

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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 Allen
Date: 2020-04-19 07:21:14pm
IP Address: 72.130.246.18



Signature

Date





DARCY ALLEN

QUALITY CONTROL MANAGER

CAREER OBJECTIVE

I am a detail-oriented professional with 8+ years of professional experience and a proven knowledge of Quality Control, Data Analysis, Compliance and Project Management. I am aiming to leverage my leadership abilities, my excellent understating Business Operations and Process Improvement in order to successfully fill a position at your company.

PROFESSIONAL EXPERIENCE

QUALITY CONTROL MANAGER

First Hawaiian Bank, Honolulu, HI / Mar 2017–Present

- Succeeded in leading and coaching the Quality Control Team by setting team goals, creating a healthy team culture and creating clear expectations.
- Oversaw the completion of Quality Control reviews on 100% of files (Pre and Post Funding QC/Compliance and Credit checks)
- Analyze data gathered and develop insightful solutions or alternative methods of proceeding.
- Document findings of study and prepare recommendations for implementation of new systems, procedures, or organizational changes.
- Collaborated with other teams, managers and Senior Leadership to streamline communication and operational functions/projects/training.
- On boarded and oversaw the training of new Quality Control staff.
- Lead the Compensation Analytical Project to completion, which improved defect rates and accountability across the division.
- Created strategic, operation and key performance indicator reports to measure organizational performance.
- Completed all Broker Reviews and Approvals.

88 M

Army National Guard, Jackson MI / Aug 2013–Sep 2019

- Transported Troops, weapons and equipment while maintaining license and certifications.
- Provided training as needed, issued written and road tests and completed any other duty required.
- Volunteered during Flint water crisis to help the citizens of Flint MI.
- Created training classes, seminars and tests to help improve new soldier performance.

LOAN PROCESSOR II

Honolulu Home Loans, Honolulu, HI / Jul 2016–Feb 2017

- Processed 2-3 Loans a day, including pre-underwriting files. Loans included were Conventional, FHA, VA, USDA and Jumbo.
- Maintained an average of 20 loans within my pipeline at a time.
- Analyzed errors made by Loan Officers and created reports and training based on highest trending errors.
- Communicated effectively with clients.

SENIOR CLIENT CARE SPECIALIST

Quicken Loans, Detroit, MI / Aug 2014–Sep 2015

- Collaborated with Team Lead to organize, create and deliver exceptional training classes.
- Maintained, on average, 350 clients in my pipeline at a time. Created excellent client service for every client, every time; no exceptions.
- Processed all loan types including FHA, VA, Jumbo, and conventional.

CONTACT

✉ darcykuhn21@gmail.com

☎ (248) 707-4452

📍 303 Prospect St Honolulu, HI, 96813

EDUCATION

ADRIAN COLLEGE

Adrian, MI

AA Communications and English
(April 2011)

CORE QUALIFICATIONS

- Analytical Skills
- Project Management Strategies
- Employee Training and Development
- Excellent Communicator
- Reporting within Excel, R, SQL and Python
- Data Analysis

ADDITIONAL SKILLS

- Leadership
- Emotional Intelligence
- Collaboration
- Effective Communication
- Insightful Solutions
- Exceptional Problem Solver
- Excellent Judgement
- High Attention to Detail

HONORS AND AWARDS

Leadership Circle of Growth
First Hawaiian Bank

Battalion Coin
HI Army National Guard

Exceptional Client Service Award
Quicken Loans

REFERENCES

References available upon request





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 07-Apr-2020

AAA

Barry Artz

(662) 251-4787

barryartz@gmail.com

1200 12th Street North

Columbus, MS 39701

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Indeed - apply

Employment History

No Employment History

Education

No 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	602
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Barry Artz PE Resume.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.

Tommy Forrester

Relationship: colleague
Years Known: 7

Phone: 662.386.7130

Lynn West

Relationship: colleague
Years Known: 7

Phone: 662.386.0480

Bob Latham

Relationship: Personal
Years Known: 45

Phone: 6622514787

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) *	Among the responsibilities of a professional local government manager is the role of maintaining a positive relationship with the governing body and working with them to enhance their work. I would argue that this is the most critical role for the manager in a council-manager government. A strong manager with a poor relationship with the elected officials will not succeed, and a strong council that does not have a good relationship with the manager will not be as effective in accomplishing its goals.	

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 extensive background in construction, infrastructure, and experiences of running my own business. These three experiences provide the necessary background to be instrumental in managing a 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) *

Provide a meticulous researched set of facts and data that will support my opinion and work closely with the city council to reach an amicable compromise.

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) *

Team approach. All leaders are only as good as the people they surround themselves with. A good leader should be able to adequately generate the "buy in" mentality of personal responsibility through the understanding of a wide demographic of people.

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) *

The ability to access all job responsibilities from my training and experience

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	Yes	

because of VISA or Immigration Status? (Proof of citizenship or immigration status will be required upon employment) *

On what date would you be available for work? * 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. *	see resume	
Describe any job-related training received in the United States military. *	see resume	
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. *	see resume	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	see resume	
What type of computers and software have you used? *	see resume	
Other qualifications specific to this position? *	see resume	
List any certifications you have received: *	see resume	

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 *

see resume

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

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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: Barry Artz
Date: 2020-04-07 09:06:35am
IP Address: 69.233.143.97

Signature

Date

BARRY ARTZ, P.E.

Senior Project Manager / Operations Manager

Columbus, MS 39701

barryartz@gmail.com

(662) 251-4787

Barry's 20 years of engineering experience from design to construction lends itself as a reflection of the vast knowledge required to applicably assess and implement the necessary measures involved with an multi disciplined project management

Willing to relocate: Anywhere

Authorized to work in the US for any employer



WORK EXPERIENCE

Senior Project Manager / Operations Manager

Trans4Fed LLC

2019 to Present

Responsibilities Include but not limited to:

- Plan work
- Submittal Management all projects
- Procure equipment and materials for Jobsite
- Evaluate budgets and estimates for efficiency and production
- Liaison between upper management and Client
- Dispute management on changing project conditions
- Review of subcontractor agreements and vendor purchase orders
- Management of Assistant Project Managers/Engineers
- Hire / Manage Field Staff
- Lead Estimator for all projects
- Design Build Proposals/Approvals
- Purchase Order Management
- Contract Review and Negotiation

Senior Project Manager

Gregory Construction

2014 to 2019

Responsibilities Include but not limited to:

- Plan work
- Submittal Management for defined projects
- Procure equipment and materials for Jobsite
- Evaluate budgets and estimates for efficiency and production
- Liaison between upper management and Client
- Dispute management on changing project conditions

- Review of subcontractor agreements and vendor purchase orders
- Management of Assistant Project Managers/Engineers
- Lead estimator on Municipal Airport Capital Improvement Projects
- Design Build Approvals
- Purchase Order Management
- Contract Review

Project Engineer

Layne Christensen Construction - Gulfport, MS
2013 to 2014

Project Engineer Stennis Space Center NASA
Responsibilities Include but not limited to:

- Material Procurement
- Submittal production
- Procure equipment and materials for Jobsite
- Jobsite monitoring/testing (SWPPP, Seismic)
- Drafting
- Admin

Family Owned Retail Business

Self-Employed

Self-Employed - Columbus, MS
2003 to 2013

Meta Building Design Engineer

Ceco Engineering
2001 to 2002

Roadway Design Engineer EIT

MDOT
1994 to 2001



EDUCATION

B.S.C.E. in Civil Engineering

Mississippi State University
1988 to 1994



SKILLS

- AutoCAD
- Project Management

- RS Means Estimating
- Plan Swift Takeoff
- Primavera P6
- Construction Experience
- USACE RMS - Resident Management System (2 years)

①

----- ADDITIONAL INFORMATION -----

Barry's 20 years of engineering experience from design to construction lends itself as a reflection of the vast knowledge required to applicably assess and implement the necessary measures involved with an Environmental Protection Plan. Project Selection

- USACE Yalabusha Water Basin Drainage Project - Water Valley MS 2020 (\$979,000) Box Culvert, Civil Design
- USACE Starkville Army Reserve New Building Construction - Starkville MS 2020 (\$10,303,000) New Construction of 32,000 sf Military Reserve Unit.

- The Vista Multi-Family Buildings Complex– Starkville, MS (\$3,825,040)

2018-19 Structural concrete for (4) High Occupancy buildings to include heavy foundation, drilled piers, structural and retaining walls

- St. Dominic Hospital Emergency Services Building Expansion (\$3,825,040) 2018-19 Structural concrete of emergency building including drilled piers, footings, mud slab, columns, slabs and beams, walls, slab on metal deck, trench drain and detention basin
- Lift Stations 528 & 7222 – Columbus Air Force Base (\$863,645) 2018-19 scope of work to include 6" thick reinforced concrete pavement; provide and install 12" thick reinforced generator pad; provide and install 6" thick sidewalk; new manholes; install new submersible pumps and precast wet well system
- Mississippi State University YMCA Historic Building Renovation (\$7,129,500) 2016-18 Historic 1914 building renovation including new site development of sidewalks, retaining walls, interior walls, floor covering, roofing, masonry, mechanical & electrical
- McComb Pike Airport Rehabilitation (\$947,087) 2017-18 airport rehabilitation and runway safety area improvements
- Jackson Municipal Airport Authority Hawkins Field (\$1,214,928) 2017-18 airport rehab of concrete pavements, slab repair, joint & crack sealing, marking & lighting
- Institute of Higher Learning (\$3,631,958) 2015-17 project reparation of structural concrete, sitework, relocation of mechanical & plumbing, pavement, landscaping with irrigation, and waterproofing of existing walls.
- City of Meridian 5th Street & 25th Avenue Enhancements (\$1,414,864) 2015-17 street and avenue improvements project to include storm inlets and junction boxes
- Lowndes County Mississippi Terminal Apron 2016 terminal apron concrete pavement rehabilitation
- Tupelo Regional Airport Concrete Salvage Pad (\$899,133) 2016 project including concrete pavement removal in addition to replacement and site drainage
- Golden Triangle Regional Airport Parking Lot Improvements 2015 airport demo and removal of asphalt, drainage, sitework, curb & gutter, and striping
- Golden Triangle Regional Airport Fuel Truck Parking Apron 2015 project including demo & removal of asphalt, sitework, concrete paving, drainage, and striping
- Columbus Air Force Base Juliet Taxiway Repair 2015 project including demolition, sitework, concrete paving, joint sealing and striping
- Columbus Air Force Base 7th Street B Place (\$622,632) 2015 project including demo & removal of asphalt, sitework, asphalt paving, curb & gutter, and striping

- Elvis Presley Birthplace Phase II -- Tupelo, MS (\$622,632)2015 pavilion and walkway improvements project
- Mississippi State University Thompson Hall Parking Lot2015 project including demo & removal of asphalt & concrete, sitework, concrete paving, curb & gutter, sidewalk, striping, and signs
- Kansas City Southern Railway Port Arthur Texas2015 project including sitework, concrete paving, and drainage of railyard

Education and Professional Accomplishments- B.S.C.E. Bachelor of Science, Civil Engineering Mississippi State University.
Over 21 Hours World of Concrete Continuing Education Training

- MSHA Certified and Certified American Heart Association First Aid CPR
- Certified Erosion Control Person (CECP)
- JMAA Aviation Day 2018 Contractor's Roundtable Panel Consultant
- Pinnacle Development Group Leadership Training
- ACI American Concrete Institute 2019 Committee Attendee



Employment Application | Submitted: 20-Apr-2020

AAA

Suvi Bayly

(907) 885-5340

suvibayly@gmail.com

824 Ocean Drive Loop

Homer, AK 99603

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - Google

Employment History

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

Homer Spit Oyster Bar - Current Employer

Job Title: Owner

Dates Employed From: May/2017

Dates Employed To: Currently Employed

Employment Length: 3 years

Duties: Managing, running and operating the restaurant. Chef, to payroll, accounting, bookkeeping, food orders, hospitality, customer service and special events

Reason For Leaving: Currently Employed

Supervisor Name: Suvi Bayly

Address: Homer, AK, UNITED STATES

Phone: (907) 885-5340

Ending Rate of Pay: 14,580 per month

May We Contact? Yes

Anchorage Unified School District - Current Employer

Job Title: Substitute Teacher

Dates Employed From: Oct/2016
Dates Employed To: Currently Employed
Employment Length: 3 years, 7 months

Duties: Special needs education. Assisted and aided colleagues and teachers with lesson plans and administering activity for the students within the classroom.

Reason For Leaving: Currently Employed

Supervisor Name:
Shabana Hossain

Address: Anchorage, AK, UNITED STATES
Phone: 907-742-4000
Ending Rate of Pay: \$16.00
May We Contact? Yes

Alyeska Resort

Job Title: Reservations Manager

Dates Employed From: Jul/2015
Dates Employed To: Aug/2015
Employment Length: 0 years, 1 month

Duties: computer data entry, analysis with LightSpeed, Galaxy software programs. Answering calls for reservations and expediting customer service and phone calls to the correct departments.

Reason For Leaving: Still employed

Supervisor Name:
Kristyn Orwig

Address: Girdwood, AK, UNITED STATES
Phone: 907-754-2111
Ending Rate of Pay: \$14.00/hr.
May We Contact? Yes

Santa Barbara Business College

Job Title: Professor

Dates Employed From: Jul/2014
Dates Employed To: Jun/2015
Employment Length: 0 years, 11 months

Duties: Teach a variety of classes from Spanish, English composition, Argumentative writing, public speech, Microsoft Word.

Reason For Leaving: Want full time employment

Supervisor Name: Jorg Friedrich

Address: Santa Barbara, CA, UNITED STATES
Phone: 805-967-6777
Ending Rate of Pay: \$25/hr.
May We Contact? Yes

Santa Barbara City College

Job Title: Professor

Dates Employed From: Aug/2008
Dates Employed To: May/2015
Employment Length: 6 years, 9 months

Duties: Taught Auto CAD, manual drafting, Interior design

Reason For Leaving: Want full time tenor employment

Supervisor Name:
Armando Arias del Cid

Address: Santa Barbara, CA, UNITED STATES
Phone: 805-965-0581
Ending Rate of Pay: \$75/hr
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.

California State University at Northridge | College or University

Degree: Master of Science

Major: Interior Design

Graduated? Yes

University of California at Santa Barbara | College or University

Degree: BA

Major: Law & Society, Spanish

Graduated? Yes

Pratt Institute | Graduate School

Degree: Masters

Major: Interior Architeture

Graduated? No

Harvard University Graduate School of Design | Certification

Degree: Career Discovery Program

Major: Architecture

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
2020-ID-AK.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.

Emily Berg

Relationship: Colleague
Years Known: 4

Phone: 719-680-3773

Mahealani Coila

Relationship: Colleague
Years Known: 3

Phone: 503-330-3653

Sheila Brooks

Relationship: Colleague
Years Known: 4

Phone: 907-262-8808

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) *	The City Manager should uphold virtues of trust, respect, compassion, ethics, and the utmost integrity. They should also have a high regard of the laws: local and city, borough and state, Federal and National and truly believe that no one is above the law. The City Manager should possess strong listening skills and have the ability to communicate with the Mayor, the City Council, community members, and staff at all levels. The City Manager is who ties all bridges and connects many facets.	
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 greatest professional accomplishment has been opening from the ground up Homer Spit Oyster Bar immediately after the loss of my father's 2 year battle with terminal cancer. I designed the interior spatial layout for the Oyster Bar, I created the menu, I completed all public sector applications from DEC, AMCO, City Police, Fire Marshal. I updated and improved the existing electrical plan in the space, plumbing plan and architectural plan. I utilized every square inch to code and complied with all city ordinances, statues and regulations. I operated the business 7	

days a week, 11 plus hours a day providing food from primarily local sources as well as 100% Alaskan farmed oysters. I created the area and space as a cultural epicenter for live music, outdoor yoga, Memorial Day, Summer Solstice and 4th of July events; including smoke pig roast, Portuguese chicken and Mexican corn. These are the same attributes needed for being a City Manager. Working with many different types of people and personalities while also executing multiple skills through a multiplicity of tasks. And most importantly in order for a business to thrive and move forward it needs to balance the budget and continue to increase profitability while expanding buying power.

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) ***

Policies are a constant in the public and private sectors. Policies are structures for establishing platforms and protocol. Not all policies are effective or sensible. However; when a new policy is brought to the table the discussion needs to be open and honest and deciphered as to why it is or is not beneficial. And if and when a policy arises which is not favored it needs to be discussed with how it can be improved and what are the concerns within the policy and how the new policy may be more ineffective than the current policy or vice versa.

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 to always do what's right and to pursue the good. Many times people interpret a situation based on their opinion and not information. A leader is one who is knowledgeable and skilled to distinguish between interpretation versus actual literary meaning. A leader is also someone who is able to hear and to listen to many angles, but understand what carries weight and what is less significant. Decisions are needed to move forward and without having the ability to effectively delineate or prioritize time is lost which counters progress.

In reviewing the job description, please highlight areas you bring particular experience. * (Please limit each question response to 250**

Since my undergrad education is Law and Spanish I am effective with reading and understanding bureaucratic language, distinguishing social policy and persuasion

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

while also communicating with a vast variety of people. This strengthens my ability to serve as chief administrative officer of the city and execute responsibility for the effective and efficient administration of all city services through the supervision of administrative staff and department heads. While in graduate school my thesis was a qualitative and quantitative study on housing facilities: private and public managed. "How does the interior spatial layout and sense of security within two selected housing facilities affect residents' quality of life." This study focused on how the interior spatial layout and sense of security within housing facilities affect residents quality of life. This has been noted as a disavowed component of social policy in the US for sometime. The overall findings relayed the privately ran housing facility was better managed than the publicly ran housing facility leaving the residents from the publicly managed facility more vulnerable and less cared for than the privately ran facility. Since I have a background with policy guidelines from my academic research as well as from my business skills I am a perfect fit for this position.

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? *

May 1st, 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 am computer savvy: AutoCAD, AutoDesk, Revit, Sketchup, bilingual Spanish

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

Not applicable.

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. *

Owner of Homer Spit Oyster Bar,

Additional Information |

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

Question

Answer

Disqualifier?

Knowledge and Specialized Skills: *

Bilingual, computer savvy, concise communicator, creative, innovative, excellent collaborator, highly motivated and driven for excellence.

What type of computers and software have you used? *

Word, Google docs, Opera, Lightspeed POS, Galaxy, Excel, Powerpoint, Word

Other qualifications specific to this position? *

Adaptable, social, personal, excellent communicator.

List any certifications you have received: *

Tutor training certificate, PSIA skiing instructor.

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 *

Bilingual, have lived in Alaska since 2011 and have worked a variety of jobs throughout the state.

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: Suvi Mirja Bayly
Date: 2020-04-20 10:57:12pm
IP Address: 146.71.67.168

Signature

Date



SUVI M. BAYLY, M.S.
824 OCEAN DRIVE LOOP
HOMER, AK 99603
907-885-5340
suuibayly@gmail.com

TECHNICAL DESIGN SKILLS

- AutoCAD
- Architectural Desktop
- Revit
- Adobe Photoshop
- Adobe Illustrator
- In-Design
- Form Z
- SketchUp

COMPUTER PROGRAMS

- Opera
- Lightspeed POS
- Galaxy
- Excel
- Power Point
- Word
- Google Docs

PROJECTS

- Homer Spit Oyster Bar
- 824 Ocean Drive Loop
- Holiday Inn Express
- 731 E. Haley Street
- 927 E. Haley Street
- 2000 Emerson Avenue
- 460 Mountain Drive

PROFESSIONAL SKILLS

- Bilingual: Spanish
- Concise communicator
- Leadership ability
- Efficient
- Creative
- Innovative
- Driven
- Effective collaborator
- Experienced team leader
- Excellent organization
- Highly motivated

EDUCATION:

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE:	NORTHRIDGE, CA
• MASTER OF SCIENCE: FCS, INTERIOR DESIGN	2009
UNIVERSITY OF CALIFORNIA, SANTA BARBARA:	SANTA BARBARA, CA
• BACHELOR OF ARTS: LAW & SOCIETY	2000
• BACHELOR OF ARTS: SPANISH	2000
PRATT INSTITUTE:	NEW YORK, NY
• INTERIOR DESIGN & ARCHITECTURE	2005
HARVARD UNIVERSITY, GRADUATE SCHOOL OF DESIGN:	CAMBRIDGE, MA
• CAREER DISCOVERY: ARCHITECTURE	2002

WORK EXPERIENCE:

HOMER SPIT OYSTER BAR:	HOMER, AK
• FOUNDER, OWNER & CEO:	2017-PRESENT
◦ EXECUTIVE CHEF	
◦ DESIGNER	
ANCHORAGE UNIFIED SCHOOL DISTRICT:	ANCHORAGE, AK
• INSTRUCTOR & SUBSTITUTE TEACHER:	2016-PRESENT
◦ SPECIAL NEEDS EDUCATION	
ALYESKA RESORT:	GIRDWOOD, AK
• SKI INSTRUCTOR, PSIA CERTIFIED: LEVEL ONE, #272141	2017
• THE ROUNDHOUSE AT ALYESKA MUSEUM:	2016
◦ RETAIL DESIGN & MANAGEMENT	
• RESERVATIONS SPECIALIST:	2015-2016
SANTA BARBARA CITY COLLEGE:	SANTA BARBARA, CA
• INSTRUCTOR, & ADJUNCT FACULTY:	2008-2015
◦ INTERIOR DESIGN:	
▪ ID 100, ID 101, ID 103, ID 104, ID 105	
◦ DRAFTING (MANUAL):	
▪ DRFT 101, DRFT 120/121	
◦ AUTOCAD:	
▪ DRFT 130, DRFT 131	
◦ REVIT:	
▪ DRFT 132	
SANTA BARBARA BUSINESS COLLEGE:	SANTA BARBARA, CA
• INSTRUCTOR: MULTITUDE OF SUBJECTS	2014-2015
SANTA BARBARA UNIFIED SCHOOL DISTRICT:	SANTA BARBARA, CA
• ESL ACADEMIC TUTOR: K-12 (ALL SUBJECTS)	2013-2015
GATEWAY CENTER, SB CITY COLLEGE:	SANTA BARBARA, CA
• ACADEMIC TUTOR: SBCC TUTOR TRAINING CERTIFIED	2008-2011
◦ DRAFTING & AUTOCAD	
◦ INTERIOR DESIGN	

PROFESSIONAL AFFILIATIONS:

ASID: AMERICAN SOCIETY OF INTERIOR DESIGNERS: DESIGNERS, INDUSTRY REPRESENTATIVES, EDUCATORS, AND TUDENTS COMMITTED TO INTERIOR DESIGN.

LEED: LEADERSHIP IN ENERGY & ENVIRONMENTAL DESIGN: GREEN BUILDING CERTIFICATION PROGRAM THAT RECOGNIZES BEST IN CLASS BUILDING STRATEGIES AND PRACTICE.

PROFESSIONAL SUMMARY:

HIGHLY PROFESSIONAL WITH AN ASTUTE APTITUDE FOR INTERIOR DESIGN AND ARCHITECTURE. EXCEPTIONAL COMMUNICATION AND DESIGN SKILLS GAINED FROM TEN YEARS OF TEACHING EXPERIENCE. VERY MOTIVATED ENTHUSIASTIC INSTRUCTOR WITH A STRONG DESIRE TO FOSTER A COHESIVE LEARNING ATMOSPHERE FOR AN EVOLVING COMMUNITY WHO PASSION FOR DESIGN; ESPECIALLY SUSTAINABLE GREEN DESIGN.

11.11.11





[Homer](#) [Departments](#) [Government](#)



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

Employment Application | Submitted: 03-Apr-2020

AAA

Christopher Elg

City Manager

☎ (318) 237-1845
✉ chiefelg@outlook.com
🏠 1912 NW Waterwillow Way
Jensen Beach, FL 34957
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.

NORTHEASTERN UNIVERSITY - Current Employer

Job Title: Adjunct Faculty

Dates Employed From: Dec/2011
Dates Employed To: Currently Employed
Employment Length: 8 years, 5 months

Duties: Instructor for graduate courses in Homeland Security and Criminal Justice Administration.

Reason For Leaving: Currently Employed

Supervisor Name: Harry Skoyles

Address: Boston, MA, UNITED STATES

Phone: 617-373-6944

Ending Rate of Pay: 3600

May We Contact? Yes

UNIVERSITY OF LOUISIANA - Current Employer

Job Title: Adjunct Faculty

Dates Employed From: Sep/2009

Dates Employed To: Currently Employed

Employment Length: 10 years, 8 months

Duties: Instructor for undergraduate courses in Criminal Justice and Homeland Security.

Reason For Leaving: Currently Employed

Supervisor Name:
Robert Hanser

Address: Monroe, LA, UNITED STATES

Phone: 318-342-1440

Ending Rate of Pay: 2200

May We Contact? Yes

UNITED STATES COAST GUARD

Job Title: Special Agent

Dates Employed From: Jun/1989

Dates Employed To: Mar/2020

Employment Length: 30 years, 9 months

Duties: Recently retired after an active duty assignment to Coast Guard Headquarters in the Office of the Commandant in Washington, D.C. as a member of the Protective Service Detail (PSD). Past assignments have included the Southeast Region Miami Field Office, the Central Region New Orleans Office and the Louisiana Fusion Center, one of 72 such centers in the U.S. tasked with fusing intelligence from participating agencies to create a more comprehensive local and national threat picture. Details have included several high-profile cases to include a double homicide investigation in Kodiak, Alaska, a hoax mayday and staged airplane crash in the Mobile, Alabama area and several international assignments. Duties as a Special Agent include conducting internal affairs and criminal investigations, planning and leading executive protection details for the Commandant of the Coast Guard, performing foreign port force protection assessments and aiding in preserving the internal integrity of the Coast Guard and supporting Coast Guard missions worldwide. Security Clearance: Top Secret

Reason For Leaving: Retired

Supervisor Name: Dusty Miller

Address: Washington, DC, UNITED STATES

Phone: 202-215-3309

Ending Rate of Pay: 105000

May We Contact? Yes

VILLAGE OF TEQUESTA

Job Title: Chief of Police

Dates Employed From: Feb/2013

Dates Employed To: Nov/2017

Employment Length: 4 years, 9 months

Duties: Chief Executive Officer responsible for the administration, supervision and day-to-day operations of a municipal law enforcement agency consisting of approximately 30 personnel including a marine unit.

Reason For Leaving: Retired

Supervisor Name:
Michael Couzzo

Address: Tequesta, FL, UNITED STATES

Phone: 561-768-0509

Ending Rate of Pay: 138000

May We Contact? Yes

CITY OF WEST MONROE

Job Title: Chief of Police

Dates Employed From: Jan/2004

Dates Employed To: Jan/2013

Employment Length: 9 years

Duties: Chief Executive Officer responsible for the administration, supervision and day-to-day operations of a nationally accredited (CALEA) municipal law enforcement agency consisting of approximately 100 personnel.

Reason For Leaving: Position in Florida

Supervisor Name: Dave Norris

Address: West Monroe, LA, UNITED STATES

Phone: 318-396-5722

Ending Rate of Pay: 105000

May We Contact? Yes

VAN BUREN TOWNSHIP

Job Title: Director of Public Safety

Dates Employed From: Nov/2001

Dates Employed To: Jul/2003

Employment Length: 1 year, 8 months

Duties: Chief Executive Officer responsible for the administration of a municipal department of public safety in the Detroit metro area consisting of approximately 100 fire and police personnel.

Reason For Leaving: Better opportunity

Supervisor Name: Cindy King

Address: Belleville, MI, UNITED STATES

Phone: 734-699-5900

Ending Rate of Pay: 95000

May We Contact? Yes

BOROUGH OF CARTERET

Job Title: Police Director

Dates Employed From: May/1999

Dates Employed To: Oct/2001

Employment Length: 2 years, 5 months

Duties: Chief Executive Officer responsible for the administration and of a municipal law enforcement agency in the New York City metropolitan area consisting of approximately 90 personnel.

Reason For Leaving: Better opportunity

Supervisor Name: James Failace

Address: Carteret, NJ, UNITED STATES

Phone: 732-541-4181

Ending Rate of Pay: 90000

May We Contact? Yes

CITY OF MEDICAL LAKE

Job Title: Chief of Police / Director of Emergency Services

Dates Employed From: Sep/1995

Dates Employed To: Apr/1999

Employment Length: 3 years, 7 months

Duties: Chief Executive Officer responsible for the administration, supervision and day to day operations of a municipal law enforcement

Supervisor Name: Jim Hill

Address: Medical Lake, WA, UNITED STATES

Phone: 509-565-5000

Ending Rate of Pay: 52000

May We Contact? Yes

agency in Spokane County.
Reason For Leaving: Better opportunity

NEW YORK STATE POLICE

Job Title: State Trooper

Dates Employed From: Sep/1985
Dates Employed To: Aug/1995
Employment Length: 9 years, 11 months

Duties: Duties included patrol, criminal investigations and academy instructor assignments. Developed and coordinated the curriculum for the NY State Police Emergency Medical Service Program and taught the Incident Command System (ICS) in the classroom using tabletop and practical exercises.

Reason For Leaving: Police chief opportunity

Supervisor Name:
Robert Hughes

Address: Tarrytown, NY, UNITED STATES
Phone: 914-524-0223

Ending Rate of Pay: 42000
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.

FAIRLEIGH DICKINSON UNIVERSITY | Graduate School

Degree: Master's
Major: Administrative Science

Graduated? No

JOHN JAY COLLEGE OF CRIMINAL JUSTICE | Graduate School

Degree: Master's
Major: Public Administration

Graduated? No

JOHN JAY COLLEGE OF CRIMINAL JUSTICE | College or University

Degree: Bachelor's
Major: Police & Fire Science

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

	Christopher L Elg - Resume APR 2020.pdf	 Preview	Download
	Homer City Manager Responses - ELG.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.

James Hill

Relationship: Professional & Personal
Years Known: 25

Phone: 509-953-3373

William Berger

Relationship: Professional & Personal
Years Known: 22

Phone: 352-496-0583

Robert

Relationship: Professional & Personal
Years Known: 19

Phone: 269-204-8783

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) *	City managers are entrusted to lead city staff to help carry out the directives of the council in delivering essential city services to the community in a superior and exemplary fashion. The city manager is the chief administrative executive of the municipality and is responsible for overseeing and directing all city staff in order to provide the best possible customer service to residents, business partners and visitors to the community. I believe some of the most	

important elements of a city manager should include being an effective communicator, being trustworthy, having respect for all, being friendly and approachable, and having the utmost integrity. A city manager needs to know the needs of the community and needs to know those who have chosen a career in public service. By getting to know the staff and the customers we serve, the city manager is able to direct the provision of quality service to the community in a fashion that is not only well received by the residents but is rewarding for those who deliver it. The city manager must make the time to get to know each and every member of his or her team and demonstrate through their actions that they care about the well-being of their team and acknowledge what each member contributes to the overall effort.

Within thirty days of being hired in my last position I held a department wide meeting for all personnel and even arranged for a neighboring department to provide patrol coverage so the on duty personnel could attend without interruption. I told them that the past was the past as we could not change history, but that together we could shape the future. I asked each member to submit a list of what they felt were the top three priorities that I needed to focus on in the coming days. I even gave them the opportunity to submit it anonymously even suggesting they print it up in case they felt I was going to resort to handwriting analysis to find out who said what. I also told them if they felt strongly about their suggestions and wanted to help me in finding solutions to put their name on the form so I could enlist their help. I was pleasantly surprised that many did include their name. I collected all of the input and then provided back the results of what was suggested to the entire department. This allowed everyone to see how many others may have had some of the same concerns or ideas they did. I then used this input as my roadmap for the coming year. As soon as the members of the department realized their input and

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) ***

suggestions made a difference they took an even greater pride in their work and eagerly looked forward to next year's meeting which became an annual event.

Well first, if it is at a public council meeting then I must realize those elected to represent the city are introducing this new policy. It is not the time or place to voice my strong disagreement at a public meeting. I have worked diligently over the course of my career to develop and nurture professional relationships with those I work for and as a result would be surprised that a new policy was being introduced that I had not yet had the opportunity to weigh in on as City Manager. If this was something that I was aware of prior to the meeting and had had the opportunity to discuss with the council then I believe my disagreement would have been already known and considered. Ultimately, the council members are the elected representatives of the community that we serve so it would be my job to implement and carry out the policy whether I agreed with it or not. Good communication is essential to the success of any organization. As long as I was given the opportunity to express my reasoning for my disagreement, so that it could be considered by the council prior to the meeting, then I would feel I was doing what I was hired to do as City Manager. As the chief administrative officer for the municipality it is my job to make sure the elected officials have all of the information they need to make well informed decisions as they carry out their duties as representatives of the citizens we all serve.

I view my leadership style (philosophy) as a mixture of several different traditional styles of leadership. Primarily it falls between a participative style of leadership and a servant leadership style. My entire adult life has been in positions where I have served my community and my country. My role as a leader has not been any different. As a leader I view my role as serving those whom I have been appointed to lead and this is not something I take lightly. I strongly believe that when the needs of those you are leading

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) *

are met and they feel they have your full support they are capable of going out and doing tremendous things for the community they serve. Additionally I actively involve the members of the team in the decision making process. You get more accomplished when you have buy in from the members of the organization, especially when they feel they have been heard and have been permitted to be part of the solution. I also don't believe a leader should make their personnel guess what expectations they have or "keep them in the dark". A great leader leads by example and makes sure the people that they have been chosen to lead know what the goals of the organization are and what is expected from them in order to reach those goals. This has been my leadership philosophy and has served me well throughout my professional career.

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) ***

After reviewing all of the listed job functions and major activities outlined in the job description, I feel I have had the opportunity to become familiar with and/or had experience in most, if not all, areas highlighted. I would enthusiastically bring my twenty-three years of serving as a chief executive of several municipal law enforcement agencies with approximately fourteen of those years overseeing personnel in equal numbers to the total number of city employees in Homer. I have also served as the Emergency Management Coordinator as a collateral duty and have five years' experience as an Assistant Fire Chief. I have had the experience in several of my previous positions to report directly to the Mayor and Council. I have plenty of experience in conducting numerous community relations programs as well as representing my community on various local and state level boards and committees. I occasionally served as the acting city manager when the manager was away from the community on leave and/or official business. I have extensive experience in the hiring, disciplining, and terminating of personnel. I have wide-ranging budget preparation and administration experience involving budgets

of between \$5-6M to include capital improvement programs. I have earned two Master's Degrees, one in Public Administration and the other in Administrative Science. My education, leadership skills, chief executive municipal experience and my time in the U.S. Coast Guard has given me the knowledge and varied opportunities to be very successful in a coastal community such as Homer as your next 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? *	05/01/2020	
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?
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Describe any specialized training, apprenticeship, skills and extra-curricular activities. *

Twenty-three years of being a municipal department head (Chief of Police/Director of Public Safety) serving communities ranging between 4,000 to 25,000 in population and leading departments ranging between 12 to 100 personnel.

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

I just retired after 31 years of both reserve and active duty time in the United States Coast Guard. I have attended numerous operational and administrative courses.

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 Association of Chiefs of Police (IACP), Life Member. Florida Chiefs of Police Association (FCPA), Professional Standards Committee Member. Florida Violent Crime and Drug Control Council, Past Gubernatorial Appointee. Louisiana Municipal Police Employees Retirement System (MPERS), Past Elected Trustee.

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Certified Public Manager	
What type of computers and software have you used? *	MS Office	
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. *	None	
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: Christopher Langley Elg
Date: 2020-04-03 11:10:54am
IP Address: 73.0.102.222

Signature

Date



Christopher L. Elg

What do you think are the most important elements of the City Manager position?

City managers are entrusted to lead city staff to help carry out the directives of the council in delivering essential city services to the community in a superior and exemplary fashion. The city manager is the chief administrative executive of the municipality and is responsible for overseeing and directing all city staff in order to provide the best possible customer service to residents, business partners and visitors to the community. I believe some of the most important elements of a city manager should include being an effective communicator, being trustworthy, having respect for all, being friendly and approachable, and having the utmost integrity.

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Describe a professional accomplishment that you feel best demonstrates your ability to be the City Manager of Homer.

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CHRISTOPHER L. ELG
1912 NW Waterwillow Way
Jensen Beach, Florida 34957-3562
(318) 237-1845 / chiefelg@outlook.com

SUMMARY

Twenty-three years of experience as a highly effective and skilled law enforcement chief executive with a total of thirty-three years in the public safety field. A sincere and committed determination to ensuring the safety and welfare of the community and those chosen to protect it. Demonstrated leadership, technical, and organizational skills. Dedication to professionalism with a proven record of diligence in getting results and improving the quality of service.

EMPLOYMENT

Nov 2017 to Mar 2020 **Special Agent**
UNITED STATES COAST GUARD INVESTIGATIVE SERVICE (CGIS)
Completed an active duty assignment in Washington, D.C. at Coast Guard Headquarters in the Office of the Commandant as a member of the Protective Service Detail (PSD).

Feb 2013 to Nov 2017 **Chief of Police**
VILLAGE OF TEQUESTA, Tequesta, Florida.
Chief Executive Officer responsible for the administration, supervision and day-to-day operations of a 30 member law enforcement agency. Accountable for the professional delivery of police services.

Jan 2004 to Jan 2013 **Chief of Police**
CITY OF WEST MONROE POLICE DEPARTMENT, West Monroe, Louisiana.
Chief Executive Officer responsible for the administration, supervision and day-to-day operations of a 100 member nationally accredited law enforcement agency to include a 79 bed correctional center.

Nov 2001 to Jul 2003 **Director of Public Safety**
VAN BUREN TWP DEPARTMENT OF PUBLIC SAFETY, Van Buren Township, Michigan.
Chief Executive Officer responsible for the administration of a municipal department of public safety in the Detroit metro area consisting of approximately 100 fire and police personnel.

May 1999 to Oct 2001 **Police Director**
BOROUGH OF CARTERET POLICE DEPARTMENT, Carteret, New Jersey.
Chief Executive Officer responsible for the administration and of a 90 member law enforcement agency in the New York City metropolitan area. Duties included a major restructuring of the organization.

Sep 1995 to Apr 1999 **Chief of Police / Director of Emergency Services**
CITY OF MEDICAL LAKE POLICE DEPARTMENT, Medical Lake, Washington.
Chief Executive Officer responsible for the administration, supervision and day to day operations of a municipal law enforcement agency in Spokane County. Served as the city's Emergency Manager.

Sep 1985 to Aug 1995 **State Trooper**
NEW YORK STATE POLICE, Tarrytown, New York.
Duties included patrol, criminal investigations, community policing and academy teaching assignments.

TEACHING EXPERIENCE

Dec 2011 to Present **Adjunct Faculty**
NORTHEASTERN UNIVERSITY, Boston, Massachusetts.
Instructor for graduate courses in Homeland Security and Criminal Justice Administration.

Sep 2009 to Present **Adjunct Faculty**
UNIVERSITY OF LOUISIANA, Monroe, Louisiana.
Instructor for undergraduate courses in Criminal Justice and Homeland Security.

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EDUCATION

Master's Degree **FAIRLEIGH DICKINSON UNIVERSITY, Teaneck, New Jersey.**
Administrative Science (M.A.S), July 2001. Concentration in Public Safety Administration.

Master's Degree **JOHN JAY COLLEGE OF CRIMINAL JUSTICE, New York, New York.**
Public Administration (M.P.A.), June 1998. Concentration in Criminal Justice Administration.

Bachelor of Science **JOHN JAY COLLEGE OF CRIMINAL JUSTICE, New York, New York.**
Police Science (B.S.), December 1993. Minor in Fire Science.

MANAGEMENT & LEADERSHIP TRAINING

Apr 2018 **FEDERAL LAW ENFORCEMENT TRAINING CENTER, Glynco, Georgia.**
Use of Force Instructor Training Program.

Mar 2018 **FEDERAL LAW ENFORCEMENT TRAINING CENTER, Glynco, Georgia.**
Active Shooter Training.

Sep 2005 **GULF STATES REGIONAL CENTER FOR PUBLIC SAFETY, Natchitoches, Louisiana.**
Risk Management Leadership Series – Managing Complaint Intake Systems, Managing Use of Force Issues, Managing Profiling and Harassment Issues, Managing Early Warning Systems, Pursuit Policy Workshop and Managing Off Duty Issues.

Oct 2000 **SOUTHWESTERN LAW ENFORCEMENT INSTITUTE, Richardson, Texas.**
Police Executive Development Program held at the MA State Police Academy.

MILITARY

Apr 2008 to Mar 2020 **Special Agent**
UNITED STATES COAST GUARD INVESTIGATIVE SERVICE (CGIS)
Past assignments have included the Southeast Region Miami Field Office, the Gulf Region New Orleans Office and the Louisiana Fusion Center, one of 72 such centers in the U.S. tasked with fusing intelligence from participating agencies to create a more comprehensive local and national threat picture. Details have included several high-profile cases to include a double homicide investigation in Kodiak, Alaska, a hoax mayday and staged airplane crash in the Mobile, Alabama area and several international assignments. Duties as a Special Agent include conducting internal affairs and criminal investigations, planning and leading executive protection details for the Commandant of the Coast Guard, performing foreign port force protection assessments and aiding in preserving the internal integrity of the Coast Guard and supporting Coast Guard missions worldwide.

Security Clearance: Top Secret/SCI

Jun 1989 to Mar 2008 **Port Security Specialist**
UNITED STATES COAST GUARD RESERVE
Responsible for the safeguarding of vital ports of commerce by enforcing maritime laws and regulations to ensure the physical security of the port. Training and operations consisted of general law enforcement and defensive combat techniques in order to provide a high and efficient level of port security. This included conducting threat assessments and force protection in ports worldwide.

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FIRE/EMS

- Sep 1999 to Aug 2001 **Nationally Registered EMT**
SAYREVILLE EMERGENCY RESCUE SQUAD, Sayreville, New Jersey.
Duties included responding to all medical, fire and rescue calls.
- Apr 1997 to Apr 1999 **Firefighter / EMT**
MEDICAL LAKE FIRE DEPARTMENT, Medical Lake, Washington.
Duties included emergency response to all fire and medical calls.
- Feb 1981 to Aug 1995 **Assistant Fire Chief / Training Officer**
CONGERS FIRE DEPARTMENT, Congers, New York.
Duties included administration and supervision of a ninety-member fire department consisting of two stations. Served in a command position for over eight years. Additionally served as the department's training officer for five years. Routinely assigned as the on-scene incident commander at fire and rescue emergencies.
- Aug 1989 to Aug 1995 **Peer Counselor**
ROCKLAND COUNTY CRITICAL INCIDENT STRESS DEBRIEFING TEAM
Received advanced training to provide peer counseling and services to emergency service workers that have experienced critical incidents while performing their duties.
-

PROFESSIONAL CERTIFICATIONS / AWARDS

- Dr. Larry Baum Crisis Intervention Team (CIT) Leadership Award (2011).
 - U.S. Coast Guard Commandant's Letter of Commendation Ribbon (2010).
 - New York State Police Superintendent's Letter of Commendation Award (1989).
 - Law Enforcement Executive Management Institute (LEEMI) Graduate.
 - Washington State Law Enforcement Executive Level Career Certification
 - FBI Northwest Law Enforcement Executive Command College (LEEDS) Graduate
 - Bureau of Alcohol, Tobacco and Firearms National Arson Academy Graduate
 - Law Enforcement and Fire Instructor Certifications.
 - National Fire Academy, Emergency Management Institute Graduate.
-

LEADERSHIP POSITIONS & ASSOCIATIONS

- International Association of Chiefs of Police (IACP), Life Member.
- Florida Chiefs of Police Association (FCPA), Professional Standards Committee Member.
- Florida Violent Crime and Drug Control Council, Past Gubernatorial Appointee.
- Palm Beach County Chiefs of Police Association, Past Member.
- Washington Association of Sheriffs and Police Chiefs (WASPC), Member.
- Police Executive Research Forum (PERF), Member.
- Louisiana Municipal Police Employees Retirement System (MPERS), Past Elected Trustee.
- Ouachita Parish 9-1-1 Communications Board of Directors, Past Chair.
- Northeast Louisiana Crisis Intervention Team (CIT) Board of Directors, Past President.
- LA Governor's Office of Homeland Security and Emergency Preparedness, Past Vice-Chair.
- North Louisiana Chiefs of Police Association, Past President.

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Employment Application | Submitted: 29-Mar-2020

AAA

Timothy Greensweight

(940) 452-7715

burgess0620@yahoo.com

175 Brazos West Dr

Mineral Wells, TX 76067

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.

Perry Equipment Corporation

Job Title: Logistics Manager

Dates Employed From: Jun/2005

Dates Employed To: Feb/2019

Employment Length: 13 years, 8 months

Duties: Oversee all aspects of domestic and international shipments of filtration products to sub fabrication facilities worldwide for a leading producer of innovative contaminant management solutions. • Manage all aspects of day-to-day shipping operations for \$10M at site level and \$65M collaboratively at Divisional level in annual freight costs. • Supervise and

Supervisor Name: James Brown

Address: Mineral Wells, AK, UNITED STATES

Phone: (940) 325-2575

Ending Rate of Pay: 90000

May We Contact? Yes

train a full-time staff of 28 employees; set performance goals, plan schedules to ensure adequate manpower coverage, assess job performance and address disciplinary issues. • Source and select freight carriers, forwarders and courier corporations for over 10K shipments annually; negotiate long-term contracts and spot-moves, approve freight invoices and cultivate ongoing vendor relationships to ensure best pricing and service for new clients and standard routing operations. • Coordinate export/import compliance; ensure that drivers and equipment passed all requirements, inspections, permits and licenses and communicate safety and compliance issues between the drivers and appropriate offices. • Serve as the primary liaison between the Production and Shipping Departments to coordinate skidding, crating and shipment timelines. • Provide skidding, crating and freight quotes for domestic/international shipments to several corporate affiliates. • Maintain critical KPI's to ensure department/corporate efficiencies and profit results. Selected Accomplishments: • Increased on-time deliveries from 85% on-time to up to 98% on-time. • Implemented new shipping procedures designed to increase work-ahead processes; resulted in improved employee morale and on-time deliveries. • Consistently researched industry trends to identify and develop more economical and cost efficient methods to move product and conduct business. • Spearheaded continuous improvement initiatives of intra-office procedures and forwarder/carrier operations. • Promoted three times throughout company tenure.

Reason For Leaving: Opportunity

Traffic

Job Title: Materials Supervisor

Dates Employed From: Jun/2001
Dates Employed To: Jun/2005
Employment Length: 4 years

Duties: • Oversaw the local pickup and delivery of all domestic and international shipments; partnered with forwarders and freight companies to monitor the movement of materials and ensure the timely and efficient delivery of products. • Prioritized manpower, freight loads, and transportation time to meet critical customer requirements. • Negotiated contracts with freight carriers to ensure best pricing. Selected Accomplishments: • Initiated cost reduction measures to ensure the cost effective movement of products. Early Career Traffic/Shipping Supervisor - Directed domestic and international shipments; coordinated traffic and shipping and worked in tandem with production staff to ensure the accuracy and quality of the finished goods inventory. • Accurately assessed workloads, appropriately delegated tasks and prioritized manpower, raw materials and distribution time to meet critical customer requirements and exceed corporate objectives. Selected Accomplishments: Consistently met stringent schedules, contained costs and attained profits while improving and strengthening customer

Supervisor Name: James Brown
Address: Mineral wells, AK, UNITED STATES
Phone: (940) 325-2575
Ending Rate of Pay: 90,000.00
May We Contact? Yes

relations Burgess-Manning, Wichita Falls, TX Materials Manager/Shipping-Warehouse Manager/Quality Control Inspectorge Oversaw all aspects of materials procurement/execution and traffic management operations for an established manufacturer of process separators and industrial silencers; supervised staff, managed purchasing requisitions, directed shipping/receiving operations and closed purchase orders for invoice payment. • Monitored and maintained materials inventory to eliminate any disruptions to the production schedule; ensured the accuracy and integrity of stock on hand, database items and physical warehouse counts. • Provided unparalleled customer service; ensured on-time delivery (average of 97% or higher) to customers within specified timeframes and resolved potential problems in order to avoid a negative scheduling impact. Selected • Recognized for consistently achieving exceptional customer satisfaction rates throughout tenure. Technical Expertise * Immex * Microsoft Office (Word, Excel) * NAFTA * Oracle * Symix* Syspro* 5S * Lean Mfg * Inventory Management * Warehouse Management* Global Logistics * Operations* KPI's

Reason For Leaving: Opportunity

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.

RH Rider | High School or Equivalent

Degree: Graduated? Yes
Major:

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
Timothy_Greensweight.pdf	 Preview Download

Text Only Resume

burgess0620@yahoo.com
Timothy Greensweight

- A solutions-focused and results-driven Logistics Manager with extensive

transportation and logistics management experience directing all aspects of domestic and international shipments including air/ocean import and export operations for several high-volume, high-profit global corporations.

- Skilled in expediting the movement of essential materials to required local and international locations by sourcing and selecting freight carriers, forwarders and courier corporations, negotiating best rates and prioritizing manpower, freight loads and transportation times to meet critical customer requirements.

- Strong qualifications in personnel, client and relationship management with an innate ability to proactively resolve issues and consistently exceed established goals in fast-paced, high-volume and time-sensitive conditions.

940.452.7715

Mineral Wells, TX 76067

Logistics Manager Perry Equipment Corporation Mineral Wells, TX
June 2005 to February 2019

Oversee all aspects of domestic and international shipments of filtration products to sub fabrication facilities worldwide for a leading producer of innovative contaminant management solutions.

- Manage all aspects of day-to-day shipping operations for \$10M at site level and \$65M collaboratively at Divisional level in annual freight costs.
- Supervise and train a full-time staff of 28 employees; set performance goals, plan schedules to ensure adequate manpower coverage, assess job performance and address disciplinary issues.
- Source and select freight carriers, forwarders and courier corporations for over 10K shipments annually; negotiate long-term contracts and spot-moves, approve freight invoices and cultivate ongoing vendor relationships to ensure best pricing and service for new clients and standard routing operations.
- Coordinate export/import compliance; ensure that drivers and equipment passed all requirements, inspections, permits and licenses and communicate safety and compliance issues between the drivers and appropriate offices.
- Serve as the primary liaison between the Production and Shipping Departments to coordinate skidding, crating and shipment timelines.
- Provide skidding, crating and freight quotes for domestic/international shipments to several corporate affiliates.
- Maintain critical KPI's to ensure department/corporate efficiencies and profit results.

Selected Accomplishments:

- Increased on-time deliveries from 85% on-time to up to 98% on-time.
- Implemented new shipping procedures designed to increase work-ahead processes; resulted in improved employee morale and on-time deliveries.
- Consistently researched industry trends to identify and develop more economical and cost efficient methods to move product and conduct business.
- Spearheaded continuous improvement initiatives of intra-office procedures and forwarder/carrier operations.
- Promoted three times throughout company tenure.

Materials Supervisor Traffic

June 2001 to June 2005

- Oversaw the local pickup and delivery of all domestic and international shipments; partnered with forwarders and freight companies to monitor the movement of materials and ensure the timely and efficient delivery of products.
- Prioritized manpower, freight loads, and transportation time to meet critical customer requirements.
- Negotiated contracts with freight carriers to ensure best pricing.

Selected Accomplishments:

- Initiated cost reduction measures to ensure the cost effective movement of products.

Early Career

Traffic/Shipping Supervisor - Directed domestic and international shipments; coordinated traffic and shipping and worked in tandem with production staff to ensure the accuracy and quality of the finished goods inventory.

- Accurately assessed workloads, appropriately delegated tasks and prioritized manpower, raw materials and distribution time to meet critical customer requirements and exceed corporate objectives.

Selected Accomplishments:

Consistently met stringent schedules, contained costs and attained profits while improving and strengthening customer relations

Burgess-Manning, Wichita Falls, TX

Materials Manager/Shipping-Warehouse Manager/Quality Control Inspector
Oversaw all aspects of materials procurement/execution and traffic management operations for an established manufacturer of process separators and industrial silencers; supervised staff, managed purchasing requisitions, directed shipping/receiving operations and closed purchase orders for invoice payment.

- Monitored and maintained materials inventory to eliminate any disruptions to the production schedule; ensured the accuracy and integrity of stock on hand, database items and physical warehouse counts.
- Provided unparalleled customer service; ensured on-time delivery (average of 97% or higher) to customers within specified timeframes and resolved potential problems in order to avoid a negative scheduling impact.

Selected

- Recognized for consistently achieving exceptional customer satisfaction rates throughout tenure.

Technical Expertise

* Immex * Microsoft Office (Word, Excel) * NAFTA * Oracle * Symix* Syspro* 5S * Lean Mfg * Inventory Management * Warehouse Management* Global Logistics * Operations* KPI's

High school or equivalent

Shipping/Receiving/Distribution, Materials/Logistics Planning, Production/Process Improvement, Staffing/Scheduling/KPI, Cost Productivity/Reduction, Budget/Resource Administration, Quality Assurance Standards, Client Service/Sales Support, Regulatory/Safety Compliance, Project/Team Management, Inventory Maintenance/Control, Warehouse/Facility Oversight, Blueprint Interpretation, Classification Systems (Domestic, International), Contract Negotiations, Domestic Shipping (LTL, Dedicated, Courier), Forklift Operations, IATA/IMDG/49CFR Hazmat, Import/Export Logistics, Inspections (Micrometers, Hand Tools), Incoterms, International Shipping (Air, Ocean), ISPM15 Standards, Material Specifications (ASME, ASTM Standards), Shipments In & Out of Mexico, Welding, Operating system implementation, Consulting/Training, WMS, ERP/MRP, Operations Management, Global Logistics Management

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Betsy Freeman

Relationship: Previous HR Manager
Years Known: 5

Phone: 7132528474

Jessica Mills

Relationship: Business
Years Known: 10

Phone: 8179075059

Selena England

Relationship: Friend/previous employee
Years Known: 7

Phone: 9406549098

Job Questions

City Manager 2019 |

Question	Answer	Disqualifier?
What do you think are the most important elements of the City Manager position? *** (Please limit	To keep the community upbeat and involved while taking care to bring the most positive approach in order to move the town and	

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) *

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) *

community forward. To achieve a positive cash flow while reducing crime and any undesirable aspects of the township

Have had a positive cash flow on P &L for 10 + years and return on investments to show a cost savings in all aspects

I would proceed by asking for additional time to look at the policy, and request side meetings to discuss and fully address my concerns

To have all parties engaged in the direction needed to make the town safer, fulfilling and enjoyable to the patrons as well as the budget.

Leadership, team building, P&L's, listening and negotiating

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:

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? *

03/29/2020

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

NA

Are you 18 years of age or older? *

Yes

Education |

Question	Answer	Disqualifier?
Describe any specialized training, apprenticeship, skills and extra-curricular activities. *	NA	
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: *	Import/export, negotiations, business strategies	

What type of computers and software have you used? * PC, laptop, operating systems such as oracle, syspro, symix etc

Other qualifications specific to this position? * NS

List any certifications you have received: * DOC compliance,

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 * Very energetic and connected individual whom make excellent choices and keep the greater good in front.

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: Timothy Greensweight

Date: 2020-03-29 07:42:22pm

IP Address: 71.221.43.39

Signature

Date

Timothy Greensweight

Mineral Wells, TX 76067
burgess0620@yahoo.com
940.452.7715

- A solutions-focused and results-driven Logistics Manager with extensive transportation and logistics management experience directing all aspects of domestic and international shipments including air/ocean import and export operations for several high-volume, high-profit global corporations.
- Skilled in expediting the movement of essential materials to required local and international locations by sourcing and selecting freight carriers, forwarders and courier corporations, negotiating best rates and prioritizing manpower, freight loads and transportation times to meet critical customer requirements.
- Strong qualifications in personnel, client and relationship management with an innate ability to proactively resolve issues and consistently exceed established goals in fast-paced, high-volume and time-sensitive conditions.

Authorized to work in the US for any employer

Work Experience

Logistics Manager

Perry Equipment Corporation - Mineral Wells, TX
June 2005 to February 2019

Oversee all aspects of domestic and international shipments of filtration products to sub fabrication facilities worldwide for a leading producer of innovative contaminant management solutions.

- Manage all aspects of day-to-day shipping operations for \$10M at site level and \$65M collaboratively at Divisional level in annual freight costs.
- Supervise and train a full-time staff of 28 employees; set performance goals, plan schedules to ensure adequate manpower coverage, assess job performance and address disciplinary issues.
- Source and select freight carriers, forwarders and courier corporations for over 10K shipments annually; negotiate long-term contracts and spot-moves, approve freight invoices and cultivate ongoing vendor relationships to ensure best pricing and service for new clients and standard routing operations.
- Coordinate export/import compliance; ensure that drivers and equipment passed all requirements, inspections, permits and licenses and communicate safety and compliance issues between the drivers and appropriate offices.
- Serve as the primary liaison between the Production and Shipping Departments to coordinate skidding, crating and shipment timelines.
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- Promoted three times throughout company tenure.

Materials Supervisor

Traffic

June 2001 to June 2005

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Burgess-Manning, Wichita Falls, TX

Materials Manager/Shipping-Warehouse Manager/Quality Control Inspector

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Selected

- Recognized for consistently achieving exceptional customer satisfaction rates throughout tenure.

Technical Expertise

* Immex * Microsoft Office (Word, Excel) * NAFTA * Oracle * Symix* Syspro* 5S * Lean Mfg * Inventory Management * Warehouse Management* Global Logistics * Operations* KPI's

Education

High school or equivalent

Skills

- Shipping/Receiving/Distribution
- Materials/Logistics Planning
- Production/Process Improvement
- Staffing/Scheduling/KPI
- Cost Productivity/Reduction
- Budget/Resource Administration
- Quality Assurance Standards
- Client Service/Sales Support
- Regulatory/Safety Compliance
- Project/Team Management
- Inventory Maintenance/Control
- Warehouse/Facility Oversight
- Blueprint Interpretation
- Classification Systems (Domestic, International)
- Contract Negotiations
- Domestic Shipping (LTL, Dedicated, Courier)
- Forklift Operations
- IATA/IMDG/49CFR Hazmat
- Import/Export Logistics
- Inspections (Micrometers, Hand Tools)
- Incoterms
- International Shipping (Air, Ocean)
- ISPM15 Standards
- Material Specifications (ASME, ASTM Standards)
- Shipments In & Out of Mexico
- Welding
- Operating system implementation
- Consulting/Training
- WMS
- ERP/MRP
- Operations Management
- Global Logistics Management

4 . . .





Employment Application | Submitted: 30-Mar-2020

AAA

Joshua Hunter

📞 (937) 663-1079

✉ joshuahunter38@yahoo.com

🏠 6103 W. 32nd Place

Indianapolis, IN 46224

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.

Cracker Barrel Old Country Store - Current Employer

Job Title: Server

Dates Employed From: May/2019

Dates Employed To: Currently Employed

Employment Length: 1 year

Duties: As a server, I've had the opportunity to further hone the practical skill of Customer Service. Interacting with customers, meeting needs, and managing problems are all aspects of the important skill. Keeping a positive attitude and taking the blame help greatly in these areas.

Supervisor Name: David Butler

Address: Indianapolis, IN, UNITED STATES

Phone: (317) 337-0029

Ending Rate of Pay: 2.18 plus tips

May We Contact? Yes

Reason For Leaving: Currently Employed

Victory Christian School

Job Title: Principal

Dates Employed From: Aug/2011

Dates Employed To: Mar/2019

Employment Length: 7 years, 7 months

Duties: Helping to lead the day-to-day function of the school

Reason For Leaving: Personal reasons

Supervisor Name: Pastor
Aaron Samples

Address: Urbana, OH, UNITED
STATES

Phone: (937) 652-1681

Ending Rate of Pay: 29,500

May We Contact? Yes

New Life Bilingual School

Job Title: Teacher

Dates Employed From: Sep/2009

Dates Employed To: May/2011

Employment Length: 1 year, 8 months

Duties: Teacher

Reason For Leaving: Desired to return to states

Supervisor Name: Pastor
Sam Hodges

Address: Sabanagrande,
HONDURAS

Phone: 000

Ending Rate of Pay: Perhaps 200

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.

Pensacola Christian College | College or University

Degree: Master's
Major: Music Education

Graduated? Yes

Pensacola Christian College | College or University

Degree: Bachelor of Arts
Major: Church Music

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

Joshua_Hunter.pdf

Preview Download

Text Only Resume

joshuahunter38@yahoo.com
Joshua Hunter

Strong experience in leadership positions and working under an administrator

937-663-1079
Indianapolis, IN 46224

Server Cracker Barrel Old Country Store Indianapolis, IN
May 2019 to Present

As a server, I've had the opportunity to further hone the practical skill of Customer Service. Interacting with customers, meeting needs, and managing problems are all aspects of the important skill. Keeping a positive attitude and taking the blame help greatly in these areas.

Principal Victory Christian School Urbana, OH
August 2011 to March 2019
Helping to lead the day-to-day function of the school

Teacher New Life Bilingual School
2009 to 2011
Teacher

Master's Music Education Pensacola Christian College
Pensacola, FL
2007 to May 2009

Bachelor of Arts Church Music Pensacola Christian College
Pensacola, FL
2003 to May 2007

Organizational Skills, Customer Service, Server, training, Cooking, fast learner, Leadership skills (7 years), Time Management, Administrative Experience, Basic Computer Skills, Management Experience, Writing Skills, Proofreading, Supervising Experience, Communication skills

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References



Please fill out the information below regarding references.

Pastor Aaron Samples

Relationship: Former employer
Years Known: 8

Phone: 9376521681

Dan Kaffenbarger

Relationship: Friend
Years Known: 8

Phone: 9372432423

David Butler

Relationship: Current employer
Years Known: Less than 1

Phone: 3173370029

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) *	Wisdom in hiring the right personnel Financial responsibility Preparedness for emergencies	
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) *	Experience as school principal; aiding the administrator in the planning and implementation of overall school improvement for seven-plus years	
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) *	Listen to and consider the new idea; respectfully address concerns and opposing view	

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) *

Servanthood is the proper view of a leader. A leader is very simply a servant of those over whom he is responsible.

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 Customer service Financial responsibility Public speaking Envisioning and implementing ideas

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? *	05/01/2020	
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. *	Public speaking (mainly through education years) Problem solving (i.e. parent meetings, daily issues school-related, discipline problems) Emergency training (focused on active shooter scenario for school) Dual role of leadership and assistance (helping to oversee teachers and daily function of school but also reporting to administrator) Typing, editing, grammar, basic math skills Customer service (through education and currently through restaurant) Junior program director of a Christian camp in the past (again providing experience with that dual role/skill of leadership/assistance)	☐
Describe any job-related training received in the United States military. *	No military experience	
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. *	Music Headmaster of Buckeye Christian School Association Principal Junior camp Program Director Various church ministry opportunities (Sunday school teacher, choir director)	☐

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	Typing, grammar Public speaking Leadership Budgeting Interviewing potential employees Participating in and leading meetings Written and Oral Communications Strong interpersonal skills	
What type of computers and software have you used? *	Hp and Mac	
Other qualifications specific to this position? *	Ability to take but also give instructions Desire for excellence	
List any certifications you have received: *	0	
List any family members employed by the City, family members means	0	☐

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 am willing to learn any knowledge/skills in which I am found deficient. A strong education from excellent teachers has prepared me to enter various fields and succeed. Relocation from Indiana is not an issue at this time in my life. I am willing and able to learn and adapt to new surroundings. It would be with great honor and full energy that I would tackle this opportunity in Homer seeking to respect its citizens by giving my best.

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: Joshua Lewis Hunter

Date: 2020-03-30 10:57:28am

IP Address: 99.101.188.192

Signature

Date



Joshua Hunter

Indianapolis, IN 46224
joshuahunter38@yahoo.com
937-663-1079

Strong experience in leadership positions and working under an administrator

Work Experience

Server

Cracker Barrel Old Country Store - Indianapolis, IN
May 2019 to Present

As a server, I've had the opportunity to further hone the practical skill of Customer Service. Interacting with customers, meeting needs, and managing problems are all aspects of the important skill. Keeping a positive attitude and taking the blame help greatly in these areas.

Principal

Victory Christian School - Urbana, OH
August 2011 to March 2019

Helping to lead the day-to-day function of the school

Teacher

New Life Bilingual School
2009 to 2011

Teacher

Education

Master's in Music Education

Pensacola Christian College - Pensacola, FL
2007 to May 2009

Bachelor of Arts in Church Music

Pensacola Christian College - Pensacola, FL
2003 to May 2007

Skills

- Organizational Skills
- Customer Service
- Server
- training
- Cooking
- fast learner

- Leadership skills (7 years)
- Time Management
- Administrative Experience
- Basic Computer Skills
- Management Experience
- Writing Skills
- Proofreading
- Supervising Experience
- Communication skills

Assessments

Scheduling — Expert

January 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/d3840b8a8fe27bef15923e999896d5d8eed53dc074545cb7

Written Communication — Expert

July 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: https://share.indeedassessments.com/share_to_profile/4fb9962096ac77ce2cd1d113486752e6eed53dc074545cb7

Attention to Detail — Proficient

April 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_assignment/kpfrhl7ikon9rnrxj

Research — Expert

April 2019

Measures a candidate's ability to follow protocols, interpret statistics and graphs, identify errors, and choose research methodology.

Full results: https://share.indeedassessments.com/share_assignment/apjiy5xxdhuc7ccy

Memorization & Recall — Highly Proficient

April 2019

Measures a candidate's ability to commit product or merchandize information to memory and recall at a later time.

Full results: https://share.indeedassessments.com/share_assignment/rztzww02nyyvg2s5

Organizational Skills — Expert

April 2019

Arranging and managing information or materials using a set of rules.

Full results: https://share.indeedassessments.com/share_assignment/h-kizqyrwekiac2c

Basic Word Processing with Microsoft Word — Familiar

April 2019

Basic Word techniques, including the use of tools to format or edit text.

Full results: https://share.indeedassessments.com/share_assignment/1rmmetpaamor4agt

Critical Thinking — Highly Proficient

April 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_assignment/pyishiotchza9q82

Written Communication — Expert

April 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: https://share.indeedassessments.com/share_assignment/4usbnmdgae39tl9a

Customer Focus & Orientation — Proficient

April 2019

Measures a candidate's ability to respond to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_assignment/8xkjkeudgvvykttx

Verbal Communication — Highly Proficient

April 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: https://share.indeedassessments.com/share_assignment/mbq8j0uice8xzta4

Spreadsheets with Microsoft Excel — Familiar

April 2019

Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals.

Full results: https://share.indeedassessments.com/share_assignment/tgdjvxl7g1wfc7j

Problem Solving — Expert

April 2019

Analyzing relevant information when solving problems.

Full results: https://share.indeedassessments.com/share_assignment/hu6rm46w1hih6pkp

Data Entry — Highly Proficient

April 2019

Measures a candidate's ability to accurately input data and effectively manage databases.

Full results: https://share.indeedassessments.com/share_assignment/hoimd2zopndc-lk3

Basic Computer Skills: PC — Proficient

April 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/sbxsaxuyfag5wbp7

Scheduling — Expert

April 2019

Measures a candidate's ability to cross-reference agendas and itineraries to avoid conflicts when creating schedules.

Full results: https://share.indeedassessments.com/share_assignment/tkh2zqnuw6g5ik-7

English Communication Skills: Typing — Expert

April 2019

Transcribing text using a standard keyboard.

Full results: https://share.indeedassessments.com/share_assignment/jsrtvczanykg48zo

Active Listening — Highly Proficient

April 2019

Actively listening and appropriately responding in conversations.

Full results: https://share.indeedassessments.com/share_assignment/lpcofr18o7onjcir

Management & Leadership Skills: Planning & Execution — Highly Proficient

April 2019

Planning and managing resources to accomplish organizational goals.

Full results: https://share.indeedassessments.com/share_assignment/nfqcpsubyxjh99pg

Human Resources Skills: Compensation and Benefits — Proficient

April 2019

Knowledge of compensation and benefits programs.

Full results: https://share.indeedassessments.com/share_assignment/eigrgps8a2hwrfl

Supervisory Skills: Directing Others — Proficient

April 2019

Motivating others through feedback to identify improvements or corrective actions.

Full results: https://share.indeedassessments.com/share_assignment/pf1nwcugijjfyx3

Project Management Skills: Time Management — Highly Proficient

April 2019

Measures a candidate's ability to prioritize and allocate time to effectively achieve project deliverables.

Full results: https://share.indeedassessments.com/share_assignment/ly7e3pj5hredv-ac

Project Management Skills: Budgeting — Highly Proficient

April 2019

Measures a candidate's ability to manage project budgets by appropriately allocating and monitoring financial resources.

Full results: https://share.indeedassessments.com/share_assignment/ik9dtmn2nrwiiykr

Accounting Skills: Bookkeeping — Proficient

April 2019

Calculating and determining the accuracy of financial data.

Full results: https://share.indeedassessments.com/share_assignment/nif1bqa4szup6ggq

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.





Homer

Departments

Government



Documents

Job Openings

Helpful Links

Employment Application | Submitted: 05-Apr-2020

AAA

Patrick Nolde

📞

(907) 202-3455

✉

patnolde@yahoo.com

🏠

1745 W. Pipestone Dr.

Wasilla, AK 99654

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.

Bass Pro Shops - Current Employer

Job Title: GM of Retail store and Boat dealership

Dates Employed From: Feb/2013

Dates Employed To: Currently Employed

Employment Length: 7 years, 3 months

Duties: Overall responsibility of entire store. All responsibilities

Reason For Leaving: Currently Employed

Supervisor Name: Brent Bowen

Address: Anchorage Retail store, AK, UNITED STATES

Phone: (907) 330-2500

Ending Rate of Pay: 125,000

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.

University of Nebraska at Kearney | College or University

Degree: B/S

Major: 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
PatWordResume 2020.doc	 Preview Download

Text Only Resume

PATRICK NOLDE
1745 W Pipestone Dr. Wasilla Ak. 99654 ~ Cell phone: (907)202-3455 ~ Email: patnolde@yahoo.com

Homer City Manager
Position
Dear City Council:
My Qualifications:
I do hope you consider me for the positon. I have 15 plus years of leading tea employees. I am looking for a more substantial role in my professional career a Alaska! I believe in "servant leadership" but with a motor to engage people an A couple highlights from 2019 in my current role include cutting 220K in expens moving to a smaller offsite warehouse and increasing store sales 8.7%. All unde budget and doing the move with internal staff.

I have additional experience in all management functions of building a business Functions, Advertising, Hiring, Firing, Benefits, Budget Management, Facilities Customer Service, Purchasing, Sales, Inventory Control, Events, Promotions, P&I responsibilities, Marketing and numerous other duties. In relation to this posi wide range of experiences running a large retail store is one of the best train the business world. I am looking for a more substantive role and the City Manag Homer would feed my desire and ability to serve a larger cause. Every time my w Homer we love it and just don't want to leave. I would love to call Homer my hc

My enclosed resume will give you a better understanding of my background and sk
feel free to call me anytime and I will return the call as soon as I can if I c
immediately. I excel with people and hope I get a chance to prove it to you. Yc
confidentiality are appreciated as I am still employed with Bass Pro Shops and
References can be provided upon request.

Best Regards,
Patrick Nolde

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Bob McCaffrey

Relationship: Former Vendor/ Friend
Years Known: 16 years

Phone: 907-830-9803

Stu Utgaard

Relationship: Former CEO of Sportsman's Warehouse
Years Known: 17 years

Phone: 612-819-7900

Jim Reier

Relationship: Friend
Years Known: 33 years

Phone: 308-440-5138

Job Questions

Clty 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) *	I believe this is hard to narrow down as there can be many new challenges in a week that arise. If I had to put it in one sentence I would say: Leadership, open communication, ability to adapt and adjust, along with honesty and integrity always win out. First, on leadership my style is of Servant leadership. This would include both the citizens of Homer and employees of the city. Letting each person know that their	

contribution is important, needed and should be rewarded when necessary. Second, so many people forget that communication includes those things on the sides of our heads -ears. Listening is the first step to understanding. Then a open dialog can take place and pro's and con's can be weighed out. Third, the ability to adapt and adjust as daily issues pop up is more common than most people recognize. This is where you prioritize, delegate if able, or change your plans for the day. Fourth, Honesty and Integrity go hand and hand. I grew up in a small, similar community and trust is a needed trait to bring people together. I like it that people stop to talk to you at the local bank, theatre, or fishing dock.

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 took over the store manager position for Bass Pro Shops right after the first store manager was let go, one week before the start of setting the store. Through Servant Leadership, many hours, and a genuine desire to succeed and make all successful, we created a team that was tight right from the beginning. This was done by giving labor guidance, helping with interviews, store assortment planning, and simply communicating a plan daily, then weekly, then engaging managers to give me their plans. This led to manager growth in their roles. I also jumped into basically a project manager role, as our current project manager's wife died during the final stages of construction. This involved several later nights, and pushing timelines that were neglected. Overall I believe this determination and multiple experiences is what leads to having the ability to be the City Manager of 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) ***

First step I would try and get some clarification on the policy. Second step if needed would be to see if we could discuss in a private setting. Third, if needed I would present my concerns and facts. If needed, I would suggest to slow down if time allowed to gather more facts or data. If the final decision is to move forward, then I would implement 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) *

As discussed earlier my leadership philosophy my whole career has been to be a servant leader. You are only as strong as your weakest link. All my career I have jumped in where improvement has been needed and help guide and engage those employees to help bring them to success and growth. I would rather build people up and create a positive atmosphere than manage by intimidation. On the flip side goals and results must be achieved.

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 come from a highly complex retail business model. Managing this complex model and following various federal BATF guidelines is similar to some of the process management in both roles. I have budget and labor management experience along with facilities management experience. Leadership is the greatest quality I will bring and direction to the entire team. I have weekly meetings with managers that is crucial to keeping up to date on issues in each department. This would be crucial as City Manager as well.

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? *	2-3 weeks 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. *

Long time ago I did a practicum with the city of Sidney Ne chamber of commerce and partnered some with the city manager.

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. *

SCI Board Member Anchorage Chapter.
Outdoor Heritage Foundation of Alaska
Board member - Secretary.

Additional Information |

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

Question

Answer

Disqualifier?

Knowledge and Specialized Skills: *

Budgeting, P&L management, labor, and numerous management experiences.

What type of computers and software have you used? *

Mostly retail orientated. Inventory control, Workday HR systems, AS 400, excel, word, laptops, desktops, Cognos and others.

Other qualifications specific to this position? *

Many years of multi-faceted retail business including a boat dealership. I have probably hired somewhere between 1,000 to 2,000 employees.

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

None.

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 have a real desire to live in Homer and would love the city manager 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: Patrick Preston Nolde
Date: 2020-04-05 10:17:00pm
IP Address: 24.237.208.85

Signature

Date

PATRICK P. NOLDE

1745 W Pipestone Dr. Wasilla AK 99654 ~ 907-202-3455 ~ patnolde@yahoo.com

Highly accomplished retail professional seeks the next career challenge. 25 years progressive experience in driving sales, motivating and developing employees and maintaining tight cost controls. Experienced in all facets of store operations including merchandising, sales management, promotional activities, customer service, shortage, labor costs, inventory and cost controls over multiple stores. Strong leadership skills, achieved top ranks in sales and volume through motivation and development of staff. Proven areas of expertise include:

- | | | |
|-----------------------------------|------------------------------------|----------------------|
| * Sales Strategies and Management | * Purchasing | * Labor Allocation |
| * Team Building/Motivation | * Merchandising | * Cost Controls |
| * Employee Development | * Inventory Management | * Workload Planning |
| * Shortage Reduction Program | * Assortment Planning | * Trend Analysis |
| * Promotions Management | * Accountability/Recognition Prgm | * Pricing Strategies |
| * Communication Skills | * Advertising/Electronic and print | * P&L Responsibility |

PROFESSIONAL EXPERIENCE

GENERAL MANAGER

Bass Pro Shops/Cabelas – Anchorage, Alaska - Feb 2013 to Current

Responsible for all facets of the retail operation:

1. Responsible for and speak to the Store's EBITDA and monthly and annual P&L financial results.
2. Successfully lead and managed project team personnel in store set and grand opening.
3. Budgeting including labor allocation and operational expenses storewide.
4. Successfully opened a new Tracker boat/ATV dealership in a new market.
5. 2019 grew sales 8+ % in a downward retail environment.
6. Personally negotiated and responsible for annual store savings of \$220,000 by implementing change in the offsite locations. Complete relocation project was handled at the store level. Responsible for entire scope of project including working with the Municipality of Anchorage.
7. Oversee several managers and associates of 100-200 employees.
8. Instrumental in modifying product assortment to match Alaska needs.
9. Engaged with several nonprofit groups within Alaska.

GENERAL MANAGER;

LensCrafters ~ Anchorage, Alaska ~ July 2012 to Feb 2013

Manage the Lenscrafter's Retail Store located in the Dimond Mall which includes a symbiotic relationship with the doctor's office. Developing a stronger staff to recover sales and customer service leadership in the Anchorage market.

1. Provide leadership and direction to motivate staff for increased performance.
2. Implementing new policies and procedures in regards to staff responsibilities to align with a customer first approach.
3. Customizing staff schedules to align with traffic flow to accommodate for peak and slow selling periods.
4. Remerchandized entire store to follow company planograms and increasing amount of product on display.
5. Training staff with Ce-Q sales training techniques to connect to the customer and achieve higher multiple item purchases.
6. Conduct all H. R. functions which include hiring, terminations, vacations, reviews, promotions and general procedures.
7. Achieving weekly sales goals and customer satisfaction levels.
8. Increasing customer/patient prescription accuracy in eyewear purchased thus improving the overall experience with LensCrafter's.

RETAIL CATEGORY MANAGER: PURCHASING **Cabela's ~ Sidney, NE ~ November 2009 to July 2012**

Responsible for the execution of product placement and merchandising in each retail location for the Hunting/Accessories/Sporting Dog Category. Also responsible for purchasing and assortment selection of new product from all vendors and growing private label product mix. Other general responsibilities include providing competitive analysis, retail advertising, product life-cycle, unplanned inventory and managing multiple micro-seasons.

1. Responsible for coordinating space planning/planograms. Proofing retail ad copy and signage, working with visual merchandising on retail presentation.
2. Support development of product assortment for retail merchandise to support strategy goals. Support the development and execute the assortment strategy for the retail channel.
3. Support the execution of the private label and branded merchandise product development to support retail channel financial goals.
4. Manage the retail product life-cycle. Use an in/out policy to adapt to all micro-seasons.
5. Perform weekly and monthly category level analysis of product performance.
6. Negotiating purchases, special buys and other related purchasing decisions.
7. Conduct competitive analysis on ads, pricing strategy and product mix. Coordinate with field regional merchandise managers regarding competition, assortment mix and executing regional/seasonal merchandise trends.
8. Developed retail ad strategy for entire year.

STATE AREA MANAGER – (over 3 stores) : **Sportsman's Warehouse ~ Anchorage, Alaska ~ 2006 to 2009**

Promotion to Area Manager for the State of Alaska. Added duties of monitoring, managing and developing new Sportsman's Stores for the State of Alaska. Monitor inventory level accuracy along with developing sales. Develop new local product lines, increase customer accounts and average ticket along with developing staff for new stores. Oversee and mentor new store managers within the State of Alaska.

GENERAL MANAGER: **Sportsman's Warehouse ~ Anchorage, Alaska ~ 2003 to 2009**

Manage highest sales volume store in the Sportsman's Warehouse chain. Successfully manage labor and inventory levels in a highly seasonalized sales curve. Execute all operational, personnel and merchandising issues within the store. Responsible for a staff of 12 managers and 75-115 associates.

1. Generate 26 million in sales, highest in the Sportsman's Warehouse chain.
2. Accomplished in merchandising, constantly adjusting for approximately 15 seasons/events. Analyze sales reports to determine product and staff effectiveness, review trends and proactively revise merchandising plans to gain maximum sales.
3. Adapted to shipping/distribution challenges presented by Alaska's geographical location.
4. Maximize advertising budget in part by participating in local talk radio program.
5. Identified the need and procured Alaska-specific product lines for both hard and soft goods.
6. Maximize sales by diversifying donation budget to numerous non-profit outdoor organizations and other related groups.
7. Created, designed and implemented policies/procedures for *Sportsman's first mail order venture, Alaska Bush Orders, creating the first catalog for the company.*
8. Practiced in cost containment, analyze labor requirements and schedule staff to avoid all overtime. Adjust staffing levels to sales totals per department.
9. Accomplished in employee development, mentor and train staff with numerous instances of staff promotions to such positions as department manager, store manager and purchasing agent.
10. Serve as role model for exceptional customer service. Monitor staff and enforce high performance of standard.

DEPARTMENT MANAGER – HUNTING: Cabela's ~ Sidney, NE ~ 1991 to 2003

Successive career promotions starting as Service Representative and earning higher positions to Product Specialist to Department Manager. Manage largest department in 70,000 sq. foot store, producing \$10M in department sales and representing 25% of total store sales. Produce and manage budget and oversee staff of 21.

1. Grew Sales 30% in first year as Department Manager ranking as Top Performer and consistently and significantly exceeded sales targets every year thereafter.
2. Oversee over \$4M in inventory. Work closely with Product Managers to forecast demand. Develop and lead customer events including UKC Hunt Trial, producing 30% sales increase in dog training equipment.
3. Created, designed and implemented new policies and procedures for Cabela's first RV park next to store in order to drive additional sales. Produced \$250K in sales in 2 years.
4. Regularly hold training sessions for sales staff reviewing such topics as up-selling and closing techniques.
5. Accomplished in employee development, mentor and train staff with numerous instances of staff promotions to such positions as Department Manager and Assistant Store Manager.
6. Selected management to be key member of implementation team for JDA auto replenishment inventory system serving as Subject Matter Expert on store inventory levels and merchandising needs. Trained entire retail chain and managers at all locations.
7. Serve as backup Store Manager assuming all duties including store closing during periods when regular staff is unavailable.

EDUCATION

**University of Nebraska at Kearney
BACHELOR OF SCIENCE in Psychology, minor in Human Relations**

ORGANIZATIONS

**FORMER BOARD MEMBER – Safari Club International – Alaska Chapter
CURRENT BOARD MEMBER – Outdoor Heritage Foundation of Alaska**

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Homer Departments Government



Documents Job Openings Helpful Links

Employment Application | Submitted: 11-Apr-2020

AAA

Mitchell Ruimveld

City Manager

📞 (269) 998-0194
✉️ ruimvem@gmail.com
🏠 2700 Sprucewood Dr
Homer, AK 99603
United States

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

Employment History

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

MISWACO/Schlumberger - Current Employer

Job Title: Present Drilling Fluids Specialist

Dates Employed From: Nov/2013
Dates Employed To: Currently Employed
Employment Length: 6 years, 6 months

Duties: Unsupervised single point of contact for all drilling and completion fluids for ConocoPhillips on wellsite. Responsible for billing, inventory, fluid management, waste injection of all MISWACO fluids Responsible for management of all trucking logistics and personal associated with drilling fluids.

Supervisor Name:
Robert Hagg

Address: Schlumberger, AK,
UNITED STATES
Phone: 907 355 8512

Ending Rate of Pay: 100,000
May We Contact? No

Reason For Leaving: Currently Employed

Drifters Lodge

Job Title: Fishing guide

Dates Employed From: Jan/2015

Dates Employed To: Dec/2015

Employment Length: 0 years, 11 months

Duties: Fishing guide

Reason For Leaving: Part time

Supervisor Name: Bob
owner

Address: Drifters Lodge, AK,
UNITED STATES

Phone: 907 858 5555

Ending Rate of Pay: 200 day plus
tip

May We Contact? Yes

Bristol Bay Lodge

Job Title: Fishing guide

Dates Employed From: Jan/2011

Dates Employed To: Dec/2011

Employment Length: 0 years, 11 months

Duties: Fishing guide service industry. Everything that remote Alaska
bush offers.

Reason For Leaving: End of Season

Supervisor Name: Steve
Laurent

Address: Dillingham, AK, UNITED
STATES

Phone: 509 964 2094

Ending Rate of Pay: 2500 month
plus tip (5000)

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.

Kenai Peninsula College | College or University

Degree: Process Technology

Major: process technology

Graduated? Yes

Kenai River Guide Academy | College or University

Degree: Kenai River Guide Certificaion

Major: Kenai River Guide Certificaion

Graduated? Yes

Ferris State University College of Engineering Technology | College or University

Degree: Bachelors of Science in Construction Management
Major: Bachelors of Science in Construction Management

Graduated? Yes

University of Alaska Fairbanks | College or University

Degree: Civil Engineering
Major: Civil Engineering

Graduated? Yes

Kalamazoo Christian 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
Homer City Manager Mitchell Ruimveld Resume 2020.docx	 Preview Download

Text Only Resume

Mitchell P. Ruimveld
2700 Sprucewood Dr. Homer, AK 99603
Phone : (269) -998-0194 Email : ruimvem@gmail.com

To : City of Homer

Dear Homer City Council,

As a resident of Homer, AK I am applying for the City Manager position for the city of Homer. I have attached my full resume with my work history, current certifications as well as references.

The City Manager of Homer, AK is very appealing and I believe years of work experience in several different industries throughout Alaska makes me qualified for this job.

I am currently employed on the North Slope of Alaska working for Schlumberger and pride myself on bring prosperity to Alaskans and have an

extreme conscious for the environment and public safety of all the people I work with. I am halfway through my second degree, which is a 2-year Process Technology degree at the University of Alaska. I am excelling through the program, which helps me exercise my time management skills as I continue to work a 14 day on/off rotation, while going to school full time and raising a family in Homer.

With my years of work experience throughout this great state and my Bachelors of Science degree in Construction Management, I hope you find this uniquely qualifies me as a competitive candidate and strong addition to your team.

Please see my attached resume for additional work experience

Thank you for your time and consideration. I look forward to speaking to you about this employment opportunity.

Mitchell Ruimveld

Objective :

Experienced Drilling Fluid Specialist seeking to fill a position as City Manager that will continue my career in management. A position that will exercise my commitment to safety and detail as I provide quality work for my employer and my employers clients.

Profile :

Extremely motivated individual with an appetite to learn with the quality of being outgoing and easy to talk to. I truly enjoy working and enjoy the people I work with. I always strive to increase efficiency and productivity through planning, communication and determination. I strongly believe in the health, safety, and environment culture on the North Slope and want everyone to do his or her job correctly and return home safely.

Education :

Kenai Peninsula College-Process Technology

Graduation Spring 2021

MISWACO/Schlumberger Drilling Fluids Specialist Program Graduated 2014

Kenai River Guide Academy Graduated 2015

Ferris State University College of Engineering Technology Graduated 2012

Bachelors of Science in Construction Management

University of Alaska Fairbanks Fall 2010-Spring 2011

Civil Engineering credits

Kalamazoo Christian High School Graduated in 2008

Related work Experience :

MISWACO/Schlumberger Present Drilling Fluids Specialist 2 G10 2014 to Present

Unsupervised single point of contact for all drilling and completion fluids for ConocoPhillips on wellsite.

Responsible for billing, inventory, fluid management, waste injection of all MISWACO fluids

Responsible for management of all trucking logistics and personal

associated with drilling fluids.

MISWACO/Waste injection Operator, ENI Oliktok Point, Alaska

2013

Worked with team members to process and inject class II waste into waste injection well.

Great teamwork with planning operations

Drifters Lodge, Coopers Landing Alaska 2015

Fishing guide on my days off from the slope, love taking tourist in Alaska for one of great experiences of the Kenai

Bristol Bay Lodge, Dillingham, Alaska 2011 , 2012 , 2013

Fishing guide for 3 summers working at remote fishing lodge. Learned how to accomplish great tasks with a community of individuals in the remoteness of Alaskan villages.

Qualifications :

Able to work with many different individuals to accomplish goals.

Great at setting goals and accomplishing them with proper planning, communication, and determination.

Hard working with 14 hour a day work ethic is what I have known throughout my professional career

Able to problem solve with limited resources

Able to communicate and articulate multi-step procedures that can involve high potential for HSE hazards

Effectively communicate with supervisors and rig crews about problems that arise in daily operations

Excellent at working under high stress situations

Can pass drug test/clean driving record no accidents

Certification :

Freshwater 6 pack Merchant Mariner Credentials

Alaska red book training for waste disposal and reuse guide

First Aid certified

Incident Free Culture PREP Alaska I Believe 2019 Winter Season

Ice road training

References :

Mike Winfree ConocoPhillips

Western North Slope Drilling Superintendent (989) 284 1672

Scott Kiser ConocoPhillips Wellsite Leader

Direct Supervisor Nabors CDR3 (907) 242 0633

Rob Hagg Direct Manager for Schlumberger

(907) 355 8512

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Mike Winfree

Relationship: Supervisor
Years Known: 5 years

Phone: 989 284 1672

Scott Kiser

Relationship: Supervisor well site leader
Years Known: 5 years

Phone: 907 242 0633

Rob Hagg

Relationship: Direct Manager
Years Known: 7 years

Phone: 907 355 8512

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) *	I think the most important element of the City Manager position is being able to serve the community of Homer with transparency. Being able to set realistic goals with a balanced budget that provides the citizens of Homer with a high quality of life and visual future.	
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 great accomplishment that i feel best demonstrates my ability to be the City Manager of Homer is my day to day business of working with multi million dollar well drilling budget and being able to find ways to utilized recyclable fluids to save money for drilling wells. The city budget is for the people of Homer and being able to utilize cost saving measures is great for maximizing budgets and doing more with less.	
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 introduced it must be reviewed by the city council and the people of Homer. The city manager is working for the people of Homer. It does not matter if i personally agree with it but it does matter if it fits the budget and is legal 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) *

Leadership Philosophy is leading by example. Hard work is contagious and having a positive attitude is contagious as well. I truly enjoy working and have always enjoyed the people I worked with. Being a leader is being willing to put in the work yourself and be able to set the people you work with up for success.

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 great experience with working with multiple team members and managing team members to set realistic goals. I enjoy the team building of set individuals up for success.

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? *	June	
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. *	Schlumberger safe work place training, non harssemnt	
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: *	Working with contractual budgets. Finding ways to reduce cost and maximize efficiency.	
What type of computers and software have you used? *	Microsoft office, word, excel, portals, CAD. Mostly all mircosoft office products	
Other qualifications specific to this position? *	Time management, great personal relations skills, team work, personal management, team building, safety.	
List any certifications you have received: *	First aid 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. *	none	
State any additional information you feel may be helpful to us in considering your application *	Enjoyable to work with, easy going, enjoy many hobbies in Alaska, great to converse with.	
Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE	Yes	

**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? *

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: Mitchell Ruimveld

Date: 2020-04-11 01:42:34pm

IP Address: 163.185.148.245

Signature

Date



Mitchell P. Ruimveld

2700 Sprucewood Dr. Homer, AK 99603
Phone: (269)-998-0194 Email: ruimvem@gmail.com

To: City of Homer

Dear Homer City Council,

As a resident of Homer, AK I am applying for the City Manager position for the city of Homer. I have attached my full resume with my work history, current certifications as well as references.

The City Manager of Homer, AK is very appealing and I believe years of work experience in several different industries throughout Alaska makes me qualified for this job.

I am currently employed on the North Slope of Alaska working for Schlumberger and pride myself on bring prosperity to Alaskans and have an extreme conscious for the environment and public safety of all the people I work with. I am halfway through my second degree, which is a 2-year Process Technology degree at the University of Alaska. I am excelling through the program, which helps me exercise my time management skills as I continue to work a 14 day on / off rotation, while going to school full time and raising a family in Homer.

With my years of work experience throughout this great state and my Bachelors of Science degree in Construction Management, I hope you find this uniquely qualifies me as a competitive candidate and strong addition to your team.

Please see my attached resume for additional work experience

Thank you for your time and consideration. I look forward to speaking to you about this employment opportunity.

Mitchell Ruimveld

Mitchell P. Ruimveld

2700 Sprucewood Dr. Homer, AK 99603

Phone: (269)-998-0194 Email: ruimvem@gmail.com

Objective:

Experienced Drilling Fluid Specialist seeking to fill a position as City Manager that will continue my career in management. A position that will exercise my commitment to safety and detail as I provide quality work for my employer and my employers clients.

Profile:

Extremely motivated individual with an appetite to learn with the quality of being outgoing and easy to talk to. I truly enjoy working and enjoy the people I work with. I always strive to increase efficiency and productivity through planning, communication and determination. I strongly believe in the health, safety, and environment culture on the North Slope and want everyone to do his or her job correctly and return home safely.

Education:

- **Kenai Peninsula College-Process Technology** Graduation Spring 2021
- **MISWACO / Schlumberger Drilling Fluids Specialist Program** Graduated 2014
- **Kenai River Guide Academy** Graduated 2015
- **Ferris State University College of Engineering Technology** Graduated 2012
Bachelors of Science in Construction Management
- **University of Alaska Fairbanks** Fall 2010-Spring 2011
Civil Engineering credits
- **Kalamazoo Christian High School** Graduated in 2008

Related work Experience:

- MISWACO / Schlumberger Present Drilling Fluids Specialist 2 G10** 2014 to Present
 - Unsupervised single point of contact for all drilling and completion fluids for ConocoPhillips on wellsite.
 - Responsible for billing, inventory, fluid management, waste injection of all MISWACO fluids
 - Responsible for management of all trucking logistics and personal associated with drilling fluids.
- MISWACO / Waste injection Operator, ENI Oliktok Point, Alaska** 2013
 - Worked with team members to process and inject class II waste into waste injection well.
 - Great teamwork with planning operations
- Drifters Lodge, Coopers Landing Alaska** 2015
 - Fishing guide on my days off from the slope, love taking tourist in Alaska for one of great experiences of the Kenai
- Bristol Bay Lodge, Dillingham, Alaska** 2011, 2012, 2013
 - Fishing guide for 3 summers working at remote fishing lodge. Learned how to accomplish great tasks with a community of individuals in the remoteness of Alaskan villages.

Qualifications:

- Able to work with many different individuals to accomplish goals.
- Great at setting goals and accomplishing them with proper planning, communication, and determination.
- Hard working with 14 hour a day work ethic is what I have known throughout my professional career
- Able to problem solve with limited resources
- Able to communicate and articulate multi-step procedures that can involve high potential for HSE hazards
- Effectively communicate with supervisors and rig crews about problems that arise in daily operations
- Excellent at working under high stress situations
- Can pass drug test / clean driving record no accidents

Certification:

- Freshwater 6 pack Merchant Mariner Credentials
- Alaska red book training for waste disposal and reuse guide
- First Aid certified
- Incident Free * Culture* PREP Alaska * I Believe * 2019 Winter Season Ice road training

Mitchell P. Ruimveld

2700 Sprucewood Dr. Homer, AK 99603

Phone: (269)-998-0194 Email: ruimvem@gmail.com

References:

Mike Winfree	ConocoPhillips Western North Slope Drilling Superintendent	(989) 284 1672
Scott Kiser	ConocoPhillips Wellsite Leader Direct Supervisor Nabors CDR3	(907) 242 0633
Rob Hagg	Direct Manager for Schlumberger	(907) 355 8512





Employment Application | Submitted: 27-Apr-2020

AAA

KATHERINE WASMUND

(206) 890-8933

kwx2018@outlook.com

10870 Calcedonian St

Las Vegas, NV 89141

United States

City Manager

Job Location - Homer, AK

Department - Administration

Source - City of Homer Alaska Website - N/A

Employment History

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

Boyd Gaming - Current Employer

Job Title: Manager II, IT PMO

Dates Employed From: Sep/2019

Dates Employed To: Currently Employed

Employment Length: 0 years, 8 months

Duties: Manager II, Corporate IT PMO Las Vegas, NV Develop, Implement, Deploy best practice for enterprise solution of ATI product suite. Leverage the teams to keep developing efficient Ways of Working a new organizational model. From the different Ways of Working, assist the PMO in establishing clear RACIs that will define internal functions. Align

Supervisor Name: Sheryl Cinelli

Address: Las Vegas, NV, UNITED STATES

Phone: (702) 486-7200

Ending Rate of Pay: 115,000

May We Contact? No

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5/9/2020, 11:34 AM

the communication plan with the enterprise and/or portfolio roadmap. Lead the development for the new Ways of Working, documented processes and RACIs/RADICs Lead and Manage the overall transformation Roadmap. Facilitate build-up of best in class Procurement and industry mastery within the team. Develop and retain advantaged insights/know-how and practices. Manage various stakeholder engagement, collaboration of teams, and PMO governance.

Reason For Leaving: Currently Employed

Caesars Entertainment

Job Title: Gaming Program Manager

Dates Employed From: Jan/2018

Dates Employed To: Sep/2019

Employment Length: 1 year, 8 months

Duties: Project Manager - Corporate IT PMO Las Vegas, NV Successfully Scoped Requirements, Internal and External Labor, Hardware/Software procurement and Vendor engagements Partnered with the Business to plan, deliver, and support the Table Games Multi Level Progressive Games across the enterprise tracking net new Coin In revenue of 145M in Successfully delivered new Operator Wide Area Progressive technology OWAP for city wide jackpot linkage across the enterprise where state model was not implemented Successfully delivered new Operator Wide Area Progressive technology OWAP for statewide connectivity in Mississippi, Louisiana, and Nevada - the first to successfully implement this strategy worldwide in the industry Jurisdictional Regulatory and Internal Controls oversight and audit across the enterprise Deploy VM Host High Availability across the enterprise Deploy Windows 2016 Upgrades for OWAP, SQL Application, and APP servers across the enterprise Deploy SHA2 cert across the enterprise SCRUM for communication methodologies adapted

Reason For Leaving: Contract Ended/ Offer from Boyd Gaming

Supervisor Name: Jay Bean, VP Gaming

Address: Las Vegas, NV, UNITED STATES

Phone: (513) 581-1124

Ending Rate of Pay: 170,000

May We Contact? Yes

HMS

Job Title: Analyst Recovery Audit Contractor

Dates Employed From: Jun/2017

Dates Employed To: Jan/2018

Employment Length: 0 years, 7 months

Duties: Developed Product Requirements Documents PRD Audit and Implemented best practices for savings and revenue stream for offset files. Audit and implemented best practices for Recoup on overpayment claims. Primary Clients : Texas Medicaid and North Carolina Medicaid, NJ-BCBS, Humana Visio process audit

Reason For Leaving: Caesar's Entertainment Opportunity

Supervisor Name: Val Wilson

Address: Las Vegas, NV, UNITED STATES

Phone: +1 (702) 373-9583

Ending Rate of Pay: 56.00 per hour

May We Contact? Yes

ProPerSe Legal Document Preparation Services, LLC

Job Title: Launch Consultant

Dates Employed From: Jul/2016
Dates Employed To: Jan/2018
Employment Length: 1 year, 6 months

Duties: Developing an elaborate questionnaire task flow, workflow and document management system for web based business launch including middleware to integrate to CRM. XFA and iText adaptation of over 1000 California Judiciary documents Hybrid Agile methodologies adapted. SCRUM for communication methodologies adapted.

Reason For Leaving: Website launched

Supervisor Name: Brian Fox, Attorney

Address: Las Vegas, CA, UNITED STATES
Phone: (206) 890-8933

Ending Rate of Pay: 5000.00 contract
May We Contact? Yes

Golfsmith International, Inc

Job Title: Sr Project Manager

Dates Employed From: Aug/2015
Dates Employed To: Jun/2016
Employment Length: 0 years, 10 months

Duties: Primary responsibility to manage multiple work streams in a parallel manner, as well as implementing Point of Sale POS software release management. Including middleware to unify CRM, Document Management and Inventory Control software. Created processes for the sales and merchandising departments including go to market activities. Provide appropriate communication to executives, stakeholders and team members. Track all deliverables, milestones, risks and issues as well as mitigating them when necessary. Communicating all release items, release schedule and issues for internal programs as well as with our vendors and partners.

Reason For Leaving: Company closed after Merge with Canadian company.

Supervisor Name: Tony Ostrowski

Address: Las Vegas, NV, UNITED STATES
Phone: (206) 890-8933

Ending Rate of Pay: 20,000.00
May We Contact? No

Generations Escrow

Job Title: Consultant

Dates Employed From: Feb/2015
Dates Employed To: Jun/2015
Employment Length: 0 years, 4 months

Duties: Central responsibility included managing several concurrent tasks delivering potential Best in Class solutions for replacing current back end production software application. Participate in identifying, evaluating and selecting or recommending the selection of vendors for assigned projects. Ensured deliverables are within timeframe by having a clear scope, constant follow-ups, avoiding/mitigating risks in a timely manner as well as resolving issues early-on. Tracked project milestones

Supervisor Name: John ?

Address: Santa Ana, CA, UNITED STATES
Phone: (206) 890-8933

Ending Rate of Pay: 7500.00 contract
May We Contact? Yes

and deliverables.

Reason For Leaving: Contract work

First American Financial Services

Job Title: Corporate Project Manager

Dates Employed From: Jan/2003

Dates Employed To: Nov/2014

Employment Length: 11 years, 10 months

Duties: Program Manager, Corporate IT EPMO/Corporate IT PMO Seattle, WA/Santa Ana, CA Primary responsibility included planning, building, implementing and managing the execution of proprietary software across thirty plus work streams and multiple departments. Lead the team effort to develop a feature-based release, milestone, and iteration plan to deliver on the vision. Ensured deliverables were within timeframe and cost by having a clear scope, constant follow-ups, avoiding/migrating risks in a timely manner as well as resolving issues early-on. Tracked budget of 19.4 million with a six-million-dollar contingency. Tracked and reported to C teams on project milestones and deliverables. Communicated and coordinated with team, subcontractors and stakeholders to avoid any miscommunication as well as directing and leading the project successfully. Collaborated with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

Reason For Leaving: Personal; Family tragedy.

First American Title Company

Job Title: Implementation manager -Facilitator

Dates Employed From: Mar/2010

Dates Employed To: Apr/2011

Employment Length: 1 year, 1 month

Duties: Implementation Manager, Corporate IT EPMO Seattle, WA/Santa Ana, CA Primary responsibility included change management, quality control and the execution of proprietary software. Implemented SharePoint as an enterprise solution to ensure transparency between corporate IT and the local business IT teams in the field. Ensured deliverables were within timeframe and cost by having constant follow-ups with IT teams internal customers and their business teams external customers . Support local stakeholders in the completion of the Planning and Reporting Tool. Gain buy-in of all stakeholders to enable business change and realization of benefits. Secondary responsibilities included managing the Trainers of Trainers. Used interpersonal skills to leverage relationships to drive implementation activities. Waterfall methodologies adapted.

Reason For Leaving: Promotion

Supervisor Name: Tom Payne

Address: Santa Ana, CA, UNITED STATES

Phone: (760) 803-9039

Ending Rate of Pay: 60.00 per hour

May We Contact? Yes

Supervisor Name: Jason

Address: Santa Ana, CA, UNITED STATES

Phone: 1.800.854.3643

Ending Rate of Pay: 57.00 per hour

May We Contact? Yes

First American Title Company

Job Title: NW Division Business IT Manager

Dates Employed From: Jul/2004
Dates Employed To: Mar/2010
Employment Length: 5 years, 8 months

Duties: Northwest Business IT Division Manager Seattle, WA Managed and directed international teams India, PI, DR, USA, Mexico to provide all deliverables and support in a timely manner. Support was 24X7X365. Gathered business requirements and provided recommended technologies as well as milestones needed to achieve project goals. Main responsibilities included managing a number of concurrent projects that delivered hardware and software. Ensured customer satisfaction as well as receiving appropriate signatures and approvals. Specific project reports were prepared for team members, stakeholders and upper management. Portfolio oversight and capacity modeling Tracked issues and ensured they were resolved within the approved Service Level Agreements SLAs . Waterfall, Agile and JAD methodologies adapted.

Reason For Leaving: Promotion from division two national service

Supervisor Name: Peter Van der Linden

Address: Seattle, WA, UNITED STATES
Phone: 1.800.854.3643
Ending Rate of Pay: 150,000
May We Contact? Yes

First American Title Insurance Company

Job Title: BA, SME, Trainer, Process Manager

Dates Employed From: Jan/2003
Dates Employed To: Jul/2004
Employment Length: 1 year, 6 months

Duties: BA, SME, Trainer, Process Manager Boise, ID Principal function included supporting current systems and databases of proprietary application such as FAST. Develop and document descriptions of division projects/products. Write and maintain technical requirements act as stop gap when needed. Execute SOWs for IT-consulting companies and vendors to deliver on requested customizations of systems. Provided recommendations on technologies to use to reduce overall cost and improve efficiency. Developed, Implemented and Maintained new offshore process for companywide core competency product. Proactively communicated and collaborated with internal and external customers to analyze the information needs and functional requirements to deliver the artifacts as required by the company for a successful project. Collaborated with the developers, UX teams and subject matter experts to establish the technical vision and analyzed tradeoffs between usability and performance needs. KPIs measured efficiencies gained. Waterfall, Agile, Hybrid and JAD methodologies adapted.

Reason For Leaving: Promotion

Supervisor Name: Kurt Galitz

Address: Boise, ID, UNITED STATES
Phone: (208) 484-6015
Ending Rate of Pay: 40.00 per 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.

Boise State University | College or University

Degree: Certified SCRUM Master PMP Trained PMBOK 6 OCM
Organizational Change Management Trained
Major: Information systems

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	
resume katherine.docx	Preview	Download
69758985 - uploaded resume.doc	Preview	Download

Text Only Resume

KATHERINE WASMUND
ATI Marketing master certification, certified scrum master
10870 Calcedonian St., Las Vegas, NV 89141/
kwx2018@outlook.com/206-890-8933
leadership/IT Manager/partner
As a Regional IT Business Manager of fifteen states, I have a proven track record of attaining Top Management support and cross functional team cooperation. I have been entrusted with Program funding of up to \$5m aligning Capacity vs. Demand for Internal and External Labor, Procurement, and Vendor management. My approach involves aligning IT and business strategies to drive technological innovations while championing cross-functional teams to exceed targets across the enterprise.
I am a confident leader who consistently takes the most challenging projects, builds exceptional teams, and drives significant ROI. Recent results include a significant and measurable increase in net new Coin In revenue to the organization; created, implemented and maintained PMO governance processes from Ideation, Demand, Project to Portfolio; Oversight for Process Improvement and Inventory Control of Assets.
Managed teams of 8 horizontally and have controlled annual budget of \$25M; currently engaged in \$6m in flight and to be in flight program including assets.
Areas of expertise include

Strategic Planning	Portfolio Management Methodology	Analytics
Tactical Deployments	Program Management Methodology	IT PMO and EPMO
Integration		
Budget Management	Project Management Methodology	CRM Integration

Regional Director, IT Business Relations :

Prepare program status reports, and keep C level leadership and stakeholders informed of program status and related issues

Ensure program and project level lessons learned activities are conducted with a focus on continuous service improvements within the IT organization
Confer with project personnel to provide counsel and resolve problems
Direct and coordinate activities of project management personnel to ensure project progresses on schedule, within budget and delivers on the value proposition

Consults with IT and Business Leaders and sub teams to build strategic program and project approaches for the Medical function

Ensure adherence to overall scope and objectives of projects

Lead project related vendor management activities; directing and coordinating vendor project resources, reviewing and providing feedback on project related SOWs and contracts, integrating vendor project activities with internal IT teams

Multinational, Multicultural, Multi-domain Leadership :

Diversified Strategic Business and Project Manager experienced in SDLC and Business Process Management in B2B and B2C areas in IT departments, Semi-Conductor Manufacturing, Retail and Health Care domains.

Multinational and Multicultural leader with expertise spanning across 4 continents.

Led difficult and unpopular projects achieving KPI goals and high customer satisfaction report cards.

Team selection, motivation and Vendor Management maximizing team growth with Caesar's Entertainment, Microsoft, KPMG, Scientific Games, Galaxy Gaming, Genesis, GPI, Flatearth, OEN, InfraWINTEL, WINTEL and various other sub-contractors on and offshore.

Experienced in opening international processing facilities.

Thoroughly experienced in Change Negotiations and Management.

Documentation and Communication :

Solid experience in project status communication, stakeholder presentations and JAD sessions.

Experienced in creating complex multi-phase Project Documentation such as Charters, Business Case, Project Plans, Phase Gate Reviews, managing Change Orders, Implementation plans, RTM plans.

Experienced in analyzing complex multi-phase critical paths and creation of WBS.

Technical Writer and translator of engineering specific processes into FAB and lab super PROC.

Technical Design and Innovation :

SDLC experience in all phases of IT software development life cycle from development to implementation including support in Agile and Waterfall and

various hybrids.

High end experience in Business Process Management System (BPMS) including Mapping Existing (As-Is) Process flows and for future (To-Be) Process flows, GAP Analysis, improving operational efficiencies and saving operational cost while increasing customer satisfaction and up-time.

Hands on experience in Problem Solving, root cause analysis, reducing set up cost, developing scope, concept, critical path, use cases in cross functional teams in international operations projects.

Creative and Aggressive person capable of forming and maintaining positive and productive team environments.

Worked in Standardization procedures, ISO9000 and ISO9001 in the semi-conductor industry.

Skill Set

Including but not limited to :

Methodologies Agile, Waterfall, JAD, Hybrids, CSM, PMP

Modeling Tools Microsoft Visio, Captivate

Project Management Tools Microsoft Office Suite (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) , Microsoft Project, MS Visio, HP PPM, SharePoint, TFS, Jabber, JIRA, ConnectUs, OnTime, WebEx, ServiceNow, Clarity, Open Workbench, Ariba, Coupa

Database SQL Server, MS Access, RECOUP

ERP SAP, Crystal Reports

Operating Systems Windows 95/98/NT/2000/XP/Vista/7

Windows2008 , 2012 , 2016

CRM SalesForce, CSM/M

Possess strong team focus with a desire to enhance the capability of the group and drive engagement

Possess a solid understanding of KPI's and success measures relating to new process implementation, change management, project success & audit

Possess a proven ability to effectively manage the implementation of organizational change

Possess the ability to use MS Project to create and/or review project schedules, dependencies, critical path and resource allocations

Possess a deep understanding of Project Management Body of Knowledge (PMBOK) , Waterfall, Agile and prototyping methodologies among others

Possess the ability to work closely with a wide and diverse range of groups and functional disciplines to identify and implement innovations

Possess the ability to multitask, and manage priorities and expectations

Possess extensive experience with Executive Presentations using MS PowerPoint and other appropriate vehicles

Possess a comprehensive knowledge of financial services practices and principles enough to interpret and analyze highly complex concepts and apply these in innovative way

Possess very strong interpersonal and relationship building skills in order to be able to positively work with demands from multilevel stakeholders and influencing decisions

Application of Skill Sets

Boyd Gaming September 2019 - Current
Manager II, Corporate IT PMO Las Vegas, NV
Develop, Implement, Deploy best practice for enterprise solution of ATI product suite.
Leverage the teams to keep developing efficient Ways of Working a new organizational model.
From the different Ways of Working, assist the PMO in establishing clear RACIs that will define internal functions.
Align the communication plan with the enterprise and/or portfolio roadmap.
Lead the development for the new Ways of Working, documented processes and RACIs/RADICs.
Lead and Manage the overall transformation Roadmap.
Facilitate build-up of best in class Procurement and industry mastery within the team.
Develop and retain advantaged insights/know-how and practices.
Manage various stakeholder engagement, collaboration of teams, and PMO governance.
Manager vendor relations, SOW's, and KPI's for successful implementation across the enterprise programs.

Caesars Entertainment January 2018 - September 2019
Project Manager - Corporate IT PMO Las Vegas, NV
Successfully Scoped Requirements, Internal and External Labor, Hardware/Software procurement and Vendor engagements
Partnered with the Business to plan, deliver, and support the Table Games Multi Level Progressive Games across the enterprise; tracking net new Coin In revenue of \$145M in 6 months
Successfully delivered new Operator Wide Area Progressive technology (OWAP) for city wide jackpot linkage across the enterprise where state model was not implemented
Successfully delivered new Operator Wide Area Progressive technology (OWAP) for statewide connectivity in Mississippi, Louisiana, and Nevada - the first to successfully implement this strategy worldwide in the industry
Jurisdictional Regulatory and Internal Controls oversight and audit across the enterprise
Deploy VM Host High Availability across the enterprise
Deploy Windows 2016 Upgrades for OWAP, SQL Application, and APP servers across the enterprise
Deploy SHA2 cert across the enterprise
SCRUM for communication methodologies adapted

HMS June 2017 - January 2018
Analyst -Recovery Audit Contractor Las Vegas, NV
Developed Product Requirements Documents (PRD)
Audit and Implemented best practices for savings and revenue stream for offset files.
Audit and implemented best practices for Recoup on overpayment claims.
Primary Clients : Texas Medicaid and North Carolina Medicaid, NJ-BCBS, Humana
Visio process audit

ProPerSe Legal Document Preparation Services,
LLC

July 2016 - January 2018

Launch Consultant

Las Vegas, NV

Developing an elaborate questionnaire task flow, workflow and document management system for web based business launch; including middleware to integrate to CRM.

XFA and iText adaptation of over 1000 California Judiciary documents

Hybrid Agile methodologies adapted.

SCRUM for communication methodologies adapted.

Golfsmith International, Inc.

Aug 2015 - June 2016

Sr Project Manager

Las Vegas, NV

Primary responsibility to manage multiple work streams in a parallel manner, as well as implementing Point of Sale (POS) software release management. Including middleware to unify CRM, Document Management and Inventory Control software.

Created processes for the sales and merchandising departments including go to market activities.

Provide appropriate communication to executives, stakeholders and team members.

Track all deliverables, milestones, risks and issues as well as mitigating them when necessary.

Communicating all release items, release schedule and issues for internal programs as well as with our vendors and partners.

Generations Escrow

Feb 2015 - June 2015

Consultant

Santa Ana, CA

Central responsibility included managing several concurrent tasks delivering potential Best in Class solutions for replacing current back end production software application.

Participate in identifying, evaluating and selecting or recommending the selection of vendors for assigned projects.

Ensured deliverables are within timeframe by having a clear scope, constant follow-ups, avoiding/mitigating risks in a timely manner as well as resolving issues early-on.

Tracked project milestones and deliverables.

First American Financial Services

Jan 2003 -

Nov 2014

Program Manager, Corporate IT EPMO/Corporate IT PMO

Seattle, WA/Santa Ana, CA

Primary responsibility included planning, building, implementing and managing the execution of proprietary software across thirty plus work streams and multiple departments.

Lead the team effort to develop a feature-based release, milestone, and iteration plan to deliver on the vision.

Ensured deliverables were within timeframe and cost by having a clear scope, constant follow-ups, avoiding/migrating risks in a timely manner as well as resolving issues early-on.

Tracked budget of \$19.4 million with a six-million-dollar contingency.
 Tracked and reported to C teams on project milestones and deliverables.
 Communicated and coordinated with team, subcontractors and stakeholders to avoid any miscommunication as well as directing and leading the project successfully.

Collaborated with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

Facilitator of information transparency and flow at all levels.

SDLC implemented.

Waterfall and Agile methodologies adapted.

SCRUM methodologies adapted.

First American Title Company

Mar 2010 -

Apr 2011

Implementation Manager, Corporate IT EPMO

Seattle,

WA/Santa Ana, CA

Primary responsibility included change management, quality control and the execution of proprietary software.

Implemented SharePoint as an enterprise solution to ensure transparency between corporate IT and the local business IT teams in the field.

Ensured deliverables were within timeframe and cost by having constant follow-ups with IT teams (internal customers) and their business teams (external customers) .

Support local stakeholders in the completion of the Planning and Reporting Tool.

Gain buy-in of all stakeholders to enable business change and realization of benefits.

Secondary responsibilities included managing the Trainers of Trainers.

Used interpersonal skills to leverage relationships to drive implementation activities.

Waterfall methodologies adapted.

First American Title Company

July 2004 - Mar 2010

Northwest Business IT Division Manager

Seattle, WA

Managed and directed international teams (India, PI, DR, USA, Mexico) to provide all deliverables and support in a timely manner. Support was 24X7X365.

Gathered business requirements and provided recommended technologies as well as milestones needed to achieve project goals.

Main responsibilities included managing a number of concurrent projects that delivered hardware and software.

Ensured customer satisfaction as well as receiving appropriate signatures and approvals.

Specific project reports were prepared for team members, stakeholders and upper management.

Portfolio oversight and capacity modeling

Tracked issues and ensured they were resolved within the approved Service Level Agreements (SLA's) .

Waterfall, Agile and JAD methodologies adapted.

Facilitator of information transparency and flow at all levels.

First American Title Insurance Company

Jan 2003 - July 2004

BA, SME, Trainer, Process Manager

Boise, ID

Principal function included supporting current systems and databases of proprietary application such as FAST.

Develop and document descriptions of division projects/products.

Write and maintain technical requirements; act as stop gap when needed.

Execute SOW's for IT-consulting companies and vendors to deliver on requested customizations of systems.

Provided recommendations on technologies to use to reduce overall cost and improve efficiency.

Developed, Implemented and Maintained new offshore process for companywide core competency product.

Proactively communicated and collaborated with internal and external customers to analyze the information needs and functional requirements to deliver the artifacts as required by the company for a successful project.

Collaborated with the developers, UX teams and subject matter experts to establish the technical vision and analyzed tradeoffs between usability and performance needs.

KPI's measured efficiencies gained.

Waterfall, Agile, Hybrid and JAD methodologies adapted.

Training/Education

Certified SCRUM Master; PMP Trained, PMBOK 6 , OCM (Organizational Change Management) Trained.

ATI Marketing Master Cert; Loyalty 1.2 , ATI IT Master Cert (in progress)

Customer Satisfaction Measurement and Management Enterprise Solution Expert

Boise State University

Computer Information Systems/Business Administration

GPA 3.1 (1995)

Katherine Wasmund - 206-890-8933

Admin Uploaded Files

There are no admin uploaded files for this applicant.

References

Please fill out the information below regarding references.

Aric Garza, MSGT US Army

Relationship: Colleague; PMO

Years Known: 3

Phone: 7028857286

Wendy Marsh

Relationship: Colleague/ Product Owner
Years Known: 1

Phone: 7023746435

Jason Newman

Relationship: Manager; VP IT Gaming
Years Known: 4

Phone: 9542957343

Job Questions

Clty 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) *	Best utilization of the budget is probably the most important because we want to ensure that all of our community needs are met.	
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 successfully completed critical enterprise programs with multiple cross functional teams Each with their very specific requirements and or desires. Whether it's technology or physical equipment or standing up a new casino, Each party in the transactions had different agendas that are further impacted by different jurisdictions with various regulatory and compliant differences. Managing the teams, vendors, budget, and schedule for an on-time delivery demonstrates my ability to be the city of Homer Manager.	
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 believe that it's important to let folks know that I am currently not in agreement and want to take steps to ensure that we have all the information needed to make a well informed decision. Also, I would think there's a process in place for handling those kinds of disagreements... If not, we would take a look at implementing a process for the acceptable practice of disagreement. We don't want to get bogged down and not move forward as a result of a difference in direction; Perhaps	

we phase approach something... Perhaps we determine a measure... I have a Lotta different approaches that can handle differentials. I would expect everyone to give their honest input at all times To make the best decision for our community.

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) *

Integrity. Integrity. Integrity. Doing it right even when no one is looking is the only way we can all be successful together.

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 20 year history of planning, implementing and maintaining Systems and processes to achieve goals. Working with various interest groups and dependent on vendors with different agendas, and oftentimes groups at odds with each other, I bring people together to complete the goal. I pride myself in being a good business partner with strong humanism values. I have a clear understanding of infrastructure And what it takes to maintain it. I have a clear understanding of budget and what it takes to maintain it. Noted I have been entrusted with millions of dollars in all of my programs and portfolios. Also, I have a clear understanding of Jurisdictional requirements and the nuances associated with those legal aspects.

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	No	

711

immigration status will be required upon employment) *

On what date would you be available for work? * June 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 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. *	PMP, CSM, Training and certifications.	
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. *	The majority of my service work within the community were Idaho Special Olympics, American red cross, United Way, and 3 square.	

Additional Information |

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

Question	Answer	Disqualifier?
Knowledge and Specialized Skills: *	I have attached more detail in my resume to assist with this question.	
What type of computers and software have you used? *	I have a myriad of computer skills and I am considered an expert in the majority of applications listed in my resume.	
Other qualifications specific to this position? *	I have a myriad of computer skills and I am considered an expert in the majority of applications listed in my resume.	
List any certifications you have received: *	CSM	

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 managed departments resonating from Santa Ana California to India, Philippines, Mexico, England, and across the United States. I've been accountable and reportable to boards of directors as well as interest committees. I am exceptionally well organized and I've been nominated by my peers on more than one occasion

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: Katherine Wasmund
Date: 2020-04-27 08:31:25am
IP Address: 71.38.150.1

Signature

Date



KATHERINE WASMUND

ATI MARKETING MASTER CERTIFICATION, CERTIFIED SCRUM MASTER

10870 Calcedonian St., Las Vegas, NV 89141 / kwx2018@outlook.com / 206-890-8933

LEADERSHIP / IT MANAGER / PARTNER

As a Regional IT Business Manager of fifteen states, I have a proven track record of attaining Top Management support and cross functional team cooperation. I have been entrusted with Program funding of up to \$5m aligning Capacity vs. Demand for Internal and External Labor, Procurement, and Vendor management. My approach involves aligning IT and business strategies to drive technological innovations while championing cross-functional teams to exceed targets across the enterprise.

I am a confident leader who consistently takes the most challenging projects, builds exceptional teams, and drives significant ROI. Recent results include a significant and measurable increase in net new Coin In revenue to the organization; created, implemented and maintained PMO governance processes from Ideation, Demand, Project to Portfolio; Oversight for Process Improvement and Inventory Control of Assets.

Managed teams of 8 horizontally and have controlled annual budget of \$25M; currently engaged in \$6m in flight and to be in flight program including assets.

Areas of expertise include

- Strategic Planning
- Portfolio Management Methodology
- Analytics
- Tactical Deployments
- Program Management Methodology
- IT PMO and EPMO Integration
- Budget Management
- Project Management Methodology
- CRM Integration

Regional Director, IT Business Relations:

- Prepare program status reports, and keep C level leadership and stakeholders informed of program status and related issues
- Ensure program and project level lessons learned activities are conducted with a focus on continuous service improvements within the IT organization
- Confer with project personnel to provide counsel and resolve problems
- Direct and coordinate activities of project management personnel to ensure project progresses on schedule, within budget and delivers on the value proposition
- Consults with IT and Business Leaders and sub teams to build strategic program and project approaches for the Medical function
- Ensure adherence to overall scope and objectives of projects
- Lead project related vendor management activities; directing and coordinating vendor project resources, reviewing and providing feedback on project related SOWs and contracts, integrating vendor project activities with internal IT teams

Multinational, Multicultural, Multi-domain Leadership:

- Diversified Strategic Business and Project Manager experienced in SDLC and Business Process Management in B2B and B2C areas in IT departments, Semi-Conductor Manufacturing, Retail and Health Care domains.
- Multinational and Multicultural leader with expertise spanning across 4 continents.
- Led difficult and unpopular projects achieving KPI goals and high customer satisfaction report cards.
- Team selection, motivation and Vendor Management maximizing team growth with Caesar's Entertainment, Microsoft, KPMG, Scientific Games, Galaxy Gaming, Genesis, GPI, Flatearth, OEN, InfraWINTEL, WINTEL and various other sub-contractors on and offshore.
- Experienced in opening international processing facilities.

- Thoroughly experienced in Change Negotiations and Management.

Documentation and Communication:

- Solid experience in project status communication, stakeholder presentations and JAD sessions.
- Experienced in creating complex multi-phase Project Documentation such as Charters, Business Case, Project Plans, Phase Gate Reviews, managing Change Orders, Implementation plans, RTM plans.
- Experienced in analyzing complex multi-phase critical paths and creation of WBS.
- Technical Writer and translator of engineering specific processes into FAB and lab super PROC.

Technical Design and Innovation:

- SDLC experience in all phases of IT software development life cycle from development to implementation including support in Agile and Waterfall and various hybrids.
- High end experience in Business Process Management System (BPMS) including Mapping Existing (As-Is) Process flows and for future (To-Be) Process flows, GAP Analysis, improving operational efficiencies and saving operational cost while increasing customer satisfaction and up-time.
- Hands on experience in Problem Solving, root cause analysis, reducing set up cost, developing scope, concept, critical path, use cases in cross functional teams in international operations projects.
- Creative and Aggressive person capable of forming and maintaining positive and productive team environments.
- Worked in Standardization procedures, ISO9000 and ISO9001 in the semi-conductor industry.

Skill Set

Including but not limited to:

Methodologies	Agile, Waterfall, JAD, Hybrids, CSM, PMP
Modeling Tools	Microsoft Visio, Captivate
Project Management Tools	Microsoft Office Suite (Microsoft Word, Microsoft PowerPoint, Microsoft Excel), Microsoft Project, MS Visio, HP PPM, SharePoint , TFS, Jabber, JIRA, ConnectUs, OnTime, WebEx, ServiceNow, Clarity, Open Workbench, Ariba, Coupa
Database	SQL Server, MS Access, RECOUP
ERP	SAP, Crystal Reports
Operating Systems	Windows 95/98/NT/2000/XP/Vista/7 Windows2008, 2012, 2016
CRM	SalesForce, CSM/M

- Possess strong team focus with a desire to enhance the capability of the group and drive engagement
- Possess a solid understanding of KPI's and success measures relating to new process implementation, change management, project success & audit
- Possess a proven ability to effectively manage the implementation of organizational change
- Possess the ability to use MS Project to create and/or review project schedules, dependencies, critical path and resource allocations
- Possess a deep understanding of Project Management Body of Knowledge (PMBOK), Waterfall, Agile and prototyping methodologies among others
- Possess the ability to work closely with a wide and diverse range of groups and functional disciplines to identify and implement innovations
- Possess the ability to multitask, and manage priorities and expectations
- Possess extensive experience with Executive Presentations using MS PowerPoint and other appropriate vehicles
- Possess a comprehensive knowledge of financial services practices and principles enough to interpret and analyze highly complex concepts and apply these in innovative way
- Possess very strong interpersonal and relationship building skills in order to be able to positively work with demands from multilevel stakeholders and influencing decisions

Application of Skill Sets

Boyd Gaming

September 2019 - Current

Manager II, Corporate IT PMO

Las Vegas, NV

- Develop, Implement, Deploy best practice for enterprise solution of ATI product suite.
- Leverage the teams to keep developing efficient Ways of Working a new organizational model.
- From the different Ways of Working, assist the PMO in establishing clear RACIs that will define internal functions.
- Align the communication plan with the enterprise and/or portfolio roadmap.
- Lead the development for the new Ways of Working, documented processes and RACIs/RADICs.
- Lead and Manage the overall transformation Roadmap.
- Facilitate build-up of best in class Procurement and industry mastery within the team.
- Develop and retain advantaged insights/know-how and practices.
- Manage various stakeholder engagement, collaboration of teams, and PMO governance.
- Manager vendor relations, SOW's, and KPI's for successful implementation across the enterprise programs.

Caesars Entertainment

January 2018 – September 2019

Project Manager – Corporate IT PMO

Las Vegas, NV

- Successfully Scoped Requirements, Internal and External Labor, Hardware/Software procurement and Vendor engagements
- Partnered with the Business to plan, deliver, and support the Table Games Multi Level Progressive Games across the enterprise; tracking net new Coin In revenue of \$145M in 6 months
- Successfully delivered new Operator Wide Area Progressive technology (OWAP) for city wide jackpot linkage across the enterprise where state model was not implemented
- Successfully delivered new Operator Wide Area Progressive technology (OWAP) for statewide connectivity in Mississippi, Louisiana, and Nevada – the first to successfully implement this strategy worldwide in the industry
- Jurisdictional Regulatory and Internal Controls oversight and audit across the enterprise
- Deploy VM Host High Availability across the enterprise
- Deploy Windows 2016 Upgrades for OWAP, SQL Application; and APP servers across the enterprise
- Deploy SHA2 cert across the enterprise
- SCRUM for communication methodologies adapted

HMS

June 2017 – January 2018

Analyst -Recovery Audit Contractor

Las Vegas, NV

- Developed Product Requirements Documents (PRD)
- Audit and Implemented best practices for savings and revenue stream for offset files.
- Audit and implemented best practices for Recoup on overpayment claims.
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between usability and performance needs.

- Facilitator of information transparency and flow at all levels.
- SDLC implemented.
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- SCRUM methodologies adapted.

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- Ensured customer satisfaction as well as receiving appropriate signatures and approvals.
- Specific project reports were prepared for team members, stakeholders and upper management.
- Portfolio oversight and capacity modeling
- Tracked issues and ensured they were resolved within the approved Service Level Agreements (SLA's).
- Waterfall, Agile and JAD methodologies adapted.
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BA, SME, Trainer, Process Manager

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 - Computer Information Systems/ Business Administration
 - GPA 3.1 (1995)

KATHERINE WASMUND

ATI Marketing master certification, certified scrum master

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leadership/IT Manager/partner

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Areas of expertise include

Strategic Planning	Portfolio Management Methodology	Analytics
Tactical Deployments	Program Management Methodology	IT PMO and EPMO
Integration		
Budget Management	Project Management Methodology	CRM Integration

Regional Director, IT Business Relations :

Prepare program status reports, and keep C level leadership and stakeholders informed of program status and related issues

Ensure program and project level lessons learned activities are conducted with a focus on continuous service improvements within the IT organization

Confer with project personnel to provide counsel and resolve problems

Direct and coordinate activities of project management personnel to ensure project progresses on schedule, within budget and delivers on the value proposition

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Ensure adherence to overall scope and objectives of projects

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Led difficult and unpopular projects achieving KPI goals and high customer satisfaction report cards.

Team selection, motivation and Vendor Management maximizing team growth with Caesar\'s Entertainment, Microsoft, KPMG, Scientific Games, Galaxy

Gaming, Genesis, GPI, Flatearth, OEN, InfraWINTEL, WINTEL and various other sub-contractors on and offshore.
Experienced in opening international processing facilities.
Thoroughly experienced in Change Negotiations and Management.

Documentation and Communication :

Solid experience in project status communication, stakeholder presentations and JAD sessions.

Experienced in creating complex multi-phase Project Documentation such as Charters, Business Case, Project Plans, Phase Gate Reviews, managing Change Orders, Implementation plans, RTM plans.

Experienced in analyzing complex multi-phase critical paths and creation of WBS.

Technical Writer and translator of engineering specific processes into FAB and lab super PROC.

Technical Design and Innovation :

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High end experience in Business Process Management System (BPMS) including Mapping Existing (As-Is) Process flows and for future (To-Be) Process flows, GAP Analysis, improving operational efficiencies and saving operational cost while increasing customer satisfaction and up-time.

Hands on experience in Problem Solving, root cause analysis, reducing set up cost, developing scope, concept, critical path, use cases in cross functional teams in international operations projects.

Creative and Aggressive person capable of forming and maintaining positive and productive team environments.

Worked in Standardization procedures, ISO9000 and ISO9001 in the semiconductor industry.

Skill Set

Including but not limited to :

Methodologies Agile, Waterfall, JAD, Hybrids, CSM, PMP

Modeling Tools Microsoft Visio, Captivate

Project Management Tools Microsoft Office Suite (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) , Microsoft Project, MS Visio, HP PPM, SharePoint, TFS, Jabber, JIRA, ConnectUs, OnTime, WebEx, ServiceNow, Clarity, Open Workbench, Ariba, Coupa

Database SQL Server, MS Access, RECOUP

ERP SAP, Crystal Reports

Operating Systems Windows 95/98/NT/2000/XP/Vista/7 Windows 2008 , 2012 , 2016

CRM Salesforce, CSM/M

Possess strong team focus with a desire to enhance the capability of the group and drive engagement

Possess a solid understanding of KPI's and success measures relating to new process implementation, change management, project success && audit

Possess a proven ability to effectively manage the implementation of organizational change

Application of Skill Sets

Caesars Entertainment
January 2018 - September 2019
Project Manager - Corporate IT PMO Las Vegas, NV
Successfully Scoped Requirements, Internal and External Labor,
Hardware/Software procurement and Vendor engagements
Partnered with the Business to plan, deliver, and support the Table Games
Multi Level Progressive Games across the enterprise; tracking net new
Coin In revenue of \$145M in 6 months
Successfully delivered new Operator Wide Area Progressive technology (OWAP) for city wide jackpot linkage across the enterprise where state model was not implemented
Successfully delivered new Operator Wide Area Progressive technology (OWAP) for statewide connectivity in Mississippi, Louisiana, and Nevada - the first to successfully implement this strategy worldwide in the industry

Jurisdictional Regulatory and Internal Controls oversight and audit across the enterprise
Deploy VM Host High Availability across the enterprise
Deploy Windows 2016 Upgrades for OWAP, SQL Application, and APP servers across the enterprise
Deploy SHA2 cert across the enterprise
SCRUM for communication methodologies adapted

HMS June 2017 - January 2018
Analyst -Recovery Audit Contractor Las Vegas, NV
Developed Product Requirements Documents (PRD)
Audit and Implemented best practices for savings and revenue stream for offset files.
Audit and implemented best practices for Recoup on overpayment claims.
Primary Clients : Texas Medicaid and North Carolina Medicaid, NJ-BCBS, Humana
Visio process audit

ProPerSe Legal Document Preparation Services, LLC
July 2016 - January 2018
Launch Consultant Las Vegas, NV
Developing an elaborate questionnaire task flow, workflow and document management system for web based business launch; including middleware to integrate to CRM.
XFA and iText adaptation of over 1000 California Judiciary documents
Hybrid Agile methodologies adapted.
SCRUM for communication methodologies adapted.

Golfsmith International, Inc. Aug 2015 - June 2016
Sr Project Manager Las Vegas, NV
Primary responsibility to manage multiple work streams in a parallel manner, as well as implementing Point of Sale (POS) software release management. Including middleware to unify CRM, Document Management and Inventory Control software.
Created processes for the sales and merchandising departments including go to market activities.
Provide appropriate communication to executives, stakeholders and team members.
Track all deliverables, milestones, risks and issues as well as mitigating them when necessary.
Communicating all release items, release schedule and issues for internal programs as well as with our vendors and partners.

Generations Escrow Feb 2015 - June 2015
Consultant Santa Ana, CA
Central responsibility included managing several concurrent tasks delivering potential Best in Class solutions for replacing current back end production software application.
Participate in identifying, evaluating and selecting or recommending the selection of vendors for assigned projects.
Ensured deliverables are within timeframe by having a clear scope, constant follow-ups, avoiding/mitigating risks in a timely manner as well as resolving issues early-on.
Tracked project milestones and deliverables.

First American Financial Services Jan 2003 - Nov 2014
Program Manager, Corporate IT EPMO/Corporate IT PMO Seattle,
WA/Santa Ana, CA

Primary responsibility included planning, building, implementing and managing the execution of proprietary software across thirty plus work streams and multiple departments.

Lead the team effort to develop a feature-based release, milestone, and iteration plan to deliver on the vision.

Ensured deliverables were within timeframe and cost by having a clear scope, constant follow-ups, avoiding/migrating risks in a timely manner as well as resolving issues early-on.

Tracked budget of \$19.4 million with a six-million-dollar contingency.

Tracked and reported to C teams on project milestones and deliverables.

Communicated and coordinated with team, subcontractors and stakeholders to avoid any miscommunication as well as directing and leading the project successfully.

Collaborated with developers and subject matter experts to establish the technical vision and analyze tradeoffs between usability and performance needs.

Facilitator of information transparency and flow at all levels.

SDLC implemented.

Waterfall and Agile methodologies adapted.

SCRUM methodologies adapted.

First American Title Company Mar 2010 - Apr 2011
Implementation Manager, Corporate IT EPMO Seattle,
WA/Santa Ana, CA

Primary responsibility included change management, quality control and the execution of proprietary software.

Implemented SharePoint as an enterprise solution to ensure transparency between corporate IT and the local business IT teams in the field.

Ensured deliverables were within timeframe and cost by having constant follow-ups with IT teams (internal customers) and their business teams (external customers) .

Support local stakeholders in the completion of the Planning and Reporting Tool.

Gain buy-in of all stakeholders to enable business change and realization of benefits.

Secondary responsibilities included managing the Trainers of Trainers.

Used interpersonal skills to leverage relationships to drive implementation activities.

Waterfall methodologies adapted.

First American Title Company July 2004 - Mar 2010
Northwest Business IT Division Manager Seattle, WA
Managed and directed international teams (India, PI, DR, USA, Mexico) to provide all deliverables and support in a timely manner. Support was 24X7X365.

Gathered business requirements and provided recommended technologies as well as milestones needed to achieve project goals.

Main responsibilities included managing a number of concurrent projects that delivered hardware and software.

Ensured customer satisfaction as well as receiving appropriate signatures and approvals.

Specific project reports were prepared for team members, stakeholders and upper management.

Portfolio oversight and capacity modeling

Tracked issues and ensured they were resolved within the approved Service Level Agreements (SLA\'s) .

Waterfall, Agile and JAD methodologies adapted.

Facilitator of information transparency and flow at all levels.

First American Title Insurance Company Jan 2003 - July 2004

BA, SME, Trainer, Process Manager Boise, ID

Principal function included supporting current systems and databases of proprietary application such as FAST.

Develop and document descriptions of division projects/products.

Write and maintain technical requirements; act as stop gap when needed.

Execute SOW\'s for IT-consulting companies and vendors to deliver on requested customizations of systems.

Provided recommendations on technologies to use to reduce overall cost and improve efficiency.

Developed, Implemented and Maintained new offshore process for companywide core competency product.

Proactively communicated and collaborated with internal and external customers to analyze the information needs and functional requirements to deliver the artifacts as required by the company for a successful project.

Collaborated with the developers, UX teams and subject matter experts to establish the technical vision and analyzed tradeoffs between usability and performance needs.

KPI\'s measured efficiencies gained.

Waterfall, Agile, Hybrid and JAD methodologies adapted.

Training/Education

Certified SCRUM Master; PMP Trained, PMBOK 6 , OCM (Organizational Change Management) Trained.

ATI Marketing Master Cert; Loyalty 1.2 , ATI IT Master Cert (in progress)

Customer Satisfaction Measurement and Management Enterprise Solution , Expert

Boise State University

Computer Information Systems/Business Administration

GPA 3.1 (1995)

Katherine Wasmund - 206-890-8933

**CITY OF HOMER
JOB DESCRIPTION AND SPECIFICATIONS**

<u>CITY MANAGER</u>		
Department:	Administration	Sub-Department:
Reports To:	City Council	Backed Up By: Acting City Manager
Supervises:	Assigned Staff	Backs Up:
Pay Range:	Contract Full-Time Contract Exempt Position	Classification:

GENERAL FUNCTIONS

Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services through the supervision of administrative staff and department heads. Performs duties under the directives of City laws and ordinances within policy guidelines from the City Council. Assists the City Council by providing prompt and accurate information on policy and legislative decisions. Maintains contact with the citizens of Homer to determine problems and provide information. Administers the City of Homer Personnel Regulations as adopted by the City Council.

JOB FUNCTIONS/MAJOR ACTIVITIES

1. Serves as chief administrative officer of the city and is responsible for the effective and efficient administration of all city services.
2. Supervises the enforcement of municipal law and carries out the directives of the governing body.
3. Develops and participates in community relations programs to explain the activities and functions of the City and to answer questions and investigate complaints from the public.
4. Exercises custody over all real and personal property of the municipality.
5. Emergency management responsibilities include but are not limited to coordinating the response of City resources in significant emergency operations.
6. Aids the general planning of City Council meetings, content of the agenda and assists the

Council in obtaining requested information.

7. Appoints directors of departments and directs the internal administration and operation of all City Departments through department directors.
8. Conduit for Council interactions with City attorney and provides guidance in legal matters.
9. Responsible for hiring and terminating all City employees subject to the provisions of the City of Homer Personnel Regulations.
10. Coordinates with outside consultants, federal, state and borough personnel and agencies as required.
11. Remains current in regard to federal, state and local laws, regulations and ordinances and pending legislation governing municipal operations.
12. Responsible for overall budget preparation and capital improvement program, as well as their presentation to the City Council and executes budget and capital improvement program as adopted. Makes monthly written reports to the council on city finances and operations.
13. Performs all other duties as required by the City Council and as prescribed by Homer Municipal Code and AS 29.20.500.

KNOWLEDGE, SKILLS AND ABILITIES

B.A. degree in business or public administration or related field required, relevant Master's degree desired. Minimum of five years of management and supervisory experience required, municipal management experience desired. Knowledge of the needs and special requirements of a coastal community ie; fishing and tourism issues desired. Possess proven leadership ability. Knowledge of the Alaska State Legislative process. Familiarity with Water and Wastewater Utility, Port and Harbor operations, and a combination paid staff/volunteer Fire Department.

Ability to: read, analyze and interpret common scientific and technical journals, financial reports and legal documents; respond to inquiries or complaints from the public, regulatory agencies or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management personnel, public groups, boards and commissions and the City Council.

DECISION MAKING RESPONSIBILITIES

Frequent exercise of independent judgment and initiative is required. Has overall responsibility for all city-owned property and facilities. Budgetary responsibility for a \$22 million operating budget.

SUPERVISORY AUTHORITY

Has direct responsibility (hire, terminate and direct) of the Department Directors and Administrative Staff.

EXTERNAL VISIBILITY/CONTACT

Frequent contact with public in community relations. Requires well developed written and oral communication skills and courtesy in maintaining effective relationships with the public, City Council and other municipal, state, and federal officials.

WORKING CONDITIONS

Office environment. Attendance is required at City Council and other meetings held at night or out of town.

Applicant Name: _____

Rater: _____

Total Score: _____ (out of 100 possible points)

Points Given		
Background (35) Education (B.A in related field minimum), supervisory experience (5 years minimum, municipal experience desired), work history		<i>0 to 30 possible</i>
Budget preparation and finance experience (10)		<i>0 to 10 possible</i>
Community-specific experience (20) Coastal community, Water/Wastewater utility, port and harbor operations, paid staff/volunteer Fire Dept., etc.		<i>0 to 20 possible</i>
Experience with the legislative process (AK preferred), regulatory agencies, and capital improvement projects (10)		<i>0 to 10 possible</i>
Communication (10) Interaction with the public, effective presentation of information		<i>0 to 10 possible</i>
Management Experience (10) Leadership, special projects, negotiating experience leadership, management style		<i>0 to 10 possible</i>
Application/resume thoroughness & attention to detail, writing (5)		<i>0 to 10 possible</i>
TOTAL SCORE		<i>100 possible points</i>

Notes:

Draft CM Telephonic Interview Questions

1. What do you think the primary role of the City Manager is relative to involvement with the community and accessibility to the public?
2. Please tell us what makes you want to leave your current job? What was the motivating factor to prompt you to leave your last job?
3. If selected as Homer's next City Manager, you will have 12 people reporting directly to you. Please describe your approach to management; how you delegate responsibility and how you encourage and motivate your staff?
4. What is your experience with state and federal agencies? Would you feel comfortable lobbying on behalf of the City?
5. How would you deal with citizen complaints? Have you had any experience with lawsuit resolution?
6. Have you reviewed our 2020/21 Budget? What is your impression of our financial condition?
7. The City of Homer will receive a significant amount of money from the CARES Act. Please describe how you view the City's role in ensuring this money stimulates the local economy.
8. Describe your understanding of the significance of the Port & Harbor to the City of Homer and its residents.
9. This is a time of economic uncertainty in the State. If revenues decline, what can a city government do to provide consistent levels of service?
10. How does your experience and past professional development make you a good candidate for this position? How would you envision staying current with your professional development?
11. If you are selected as City Manager, what would your plan be for the first 30 days?
12. Do you have any questions for us?

Draft CM In-Person Interview Questions

1. What interests you about the City Manager position in Homer? What challenges and opportunities do you foresee as the city manager of Homer?
2. If selected as Homer's next City Manager, you will have 12 people reporting directly to you. How do you build trust with a new team?
3. What is your experience preparing budgets and having them approved by an elected body? What challenges did you encounter as part of that process?
4. Describe your management style in relation to communicating, decision-making, morale-building, and effecting change.
5. What is your experience with debt financing?
6. What do you think are the best avenues for Homer to participate in or support economic development in the area? Please be specific.
7. Describe your experience with a capital improvement projects, and what made it successful?
8. What is your experience with employee benefits administration, group health insurance, and risk management?
9. Please describe your experience with budget preparation, presentation, and implementation. Explain the outcomes of various budget processes, and any challenges you've encountered from budget development through Council adoption.
10. What is the best way for an administrator to deal with an angry constituent?
11. Do you have experience dealing with the news media? How do you view their role, collaborative or detached from local government?
12. Have you taken part in mediation, fact finding, or arbitration? Please explain your experience in such processes including your role/level of involvement and the importance of these processes.
13. What are your expectations of the governing body in relation to yourself and city staff?
14. How and when do you communicate with the governing body?
15. Why Homer, Alaska? How confident are you that you are ready to make Homer your home?
16. Do you have any questions for us?