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Municipal Administrator

Personal Profile

P. Keith Brady		() -	
Name		Work Phone	
Address		() -	()
		Home Phone	Cell Phone
City State Zip		Email	

Educational History

Please include all colleges, universities, and other relevant education

Collins College	Tempe, AZ	Visual Communica	BA
Institution	Location	Major	Degree
Institution	Location	Major	Degree
Institution	Location	Major	Degree
Institution	Location	Major	Degree
Institution	Location	Major	Degree

Surname when in school if different: _____

Work History

Please list chronologically all positions, starting with your most recent position of employment.

Emery County	Commissioner	01/2015 to Present	45,000	10976
Agency	Position	Dates employed (mo./year)	Annual Salary	Population
80	3	15000000	County Government	
# of FTEs in agency	# of FTEs in department	Budget Size	Type of Organization - full service, contract or other additional	
City of Green River	Council Member	01/2007 to 12/2010	240	952
Agency	Position	Dates employed (mo./year)	Annual Salary	Population
4	0	4600000	City Government	
# of FTEs in agency	# of FTEs in department	Budget Size	Type of Organization - full service, contract or other additional	
Robbers Roost Motel	Owner/Manager	08/2006 to Present	24000	12410
Agency	Position	Dates employed (mo./year)	Annual Salary	Population
2	1	130000	Hospitality	
# of FTEs in agency	# of FTEs in department	Budget Size	Type of Organization - full service, contract or other additional	
Agency	Position	to	Dates employed (mo./year)	Annual Salary
# of FTEs in agency	# of FTEs in department	Budget Size	Type of Organization - full service, contract or other additional	Population
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P. Keith Brady

Letter

July 8, 2017

To Whom It May Concern:

Thank you for this opportunity to present myself for the position of Municipal Administrator for the City & Borough of Sitka. Please be discreet with my application as I am currently an elected official in a rural county in Utah.

In researching this position, I was interested in the comment that the previous Municipal Administrator, Mark Gorman, made that the average tenure of someone in his position was 2.5-3 years. I hope to be able to bring longevity to this position for continuity, and helping achieve the vision and economic strategy of Sitka.

I believe in leading by example and that my style of leadership is one that depends on clear and honest communication with those around me to achieve organizational goals. Effective leaders should know and be known by their employees; all of whom should be treated as valuable assets through mentoring and coaching. While leaders have the big picture and set direction, they delegate so that everyone meaningfully contributes to goal accomplishment. I understand that I will be under the direction of the Assembly. I will endeavor to implement and direct the vision and strategic plan of Sitka.

I consume a lot of information because I believe that I am only as good as the information I possess. I enjoy continuing to learn and develop my knowledge, talents, and skills. I believe that experience should trump formal education, and that one should never stop learning. A glimpse into my room would reveal stacks of books; both read and waiting to be read.

I have appeared on local, state and national media outlets. I have lobbied for and against bills and worked with our state and federal representatives for the benefit of our county.

My experience on city council and county commission has taken me out of my comfort zone and taught me many ways to handle almost any situation. I have learned how to make hard decisions while involving community input. I am one who can take criticism and turn it into a positive working relationship.

My father taught me to leave something better than I found it and I have been able to do that wherever I have been.

I hope to have the opportunity to discuss more with you personally regarding other aspects of this position.

Sincerely,



Keith Brady

P. Keith Brady

Executive Statement

Reliable, hands-on leader whose philosophy is to support and empower employees. Enjoy hearing from and working with stakeholders: employees, citizens, and government officials. Strive to achieve and establish a vision with creative strategies. Looking forward to the new and challenging opportunities as Sitka's Municipal Administrator.

Experience

Emery County / Commissioner

1/2015 - PRESENT, Emery County, Utah

- » Negotiated intergovernmental agreements and memorandums of understanding
- » Revised the personnel policy & revising purchasing policy
- » Collaborate with the state and federal elected officials and offices to pass, stop, or change legislation and regulations
- » Continued involvement and training in Local Emergency Planning Committee (LEPC)
- » Worked with the EMS Director to reorganize department
- » Evaluated and reassigned duties that best fit skills and responsibilities of a department.
- » Budgeting to develop a strategic economic plan for the county

Emery County has a population of 10,976 in 4,472 square miles of land.

Some duties are to oversee and coordinate with the Sheriff, Auditor, EMS, Aquatic Center, Tourism, Events, Recreation, Economic Development, Health Department, and Communications.

Currently, in the implementation stage of rebranding tourism in the county as The Swell. Go to theswellutah.com to see our direction.

Used website and Facebook to share with constituents what is happening in the county, where my energies are being spent, and to receive their feedback and direction.

keithbrady.com | facebook.com/EmeryCountyCommissionerKeithBrady/

City of Green River / City Council Member

1/2008 - 12/2011, Green River, Utah

- » Collaborated with the council to restructure water rates from a tiered to a flat rate system
- » Held public meetings to negotiate and pass a Nuisance Abatement Ordinance
- » Initiated and worked with the council to pass an increase in property tax from 0% to 0.004226%. Without this funding source the State Community Impact Board (CIB) stated that they would stop loaning and granting money to projects for the city
- » Implemented a Facebook page for citizen outreach and feedback
- » Redesigned the website to encourage economic development

Green River is located in southeastern Utah with a population of 952.

greenriverutah.com | facebook.com/GreenRiverUT/

Robbers Roost Motel / Owner

8/2006 - PRESENT, Green River, UT

17 room motor lodge on Old Highway 6. Bought it after seeing the potential in it and the city.

- » Developed an online presence with social media and online booking
- » Since 2009 revenue has increased by 21%
- » Third party reviews and customer satisfaction has increased and kept us at 4+ stars

rrmotel.com

Other Experiences & Skills

Executive Board Member / Southeast Utah Health Department

2015 - PRESENT

The Health Department Board develops policies, framework and action plans to meet the public's health needs; and, to assure that those needs are responded to effectively and efficiently.

- » Initiated and passed a grading system for eating establishments
- » Developing long term succession plan for Director

Board Member / Emery County Economic Development Board

2014 - PRESENT

A non-profit board that provides gap financing through a revolving loan fund to promote business growth and a matching fund grants to enhance main streets.

- » Funded 20+ local businesses over the years with gap financing totaling over \$1,050,000
- » Created and established the Main Street Retail Incentive program to incentivize retail stores to improve their storefronts; provided over \$20,000 in matching funds

Chamber Member / Emery County Business Chamber

2009 - PRESENT

- » Educated businesses through Lunch and Learns, marketing classes, and public relations
- » Established a Sidewalk Jamboree for businesses to display products or services to locals

Executive Board Member / CHEER Coalition

2008 - PRESENT

CHEER (Creating a Healthy Environment and Encouraging Respect) is a Community that Cares Coalition that works to educate youth and community on healthy lifestyle choices. CHEER receives grant money to run and operate the Pirates Den Teen Center.

- » Offers TNT (Teachers and Teens) to tutor and assist with homework
- » Offers youth classes on anger management, life skills, and college preparation
- » Provides a safe place for youth and advice on preventing alcohol, tobacco, and drug abuse

Board Member / Green River Planning and Zoning

2008 - 2014

- » Revised zoning ordinances for controlled economic growth
- » Rezoned the city to make it more in line with the current layout and for future development

Board Member / Emery County Travel Bureau

2007 - PRESENT

Advisory Board to the Emery County Commission to market and grow tourism in the county.

- » 2015 and 2016 Chairman of the Board
- » Matching marketing funds given to tourism based businesses totaling \$60,000 each year
- » Yearly we have asked for and received matching money from the state averaging \$80,000
- » Since 2007 tourism tax dollars have increased 61%

Chamber Member / Green River Chamber of Commerce/Potluck

2006 - PRESENT

- » Collaborated with the city to develop branding and marketing strategies for Green River
- » Worked with the city to budget for and hire an event coordinator to enhance visitorship
- » Developed the Green River Improvement Team (GRIT) to help clean up and beautify the city
- » Advocated for the Recreation, Arts, and Parks (RAP) tax, got it on the ballot and approved

Education

Collins College / Valedictorian: Bachelors of Arts in Visual Communication

2003, Tempe, AZ

Preferences

Apple Products Google Drive Adobe Applications Outdoor/Recreation

Sculpture and Drawing Superhero Movies Dogs Nonfiction

Podcasts: Babbage, HBR: Ideacast, The HBR Channel, How I Built This, The Way I Heard It