

Craig Harris Cugini
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

List of professional references available upon request
Maintain a Top Secret Clearance
CES Advance Course complete
CES Continuing Education for Senior Leaders

Objective: I am seeking the position where I can showcase my leadership abilities as demonstrated by the vast experience I have exercised across multiple disciplines. I am fiscally responsible, dedicated to the Army mission and values, a team builder and have a sound record of outstanding performance.

My resume includes over 25 years of government service with rapid development and increased responsibilities. I am highly motivated and deliver well-thought solutions to complex problems. My staff and leadership assignments included positions in Germany, Pennsylvania, Missouri, New Jersey, New York and Alaska. My experience includes a vast amount of training and education in Science, Engineering, Security, Leadership and Emergency Management and Medical services.

WORK HISTORY:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

I currently manage and direct installation and tenant activity operations for a medium sized multi-mission garrison, Installation Management Command. This position is analogous to public sector mayor or city manager in terms of running garrison operations and infrastructure. I provide direction and general management for the administration and operations of various functions and services critical to meeting the needs of the Installation Commander, tenant units, and the Army. I am recognized as an expert in program planning and management for various critical functions on Army installations. I oversee various civilian directors and special staff involved in a variety of functional program areas. Shoulder-to-Shoulder I support/advise the Garrison Commander to formulate goals, policies, and objectives for the garrison. I provide administrative program direction to various civilian directors and special staff involved in a wide variety of functional program areas.

Primary functions of this position include:

- Direct installation and tenant activities and operations for a medium sized multi-mission garrison.
 - Monitor and assure the implementation of IMCOM and HQDA policies and guidance and adapts such for local situations.
 - Present recommendations to the Commander for new organizational structures to implement new initiatives and/or change in mission as well as enhance management methods.

Craig Harris Cugini
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- Meet with top management officials of the installation, tenant organizations, state and local officials, and local business and media officials.
 - Present and discuss a range of subjects such as levels and change in support services provided, reduction of cost of government operations, privatization of government activities and facilities, and Army/state/local cooperative initiatives & efforts.
 - Develop and execute comprehensive programs to improve productivity, cost effectiveness, and efficiency of installation activities.
 - Review and recommend approval of single and multi-year budget plans based on program changes. Endorses recommendations for re-allocations of resources to support multi-year objectives.
- Direct, manage and supervise the garrison civilian directors and serves as the second-line supervisor for their subordinates.
 - Approve strategic and operational plans, policies, programs and procedures. Review and approve proposals for reorganization of subordinate units.
 - Hear and resolve employee complaints, and effects corrective and/or disciplinary measures. Provide meaningful input or prepares performance standards and evaluations. Review performance evaluations made by subordinate supervisors on their employees.
 - Exercise final authority for the full range of personnel actions and organizational design proposals recommended by subordinates.
 - Manage the Commercial Activities, Residential Communities, and Privatization programs to ensure that the best interests of the Government and workforce are maintained.
- Represent the Garrison at ceremonies, official functions, and public events.
 - Meet with visitors to promote interests and viewpoints of the installation.
 - Give speeches to local interest groups to promote community relations and briefs at higher-level conferences and seminars.
 - Work with surrounding city officials in promoting good community relations.

Dept. of the Army, USAG Picatinny Arsenal, Picatinny, NJ (05/23/2010 -- 05/29/2016)
Director of Plans, Training, Mobilization & Security (DPTMS)
Pay Grade: GS-0301-13
Salary: \$116,072.00 per year

As the Director of DPTMS, I was responsible for and directly supervised, counseled and mentored staff responsible for Information Security, Operations Security, Personnel Security, Physical Security, Industrial Security, Antiterrorism/Force Protection (AT/FP), Emergency Management (EM) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) programs. I managed six IMCOM service areas (800, 602, 603, 604, 702, 902 for a multi-mission organization of considerable size, scope and complexity. Inherent was the ability to oversee the delivery of services, examine program performance, plan and implement strategies that are fiscally sound to move the organization toward a future state.

Craig Harris Cugini
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My Directorate was responsible for developing and executing all short & long range plans, contingency plans including rapid reaction to foreign, domestic and natural disasters. I conducted, attended and served as a chairperson on several key committees and planning boards. I developed overall program goals and objectives while assessing and evaluating execution.

I fostered team building through on and off installation partnerships in order to integrate and execute a wide range of security and emergency management activities with local, state and federal agencies and de-conflicted overlapping responsibilities. I reviewed guidance and established policies in order to assign responsibilities, and prescribe procedures for developing, implementing and sustaining emergency actions in support of the installation commander.

As the Director, I regularly developed overall management goals in terms of financial execution, project schedule execution, and utilization of labor to measure overall success. I was responsible for ensuring my program was in concert with the Garrison and Senior Commanders mission requirements/priorities.

I participated in Garrison strategic planning as the directorate level execution of organizational goals and objectives that promoted high-quality results by applying technical knowledge, analyzing problems, and calculating risks and factoring in current organizational capabilities and future installation needs.

Quarterly, I participated in reviews/analysis of installation services. These reviews helped to identify gaps in installation service needs and the organization capabilities in order to determine the priority of the gaps that need to be addressed within the constraint of future budgets. This also supported IMCOM level decisions for managing programs across all installations.

Dept. of the Army, USAG Picatinny Arsenal, Picatinny, NJ (09/04/2007)-(05/23/2010) Security Officer (Force Protection)
Pay Grade: YA-0080-02
Salary: \$75,920.00 per year

I served as the program manager and subject matter expert on all things related to AT/FP and EM. Being a small garrison, Picatinny Arsenal does the same level of work as a large garrison but with less people and resources on a smaller scale. As the lead specialist I developed, implemented, and managed AT/FP and physical security plans and programs, I monitored program effectiveness and appropriate corrective/protective measures through the identification of vulnerabilities, weaknesses, improvements, countermeasures and priorities for the development. My program achieved outstanding reviews through Organizational Inspection Program (OIP) and Joint Staff Integrated Vulnerability Assessment (first in 11 years) for which I was recognized with awards.

Dept. of the Army, Lake City Army Ammunition Plant (LCAAP)-Independence, MO (02/05/2006-09/04/2007)-Security Officer (Supervisory)
Pay Grade: YA-0080-02 Salary: \$67,809 per year

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Duties: Lake City is the government's largest and only small caliber ammunition production facility. I served as Lake City Security Officer, the principle advisor and final authority on all facility security matters. Security disciplines included and Physical, Personnel, Operations and Contract Security as well as AT/FP.

Developed and reviewed plans, policies, and procedures; reviewed and responded to inspection reports, monitored compliance and conducted annual surveillance of the contractor's performance. Served as an authority of a wide range of DA, DOD and other federal agency security program policies, concepts, principles, practices and procedures to review, analyze, and resolve difficult complex problems.

Responsible for budgeting training, travel, and program operational costs through Schedule 75, Un-Financed Requirements (UFRs) and made recommendations for program improvement based on technological advancements.

Dept. of the Army, US Army Garrison - Heidelberg (03/22/2003- 03/20/2005) - Force Protection/Antiterrorism Program Manager Heidelberg, Germany
Pay Grade: GS - 0301 - 12
Salary: \$54,221 per year

Responsible for the protection of the Heidelberg Military Community (HMC) which supports 23 military installations in Southwestern Germany with a combined population of over 19,500 US personnel including 20 General Officers. I planned, directed, coordinated and managed the Antiterrorism / Force Protection for all 23 installations. Developed, adapted and coordinated the implementation of missions and tasks outlined in DoD, DA, USEUCOM, USAREUR and Garrison force protection operations orders, AT/FP and Physical Security Regulations, Unified Federal Codes (UFC) and other command guidance into a community-wide program. Advised the Commander on policy changes to streamline the operation and advised on the impact of new policies and the inherent risks of not implementing or waiving security procedures.

I was the senior community point of contact on Physical Security and Anti-terrorism related projects. Projected, resourced and assisted DPW with the coordination of multimillion-dollar projects involving construction of approximately \$4 million for two access control points (ACP) and another \$6 million in installation physical security upgrades in accordance with all applicable DoD, DA construction standards, regulations and UFCs including a perimeter fence around a previously unsecured housing area.

MILITARY SERVICE:

U.S. Army Medical Laboratory Specialist January 1994 – January 2000
E4 (Specialist) – E5 (Sergeant)

Performed analytical chemistry (environmental), testing soils, air and water for contamination. Trained to respond to unknown conditions in level A (HazMat Technician), collect samples and test in a mobile laboratory to characterize and assist emergency responders with containment. Developed into a chief of the customer support division responsible for the supervision and direction of civilian employees, maintaining a budget and responsible for receipt, collection and distribution of samples and reports between customers and the lab.

U.S. Army Engineer Officer Army National Guard (PA, MO, NY) April 2000 – June 2016

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GRADE/EDUCATION: E6 (Staff Sergeant) Officer Candidate School - O4 (Major) Command
General Staff Officer Course

Last position is Engineer Planner for 42nd Infantry Division G5/Plans (O4-slot). I supported the G-5 strategic planning officer while serving in a multi-faceted role with responsibilities for providing support in a full spectrum of engineering duties which include support to the Division Engineer and Protection Branch for the 42d Infantry Division. Provided the engineering skills to support combat missions which can include: bridge building and destruction; minefield emplacement and reduction; and other mobility, counter-mobility and survivability tasks requiring specialized engineering skills and equipment. Additional support through building and maintaining roads, airfields and other facilities that support combat operations. During peacetime and stability operations assist in building schools and other structures.

EDUCATION:

College/University

Northland College (08/21/1988 - 05/20/1990) Ashland, Wisconsin United States

Degree: None - Major: Biology; Minor: Ecology;

Semester Hours: 50

Description: Transferred to Northern Michigan University

College/University

Northern Michigan University (01/15/1991 - 12/16/1993) Marquette, Michigan Degree: Bachelor of Science- Major: Biology/Ecology; Minor: Group II Science

ADDITIONAL INFORMATION:

Professional Training:

IMCOM Pre-Command Garrison Senior Leader Course

Strategic Planners Course

Supervisor Development Course

OPSEC Fundamentals CBT, OPSE-1301

OPSEC Analysis Course, OPSE-2380

OPSEC Program Managers Course, OPSE-2390

Conventional Physical Security 7H-31D/830-ASIH3

Antiterrorism Program Manager Course

Consequence Management - Terrorism

Security Engineering Course

Anti-terrorism Officer Course

Leadership, Education and Development (LEAD)

Counseling in today's workplace

Completed 9 Emergency Management Institute - Independent Study Programs


Civilian Performance Awards:

Craig Harris Cughi

[REDACTED]

[REDACTED]

Achievement Medal for Civilian Service (2)
Commander's Award for Civilian Service (5)
Civilian Award for Humanitarian Service

		City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1816 Fax No. (907)747-1846			Applicant Information	
		Last Name	First Name		Middle Name	
CUGINI	CRAIG		HARRIS			
Residence Address		Street	City	State	Zip Code	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Mailing Address		Street	City	State	Zip Code	
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	
Telephone Number		Email Address			Social Security Number	
[REDACTED]		[REDACTED]			N/A until Hire Date	
Position Applied for City Administrator / Manager					Date 8 August 2019	
How did you learn of this job opportunity?						
<input type="checkbox"/> City of Sitka Website	<input type="checkbox"/> Job Service/ALEXsys	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio	<input type="checkbox"/> Local Organizations		
<input checked="" type="checkbox"/> On-line (name website) <u>sgrjobs.com</u>	<input type="checkbox"/> Alaska Municipal League	<input type="checkbox"/> Other				

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid Driver's License? If yes, please provide State and number AK 7647055	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	Full Time	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Part Time	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Temporary	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Date available to work: _____

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Nights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Weekends	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Holidays	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last five years? Yes No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
South Lake High School, 21900 E 9 Mile Rd, Saint Clair Shores, MI 48080	General	1988	Yes
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
See Addendum (Resume)			
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree

Employment History			
Most Recent Employer		Address	Phone Number
See Addendum (Resume)			
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
[REDACTED]		New Career (If selected)	
Duties/Responsibilities			
See Addendum (Resume)			
May we contact your present employer?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Contact reference list
Employer		Address	Phone Number
See Addendum (Resume)			
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
John Costea (retired), DGC		Promotion	
Duties/Responsibilities			
See Addendum (Resume)			
Most Recent Employer		Address	Phone Number
See Addendum (Resume)			
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Jill Knaus (Relocated)		Promotion	
Duties/Responsibilities			
See Addendum (Resume)			

Include explanation of any gaps in employment.

Other Qualifications	
Describe any specialized training, apprenticeship, skills and extra-curricular activities.	
See Addendum (Resume)	
Describe any job-related training received in the United States military.	
See Addendum (Resume)	
List professional, trade, business, or civic activities and offices held.	
See Addendum (Resume)	
List professional, trade or business licenses held.	
See Addendum (Resume)	

Additional Information	
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.	
My resume and cover letter fully describe my job-related skills.	

References		
Do not include family members or past supervisors.		
Name	Phone Number	Occupation
See Addendum (Cover Letter)		
See Addendum (Cover Letter)		
See Addendum (Cover Letter)		

Note to Applicants:

DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

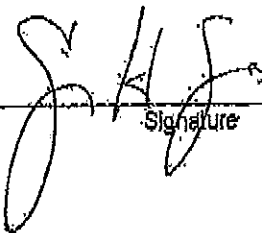
X Yes No

APPLICANT AUTHORIZATION AND CERTIFICATION -- I AUTHORIZE the City and Borough of Slick (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I DIRECT you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I RELEASE any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempt to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.



Signature

9 AUG 19

Date

JOHN R. ARDAUGH

**Municipal Operations ▪ Financial Management ▪ Budgeting ▪ Planning ▪ Zoning ▪ Land Use ▪ Grants
Human Resources ▪ Policies/Procedures ▪ Personnel/Project Management ▪ Purchasing ▪ Administration
Employee/Staff Relations ▪ Contracts ▪ Negotiations ▪ Legislation ▪ Community/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 and Borough Administrator of Sitka, 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

<p>Citizen Engagement Business, Media & Public Relations Strong Analytical/Leadership Skills Community & Intergovernmental Relations Excellent Communication/Interpersonal Skills</p>	<p>Strategic Planning Capital Improvement Team Builder/Team Player Professional Development Laws/Ordinances/Resolutions</p>
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PROFESSIONAL HIGHLIGHTS

Fahey & Associates Chicago, IL
OF COUNSEL (2011-Present)

Expertly handles a wide variety of contract and employment matters/labor relations, including drafting, negotiating and reviewing contracts as well as the representation of numerous clients in court on litigation. Ensure firm remains in compliance with corporate guidelines, legal mandates and ethical ideals.

- Championed a number of office management initiatives that increased productivity and increased efficiency, thereby allowing for a more streamlined workflow as well as cross-functional transparency.

Spesia, Ayers & Ardaugh Joliet, IL
MANAGING PARTNER/PRINCIPAL (1994-2010); **ASSOCIATE** (1988-1993)

Spearheaded and led the governmental/business practice within the office, developing and maintaining an extensive network of municipal, government, corporate and private contacts. Managed new clients and served as lead attorney and central contact for firm's key clients. Responsible for the preparation and continuous update of standard "boilerplate" language used in all annexation/development agreements drafted internally for municipal clients; many municipal law practitioners subsequently replicated this work.

- Personally procured and managed 75% of the firm's major municipal and governmental clients.
- Spearheaded economic development and legal campaigns for Manhattan, Minooka, New Lenox and Rockdale; instrumental in securing numerous Boundary and Intergovernmental Agreements with neighboring municipalities.
- Negotiated an agreement with a natural gas "peaker plant," resulting in millions of revenue dollars for the Village of Manhattan.
- Played a key role in hiring the Village of Manhattan's first Village Administrator.
- Instrumental in negotiating the Lake Michigan Water agreements for the Village of New Lenox.
- Bond counsel for over \$40M of general obligation, special service and special assessment area bonds.
- Championed the revitalization of the Rockdale Village Code, previously modified in the 1960's.
- Handled the annexation of over 15,000 acres of property; carefully considered, expertly drafted and effectively negotiated the respective contracts.
- Negotiated and thereby secured thousands of acres of property for the Village of New Lenox, covering the I-355 corridor and I-80 interchange, as one of the lead Attorneys in an extremely contentious and lengthy boundary litigation with the City of Joliet.
- Led successful boundary negotiations for the Village of Minooka with the Village of Channahon; annexed thousands of acres of property later developed for both commercial and residential uses.

JOHN R. ARDAUGH

--Page Two--

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 ATTORNEYTwelfth 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.

		City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1816 Fax No. (907)747-1846		Applicant Information	
Last Name		First Name		Middle Name	
Ardaugh		John "Jack"		Robert	
Residence Address		Street	City	State	Zip Code
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mailing Address		Street	City	State	Zip Code
[Same As Above]					
Telephone Number		Email Address		Social Security Number	
[REDACTED]		[REDACTED]		N/A until Hire Date	
Position Applied for				Date	
City Administrator				8/11/2019	
How did you learn of this job opportunity?					
<input type="checkbox"/> City of Sitka Website <input type="checkbox"/> Job Service/ALEXsys <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Local Organizations					
<input type="checkbox"/> On-line (name website) _____ <input type="checkbox"/> Alaska Municipal League <input checked="" type="checkbox"/> Other ICMA					

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resume may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

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An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	X Yes	
Do you have a valid Driver's License? <i>If yes, please provide State and number</i> Illinois A632-4765-9004	X Yes	
Are you able to obtain an Alaska Driver's License, if required for the position applied for? <i>(See qualifications/requirements in Job Description)</i>	X Yes	

Available to work: Full Time	Full Time	X Yes	
	Part Time		X No
	Temporary		X No

Date available to work: 9/8/2019 or sooner

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka? Yes	Evenings	X Yes	
	Nights	X Yes	
	Weekends	X Yes	
	Holidays	X Yes	

Have you ever been convicted of a felony? X No

Have you been convicted of a misdemeanor within the last five years? X No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Lincoln-Way New Lenox, IL	College Prep	4	Diploma
Undergraduate College			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
Illinois State University Normal, IL	Business & Marketing	4	B.S.
Graduate Professional			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>
The John Marshall Law School Chicago, IL	Law	3	J.D., With Distinction
Others (specify)			
<i>Name and Address of School</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma Degree</i>

Employment History			
Most Recent Employer		Address	Phone Number
Fahey & Associates		150 North Michigan Avenue Chicago, IL 60601	312-523-2017
Date Started	Starting Salary Per Year	Starting Position	
8/2011	\$85,000	Of Counsel	
Date Left	Salary on Leaving Per Year	Position on Leaving	
Currently Employed	\$125,000	Of Counsel	
Name and Title of Supervisor		Reason for Leaving	
Mary C. Fahey/Owner		I want to serve Silka, AK directly.	
Duties/Responsibilities			
I handle many litigation matters in court as well as contracts, employment issues and real estate transactions.			
May we contact your present employer?		X Yes	Upon Notice
Employer		Address	Phone Number
Spesla, Ayers & Ardaugh		1415 Black Road Joliet, IL 60435	815-726-4311
Date Started	Starting Salary Per Year	Starting Position	
2/1988	\$36,000	Associate	
Date Left	Salary on Leaving Per year	Position on Leaving	
1/2010	\$150,000	Partner	
Name and Title of Supervisor		Reason for Leaving	
E. Kent Ayers/Partner [1-815-474-1947 Cell]		I wanted to serve a community directly.	
Duties/Responsibilities			
I was in charge of the governmental/municipal practice with the law firm. We served communities ranging in size from 2,000 to 26,000 residents from the business and legal side. I also handled many different real estate transactions.			
Employer		Address	Phone Number
Hinshaw & Culbertson		151 North Franklin Street Chicago, IL 60606	312-704-3000
Date Started	Starting Salary Per	Starting Position	
2/1986	\$36,000	Associate	
Date Left	Salary on Leaving Per	Position on Leaving	
1/1988	\$40,000	Associate	
Name and Title of Supervisor		Reason for Leaving	
Thomas Chrislam/Partner		I wanted more client interaction.	
Duties/Responsibilities			
I handled many different litigation matters in court and outside of court.			

Include explanation of any gaps in employment.
 After I left Spesia, Ayers & Ardaugh, I investigated and searched for different opportunities to serve a great community directly.

Other Qualifications

Describe any specialized training, apprenticeship, skills and extra-curricular activities.
 I have a very diverse business, governmental, legal and "not-for-profit" background and skill set that would serve the Sitka community in a great way.

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

List professional, trade, business, or civic activities and offices held.
 Will County Bar Association/Past President; Manhattan Chamber of Commerce/Past President; Manhattan Lions Club/Past President

List professional, trade or business licenses held.
 Illinois Licensed Attorney [6192107]

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

I have been involved in communities ranging in size from 2,000 to 26,000 residents from both the business and legal side. I interact with everyone and certainly many elected officials. I am and have been involved in many different organizations. I procured most of the communities to work with the law firm.

References
 Do not include family members or past supervisors.

Name	Phone Number	Occupation
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Note to Applicants:

DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

X Yes

APPLICANT AUTHORIZATION AND CERTIFICATION - I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I **DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I **RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I **CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I **AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

John R. Clough
Signature

8/11/2019
Date

Marko Dapceovich

PROFILE SUMMARY:

Result oriented administrator with skills in supervision, budgets, and schedules. Proficient in Word, Excel, Xactimate, PowerPoint and general computer skills. Knowledge in local and state statutes and policies. Established relationships with local, state, and federal representatives. Excellent ability to problem solve, compromise, and work towards resolution.

WORK EXPERIENCE:

Commercial Restoration Company: March 2019 – Present
Construction Manager

Hi profile management position in a rapid growing, construction restoration company. CRC is a small company that is trying to get a strong hold in the restoration industry. CRC just recently recruited some of the leaders in the industry to grow and expand their business.

- Manage construction projects ranging from small jobs to multi-million projects.
- Create budgets and schedules for large projects.
- Procurement
- Manage employees and contractors.
- Review technical plans and documents.
- Consult with ownership, engineers, and insurance companies on large projects.
- Work with local, state and federal regulating agencies.
- Training new employees.
- Create reports and make presentations of reports.
- Working independently with no supervision.
- High profile jobs like River Spirit Casino in Tulsa after recent floods.
- Resolve the issues that arise that no one in the company can resolve.

Interstate Restoration: Sept 2008 – March 2019
Construction Manager

Hi profile management position in a rapid growing, successful construction restoration company. Interstate is the 2nd largest restoration company in North America.

- Manage construction projects ranging from small jobs to multi-million projects.
- Create budgets and schedules for large projects.
- Procurement
- Manage employees and contractors.
- Review technical plans and documents.
- Consult with ownership, engineers, and insurance companies on large projects.
- Work with local, state and federal regulating agencies.
- Training new employees.
- Create reports and make presentations of reports.
- Working independently with no supervision.
- Management of high profile jobs such as; Joplin Housing Authority after the Joplin Tornado, Crater Lake Lodge, Building explosion on Portland's busiest pedestrian street, San Francisco Unified School District, etc.

City and Borough of Sitka: Oct 2000 – Oct 2008
Assembly Member/Mayor

- City Administrator Oversight.
- Budget Oversight.
- Debate and Set Policy.
- Propose legislation.
- Lobby on behalf of City and Borough of Sitka.

Misty Fjords Water Company: Jan 1994 – Nov 2004
Co-founding owner and CEO

- Design and build company from the ground up.
- Marketing.
- Budgeting.
- Established distribution networks throughout SE Alaska.
- Oversee day to day operations.
- Management and oversight of employees.
- Permitting and compliance of state and federal agencies.

U.S.P.S Mar 1998 – Mar 2008
Carrier

- Sort and deliver mail.

Kingfisher Charters May 1995 – Sept 1998
Fish plant manager

- Assist in design and build of the fish plant.
- Manage the day-to-day operations.
- Manage employees.
- Miscellaneous duties.
- Coordination of outgoing shipments.

Alaska Pulp Corporation May 1989 – Oct 1993
Screen room operator

- Oversee the operations of the screen room.
- Assist with the operations of the Bleach Plant.

ORGANIZATION MEMBERSHIPS (past and present):


- Alaska Municipal League
- University of Alaska SE Board of Directors
- International Royal Academy of the United Nations
- Kyoto Protocol
- BPOE
- International Bottled Water Association
- Alaska Conference of Mayors

POST-SECONDARY EDUCATION

- University of Oregon 1987, 1988. General study.
- Lane Community College 1988 – 1990 Automotive Tech, Speech communication, and general study.
- University of Alaska SE. 1994 – 1995 General study, computers, business administration.

RELEVANT ASSETS

- Create and administer budgets
- Create and administer schedules
- Complete high pressure projects on time and under budget
- Working relationship with Sitka's representatives on State and Federal level
- Excellent computer skills including typing
- Excellent communication skills
- Extensive knowledge and experience in capital projects
- Extensive experience in public speaking and public presentations
- Ability to accurately troubleshoot and problem solve

		City and Borough of Sitka Applicant Information An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1818 Fax No. (907)747-1846		
		Last Name	First Name	Middle Name
Dapcevich	Marko	A		
Residence Address	Street	City	State	Zip Code
Sitka, AK				
Mailing Address	Street	City	State	Zip Code
[REDACTED]				
Telephone Number	Email Address	Social Security Number		
[REDACTED]	[REDACTED]	N/A until Hire Date		

Position Applied for City Administrator	Date 7-31-2019
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How did you learn of this job opportunity?				
City of Sitka X Website Organizations <input type="checkbox"/>	Job <input type="checkbox"/> Service/ALEXsys	Newspaper <input type="checkbox"/>	Radio <input type="checkbox"/>	Local
On-line (name <input type="checkbox"/> website) _____ _____ <input type="checkbox"/>	Alaska Municipal League <input type="checkbox"/>	Other		

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	Yes X	No <input type="checkbox"/>
Do you have a valid Driver's License? If yes, please provide State and number AK 6256634.	Yes X	No <input type="checkbox"/>
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	Full Time	Yes X	No <input type="checkbox"/>
	Part Time	Yes <input type="checkbox"/>	No X
	Temporary	Yes <input type="checkbox"/>	No X
Date available to work: <u>two weeks after hired</u>			
If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	Yes X	No <input type="checkbox"/>
	Nights	Yes X	No <input type="checkbox"/>
	Weekends	Yes X	No <input type="checkbox"/>
	Holidays	Yes X	No <input type="checkbox"/>
Have you ever been convicted of a felony?	Yes <input type="checkbox"/>	No X	
Have you been convicted of a misdemeanor within the last five years?	Yes <input type="checkbox"/>	No X	
If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.			

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Sitka High School	General	4	High School Diploma
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
University of Oregon	General	1	None
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Lane Community College	Automotive Technology	2	AAS
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
University of Alaska SE, Sitka	Business, computer, general	2	None

Employment History			
Most Recent Employer		Address	Phone Number
Commercial Restoration Company		13725 S Mur-Len Road, Olathe, KS 66062	855-584-7887
Date Started	Starting Salary Per year	Starting Position	
5-1-2019	\$ 120,000.00	Project Manager	
Date Left	Salary on Leaving Per	Position on Leaving	
N/A	\$ N/A	N/A	
Name and Title of Supervisor		Reason for Leaving	
Nick Robbins		N/A	
Duties/Responsibilities			
Consulting on projects, managing projects, plan review, managing crews of 100 or more, building budgets and schedules, working with government on regulations and permitting, logistics, and quality control on projects up to twenty million dollars.			
May we contact your present employer?		X Yes <input type="checkbox"/> No	Call before doing so.
Employer		Address	Phone Number
Interstate Restoration		3401, Quorum Dr., Fort Worth, TX 76137	817-293-0035
Date Started	Starting Salary Per	Starting Position	
9-29-2008	\$70,000.00	Superintendent	
Date Left	Salary on Leaving Per	Position on Leaving	
3-15-2019	\$110,000.00	Project Manager	
Name and Title of Supervisor		Reason for Leaving	
Nick Robbins		Me and my team all left to work for another company.	
Duties/Responsibilities			
Consulting on projects, managing projects, plan review, managing crews of 100 or more, building budgets and schedules, working with government on regulations and permitting, logistics, and quality control on projects up to twenty million dollars.			
Most Recent Employer		Address	Phone Number
See resume for all prior employment history			
Date Started	Starting Salary Per	Starting Position	

	\$	
Date Left	Salary on Leaving Per	Position on Leaving
	\$	
Name and Title of Supervisor		Reason for Leaving
Duties/Responsibilities		

Include explanation of any gaps in employment.

Other Qualifications
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
See resume
Describe any job-related training received in the United States military.
none
List professional, trade, business, or civic activities and offices held.
See resume
List professional, trade or business licenses held.
See resume

Additional Information
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.
See Resume

References		
Do not include family members or past supervisors.		
Name	Phone Number	Occupation

Available upon request		

Note to Applicants:

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Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

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I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

Marko Dapcevic
Signature

8/8/2019
Date

FRANKLIN T. ETHERIDGE

CITY ADMINISTRATOR, SITKA, ALASKA

CAREER OBJECTIVE

Work as the Sitka City Administrator to ensure 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 years 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 and its reuse for County offices, the Chamber of Commerce, and a Transportation Museum.

PROFESSIONAL EXPERIENCE

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 the process of providing monthly financial reconciliation reports.
- Worked on the implementation of 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.

FRANKLIN T. ETHERIDGE

- 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.
- 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,

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.

FRANKLIN T. ETHERIDGE

- 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 GBFA 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 |
| • Planning Director, Bethel, AK | Sept 1995 -- Oct 1995 |
| • 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, Credentialed Manager (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

		City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1818 Fax No. (907)747-1846		Applicant Information	
Last Name		First Name		Middle Name	
Etheridge		Franklin		Theo	
Residence Address		Street	City	State	Zip Code
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Mailing Address		Street	City	State	Zip Code
[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Telephone Number		Email Address		Social Security Number	
[REDACTED]		[REDACTED]		N/A until Hire Date	
Position Applied for					Date
Administrator					
How did you learn of this job opportunity?					
<input type="checkbox"/> City of Sitka Website Organizations	<input type="checkbox"/> Job Service/ALEXsys	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio	<input type="checkbox"/> Local	
<input checked="" type="checkbox"/> On-line (name website)	<u>ICMA</u>	<input type="checkbox"/> Alaska Municipal League	<input type="checkbox"/> Other _____		

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Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	No
Do you have a valid Driver's License? If yes, please provide State and number GA D52706591	<input checked="" type="checkbox"/> Yes	No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input checked="" type="checkbox"/> Yes	No

Available to work:	Full Time	<input checked="" type="checkbox"/> Yes	No
	Part Time	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Temporary	<input checked="" type="checkbox"/> Yes	No

Date available to work: 8/15/19

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	<input checked="" type="checkbox"/> Yes	No
	Nights	<input checked="" type="checkbox"/> Yes	No
	Weekends	<input checked="" type="checkbox"/> Yes	No
	Holidays	<input checked="" type="checkbox"/> Yes	No

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last five years? Yes No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Bradwell Institute 1002 Hard St, Honesville GA 31313	College Prep	4	Diploma
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
The University of GA Athens GA 30602	Geography	4	BA
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Troy University 600 University Ave, Troy AL 36082	Public Admin.	2	M.P.A.
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree

Employment History			
Most Recent Employer		Address	Phone Number
Lang County Board of Commissioners		P.O. Box 476 Ludwigs GA 31816	912-545-2143
Date Started	Starting Salary Per Year	Starting Position	
6/2017	\$ 61,800	County Administrator	
Date Left	Salary on Leaving Per Year	Position on Leaving	
3/2019	\$ 61,800	County Administrator	
Name and Title of Supervisor		Reason for Leaving	
Board of Commissioners		BAC wanted to move in a different direction	
Duties/Responsibilities			
supervision of department heads, budgeting, grant writing, HR, blog, remediation, preparing RFP's			
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Address	Phone Number
Twin Falls County Board of Commissioners		P.O. Box 202 Telfordville GA 31044	478-945-3629
Date Started	Starting Salary Per Year	Starting Position	
1/2016	\$ 58,800	County Administrator	
Date Left	Salary on Leaving Per Year	Position on Leaving	
06/2017	\$ 58,800	County Administrator	
Name and Title of Supervisor		Reason for Leaving	
Board of Commissioners		County Administrator	
Duties/Responsibilities			
over see departments, coordinate with constitutional office, county clerk, Finance Director, HR Director, health care evaluation, pay and classification			
Most Recent Employer		Address	Phone Number
Randolph County Board of Commissioners		51 Court Street Luthersville GA 39840	855-782-6300
Date Started	Starting Salary Per Year	Starting Position	
12/2014	\$ 58,000	County Manager	
Date Left	Salary on Leaving Per Year	Position on Leaving	
11/2016	\$ 58,000	County Manager	
Name and Title of Supervisor		Reason for Leaving	
Board of Commissioners		Sought employment opportunities/other	
Duties/Responsibilities			
supervise departments, conflict of interest on board house renovation, pay and classification plan, health care evaluation, HR			

Other Qualifications
Describe any specialized training, apprenticeship, skills and extra-curricular activities. <i>Former ICMA (credentialed manager - will reestablish that dis-gratio</i>
Describe any job-related training received in the United States military. <i>Squadron Officers School, Intelligence Analyst</i>
List professional, trade, business, or civic activities and offices held.
List professional, trade or business licenses held.

Additional Information
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

References		
Do not include family members or past supervisors.		
Name	Phone Number	Occupation
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

Note to Applicants:

DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

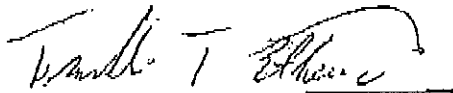
Yes No

APPLICANT AUTHORIZATION AND CERTIFICATION -- I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I DIRECT you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I RELEASE any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.


Signature

8/9/19
Date

Alan D. Lanning

Career Objective

I am seeking a professional level position in management utilizing my private and public management experience.

Education

University of South Dakota, Vermillion, SD Degree: Master of Public Administration, May-1992
Specialization: Public Management

South Dakota State University, Brookings, SD Degree: Bachelor of Arts and Science, Conferred 1982
Major: Political Science Degree: Minor: Economics/Education Teaching Credentials

Professional Experience

City Manager

Employer: Cordova, AK

Dates: October, 2016 – Present

Duties: Cordova is a Home Rule, rural Alaskan community on the eastern side of Prince William Sound and a leading commercial fishing port. Cordova hosts a significant public harbor, with 700+ commercial fishing vessels and hosts 3 large processing plants. To accommodate the fishing industry, Cordova grows from 2,300 permanent residents, to nearly 5,000 during fishing season. Salmon fishing is the staple industry of the community, with recreational tourism becoming more important and viewed as an area of potential growth. Cordova is a full-service community, employing 60 staff, 5 enterprise funds and one collective bargaining unit, representing all but 16 staff. Cordova has an annual budget of \$14 million, with major income streams coming from property taxes, sales taxes and raw fish tax. Several important tasks have been undertaken or completed, including:

- Comprehensive and complete strategic planning and visioning process, with formal Council adoption.
- Renewed focus on building community partners and collaborative project development.
- Improved relationships with various community groups and the Community, utilizing public engagement methodologies.
- Pursuing major funding to complete major harbor renovations, a large hydro project and other community improvements.
- Revamping staffing and services to accommodate losses in federal and state funding, intended to make Cordova self-sufficient.
- Streamlining departments and service delivery mechanisms utilizing work flow analyses and improved strategic planning.
- Complete rebuild of the City budget, including revenue forecasting models, capital project planning and staffing models.
- Comprehensive Plan update, several code revisions.
- Completed ICS 300 and ICS 400 training.

City Administrator

Employer: Lake City, MN

Dates: July, 2014 – July, 2015

Duties: Lake City is a designated Charter City. Served as the City Administrator providing a wide range of administrative duties, including budget preparation and monitoring and supervising the services of a full service community of over 5,000 residents. Lake City is working to transition, to a more tourism focused economy, utilizing the assets of the Mississippi River corridor to supplement a strong manufacturing base, consisting of Federal Mogul and Hearth and Home. My focus was to guide that transition, working with various community groups and interested citizens. Several important tasks were completed, including:

- Public Library Renovation
- Visioning Process with the City Council
- Improved relationships with various community groups.
- Completed ICS (Incident Command System) Certifications

City Manager

Employer: Central City, CO

Dates: August, 2010 – March, 2014

Duties: Central City is an historic mining town which implemented voter approved, limited stakes gaming in 1993 and expanded to 24-hour gaming in 2007 and hosts over 1.3 million visitors annually. Central City provides police, fire, community development, public works, water, engineering, finance, municipal court and city clerk functions and supervised a total staff of 25. Served as the City Manager, providing a full range of administrative duties including budget preparation and monitoring (7.5 million/3.5 million GF), organizational management, economic development, project management, zoning related issues, development and supervise 6 direct reports, grant writing, working with the casino community, Central City Opera and acted as Historic Preservation Officer:

- Reorganized several City departments, addressing staff expertise, created Operations Director position.
- Implemented financial controls, addressing ongoing and significant budgetary pressures due to reduced gaming revenues.
- Completed annexation for large development project, negotiated development agreement, strong Historic Preservation experience.
- Completed several important City projects, including a new City parking lot, water plant improvements, Parkway improvements, streetscape project, sign code re-write, clean up of two historic dump sites, implemented water metering plan.
- Complete remodel of City Hall and developed employee housing. Completed energy audit and related improvements.
- Refinanced several bond offerings, saving \$80,000 in costs and improving cash flow, eliminating bonded debt in 2013.
- Improved Council relations leading a Council Visioning process. Improved relationship with casino owners and lead a Business Community Visioning process. Improved community relations. Fostered public/private partnerships.
- Developed and implemented new transportation system for City, implemented in 5 weeks at a cost savings.
- Received Governor's Award for Excellence for Best New Development or Infill Project for mainstreet, streetscape project.
- Received APWA (American Public Works Association) award for Best Design and Installation for Water Projects in the small City category.

City Manager/Program Director

Employer: CH2MHILL

Dates: December, 2008 -- March, 2010

Duties: Served as the contract start-up City Manager for Castle Pines North, a newly formed statutory city in CO. CH2MHILL through its Municipal Services division provides a wide range of municipal services and is providing a full-service "start-up" for Castle Pines North, including interim City Management Services. Served as the City Manager providing a wide range of administrative services, reporting directly to the Castle Pines North City Council supervising a staff of 6 department level professionals and 1.8 million budget. Successfully completed two large annexations totaling 3,850 acres, designed to have 2,700 housing units and 3.2 million s.f of retail/commercial space. In addition, reduced the "start-up" debt from 1.2 million to \$0 with very limited resources. Additionally, developed and implemented a complete set of City ordinances, resolutions, Council policies and procedures, and other regulations specifically designed for a newly formed statutory City, including numerous contracts for services with private vendors. All services were provided by contract.

City Manager

Employer: City of Steamboat Springs, CO (Ski Town USA)

Dates: July, 2006 ~ July, 2008

Duties: Steamboat Springs is a Home Rule-Council/Manager (ICMA recognized) community of 12,000 residents with seasonal populations up to 50,000 and one of the Big 4 ski resort towns in Colorado. Served as the City Manager providing a wide range of administrative services, which included budget preparation (53 million/27 million GF), financial planning, policy implementation, staff supervision (staff of 300/10 direct reports), economic development, organizational management, project management, zoning related issues, development related issues, transportation issues, water rights, airport related issues, recreation related issues, Historic Preservation issues.

- Reorganized several City departments, addressing ongoing and significant growth pressures.
- Purchased and developed hotel for affordable, community-wide work force housing.
- Improved Council/staff relations, including re-introduction of Governance Model, improved employee morale.
- Developed/implemented Watershed Protection Ordinance and Historic Preservation Ordinance utilizing citizen's committees. Improved Vacation Home Rental Ordinance.
- Implemented Inclusionary Zoning Ordinance and Commercial Linkage Ordinance.
- Shared responsibility for construction of LEED certified Community Center.
- Commissioned comprehensive Economic Development Study.
- Worked with Staff and developer on proposed 700 acre, 2000 unit annexation, negotiating development agreement.
- Presenter (Gaining Public Support For Public Projects) at ICMA Conference in Pittsburgh.
- Executive Director of SSRA (Steamboat Springs Redevelopment Authority), negotiating and planning for complete Base Area redevelopment with over 1 million square feet of commercial and residential development planned.

- Implemented expansion of the Parks and Recreation office and maintenance facility.
- Invited to apply as a Gates Fellow to the Senior Executives in State and Local Government program.

City Manager

Employer: City of Brookings, South Dakota

Dates: April 2004 – June 2006

Duties: Brookings is a Home Rule-Council/Manager (ICMA recognized in 2000) community of 18,504 residents with a Division I-AA University of 12,000 students, municipally owned and operated utilities division, airport and a designated Preserve America community. Served as the City Manager providing a wide range of administrative services, reporting directly to the Brookings City Council per Charter and included budget preparation (19.5 million/10.3 million GF), policy implementation, staff supervision (staff of 113/13 direct reports), economic development/redevelopment, job creation/retention, airport issues, landfill issues, organizational management, project management, university relations, housing and historic preservation related issues, negotiating labor contracts, airport issues, municipally owned utilities division and hospital, recreation related issues.

- Co-developed and implemented new economic/promotional/industrial development model, including regional partners on a county-wide basis. Directly responsible for large retail recruitment.
- Developed and implemented regional plan for combating West Nile Virus. Partners included all municipalities, Brookings County and South Dakota State University.
- Successfully planned and financed Aquatic Center, streetscape project and community center project.
- Brookings is home to Daktronics, Larson Manufacturing, 3M, Rainbow Play Systems and other manufacturing leaders.
- Developed and implemented several new revenue sources.
- Developed and implemented new investment policy, which included an innovative on-line bidding process.
- Assisted in securing new Essential Air Service. Worked on new airport Master Plan and feasibility/site selection study, the airport expansion is currently proceeding, based upon the study. Staff secured \$1,000,000 FAA/AIP grant for fire truck and building.
- Significantly improved Council/Manager relations, community relations, relations with other government entities.
- Successfully negotiated with Lowe's, Inc. to locate a retail store in Brookings, SD which re-developed an existing and abandoned K-Mart property. The project was referred and approved by the voters.
- Significant planning and zoning experience, including growth management, capital projects and drainage plan.
- Served on various regional and State boards.

Town Manager

Employer: Town of Minturn, Colorado

Dates: May 1998 – March 2004

Duties: Minturn is a Home Rule-Council/Manager (ICMA recognized in 1999) mountain community of 1,200 residents immediately adjacent to Vail, CO and on a Scenic By-Way. Served as the Town Manager providing a wide range of administrative services, reporting directly to the Minturn Town Council per Town Charter. Responsibilities included budget preparation (1.2 million GF) and direction, policy implementation, staff supervision (staff of 12/5 direct reports), economic development, zoning issues, development issues, project management, organizational management, water rights.

- Made significant budget and facility improvements, injecting \$4.9 million in grants and other "free" sources of funds into the Town budget. Successful Fire District Inclusion Election, three successful TABOR elections. Completely revamped all fee schedules.
- Formed the Minturn Visioning Committee, which provided the lead on a number of community projects, including a very successful Farmer's Market (Featured in Colorado Municipalities Magazine and ICMA's, Ideas in Action) and other economic development issues. Market nominated for 2002 Innovations in American Government Award.
- Successfully planned and financed new Town Center, Public Works Facility, Fire Station, River Restoration. Developed and financed Town owned employee housing units. Settled large water lawsuit with Vail Resorts.
- Significantly improved Minturn's local/regional status and implemented improvements in all aspects of personnel.
- Significantly improved Council/Manager relations, improved community relations, improved relations with other local governments, state and federal agencies. Minturn voted "Best Local Government" in the Vail valley for 2000.
- Significant planning and zoning experience, including growth management issues and significant "water rights" experience.
- Served on numerous regional and State boards.

Administrative Assistant to the Moffat County Commissioners/Planning Director

Employer: Moffat County Board of Commissioners, Craig, Colorado

Dates: January 1996 - December 1997

Duties: Served as the Administrative Assistant to the Moffat County Commissioners, reporting directly to the Commissioners and served as the Chief Administrative Officer for Moffat County, Colorado with overall management and administrative responsibilities for the departments of Administration, Planning and Zoning, Risk Management, Budget, Personnel (183 staff) and grants.

- Worked directly with the Board of County Commissioners, Elected Officials, and Department Heads.
- Developed and implemented policies as directed by the Board of Commissioners.
- Researched and administered grants (Energy Impact grant \$382,396, GOCO grant \$60,000, foundation grant \$60,000).
- Served on the Great Outdoors Colorado Trust Fund (GOCO) grant review committee.
- Preparation, administration, and monitoring of the annual County budget (26 million/7.5 million GF).
- Experience gained in financing capital projects (Public Safety Center, Youth Care Center, Library expansion).
- Developed a personnel policy and procedure manual for all Moffat County Departments and Elected Officials.
- Served as Risk Manager, Directed the County Planning Department

Community Facilities Development Director:

Employer: Pinetop-Lakeside, AZ

Dates: January, 1998-May, 1998

Duties: Worked a short-term contract to construct a "state of the art" Commerce Park with local, State, Federal and private partners in order to attract high-tech industry to Pinetop-Lakeside.

Programs and Projects Specialist II (Evaluation Specialist)

Employer: Arizona Department of Economic Security (DES), Office of Evaluation, Phoenix, AZ

Dates: November 1992 - January 1996

Duties: Worked as a Project Leader performing complex duties related to development and implementation of program evaluations/organizational assessments.

- Developed program evaluation design, survey instrument design, data collection, data analysis, developed recommendations, wrote final evaluation reports.
- Experience gained in the areas of report writing, strategic planning, management analysis, budgeting, prioritizing multiple tasks and special assignments, writing formal reports, formal presentations, writing and evaluating RFPs.
- Major projects included evaluations in the areas of Developmental Disabilities, JOBS, Welfare Reform, Interagency Case Management Plan, Data Network for Human Services, and other special assignments.

Research Assistant:

Employer: Governmental Research Bureau, University of South Dakota:


Dates: 1990-1992.

Duties: Various research related projects. Experience gain in program evaluation design, survey instrument design, data collection, data analysis, writing final evaluation reports, strategic planning, management analysis, budgeting, prioritizing multiple tasks and special assignments, writing formal reports, formal presentations, writing and evaluating RFPs.

Manager/Private Sector: Employer: Various Dates: 1981 - 1990 Duties: Personnel, production, financial.

Honors and Activities

ICMA (International City/County Managers Association) Full Member-Credentialed (2006-2010)
 CCCMA (Colorado City/County Managers Association) Member, AML Member
 CAST (Colorado Association of Ski Towns) Member
 CML (Colorado Municipal League-Policy Committee) Member/AML Member
 GOSCCMA (Great Opens Spaces City/County Managers Association) Board Member
 Gilpin County Ambulance Authority Board Member
 ECO (Eagle County Transportation Authority) Board Member
 SSRA (Steamboat Springs Redevelopment Authority) Executive Director
 Governor's Award for Excellence for Best New Development or Infill Project (Central City-2012)
 APWA award for Best Design and Installation for Water Projects (Central City-2012)
 ICS Training: 029, 100, 200, 300, 400, 700, 800

 City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1816 Fax No. (907)747-1846		Applicant Information		
		Last Name	First Name	Middle Name
LANNING		ALAN		D.
Residence Address	Street	City	State	Zip Code
[REDACTED]				
Mailing Address	Street	City	State	Zip Code
[REDACTED]				
Telephone Number	Email Address		[REDACTED]	
Position Applied for				Date
City Administrator				8-2-19
How did you learn of this job opportunity?				
<input checked="" type="checkbox"/> City of Sitka Website <input type="checkbox"/> Job Service ALEXsys <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Local Organizations <input type="checkbox"/> Online (name website) _____ <input type="checkbox"/> Alaska Municipal League <input type="checkbox"/> Other _____				

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid Driver's License? If yes, please provide State and number <u>7169 7838 AK</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	Full Time	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Part Time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Temporarily	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date available to work: 11-21-19

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Nights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Weekends	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Holidays	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last five years? Yes No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
EPHS - Etl Point, SD	All	4	Diploma
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
SDSU - Brookings, SD	Political Science Education	4	B.S
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
USD - Vermillion, SD	Pub. Admin	2	MPA
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
SDSU - Brookings, SD	Education	2	Ech. Cert.
ASU - Tempe, AZ	General	6 hrs	Education

Employment History		
Most Recent Employer	Address	Phone Number
City of Cordova	Cordova, MI	907-424-6200
Date Started 10-17-16	Starting Salary Per 120,000	Starting Position City MANAGER
	\$ 120,000	
Date Left	Salary on Leaving Per	Position on Leaving
PRESENT	\$ 136,000	City MANAGER
Name and Title of Supervisor	Reason for Leaving	
Clay Keplin, Mayor	End of 3-Year Contract	
Duties/Responsibilities		
Full range of Administrative duties including supervision of all department heads. Budget - HR - Zoning - Public Works, and 5 enterprise funds.		
May we contact your present employer?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Employer	Address	Phone Number
City of Lake City	Lake City, MN	651-345-5383
Date Started	Starting Salary Per	Starting Position
7-1-14	\$ 105,000	City Administrator
Date Left	Salary on Leaving Per	Position on Leaving
7-19-15	\$ 109,011	City Administrator
Name and Title of Supervisor	Reason for Leaving	
City Council	Philosophical Differences	
Duties/Responsibilities		
Full range of Administrative duties including supervision of all department heads including MTRIA		
Most Recent Employer	Address	Phone Number
City of Central City	Central City, CO	303-582-5251
Date Started	Starting Salary Per	Starting Position
8-1-2010	\$ 105,000	City MANAGER
Date Left	Salary on Leaving Per	Position on Leaving
3-1-2014	\$ 116,783	City MANAGER
Name and Title of Supervisor	Reason for Leaving	
City Council	Resignation under pressure	
Duties/Responsibilities		
Full range of Administrative duties including supervision of departments.		

Include explanation of any gaps in employment.
 All gaps were due to seeking employment.

Other Qualifications
 Describe any specialized training, apprenticeship, skills and extra-curricular activities.
 State and national participation in manager organizations.
 Describe any job-related training received in the United States military.
 None
 List professional, trade, business, or civic activities and offices held.
 ICMA - Full Member
 Served on numerous boards
 List professional, trade or business licenses held.
 Former ICMA Credentialed Manager 2006-2010.

Additional Information
 State any additional information you feel may be helpful to us in considering your application.
 Summarize special job-related skills and qualifications from employment or other experience.
 I possess diverse and world class resort experience with strong Alaska experience. Familiar with tourism economies and fishing economies. I also have experience with Alaska Health Care and SEARCH.

References
 Do not include family members or past supervisors.

Name	Phone Number	Occupation
[Redacted]		

Note to Applicants:

DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

APPLICANT AUTHORIZATION AND CERTIFICATION - I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I DIRECT you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I RELEASE any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.



Signature

8-3-19

Date

John M. Leach

Objective: City Administrator

Professional Summary

Strategic thinking, highly motivated, and goal-oriented leader with a strong business acumen and analytical background. Seeks improvements to enterprise-wide programs and able to simplify complex issues into accurate, segmented, and unbiased business case analyses to equip stakeholders with critical metrics to plot risk management contingencies and drive strategic decisions. **Secret Security Clearance.**

Leadership – Management – Program Development – Project Management – Business Administration – Budgetary Oversight – Federal Government Acquisitions – Written and Oral Communication – Contracting – Business Intelligence – Operations

Professional Highlights

UNITED STATES COAST GUARD

Jul 1996 – Present

U.S. Coast Guard Headquarters, Washington, DC

Jul 2018 – Present

Senior Aeronautical Engineering Systems Manager - Systems, airworthiness & logistics expert for Coast Guard aviation fleet of 200+ aircraft and 36 mission systems. Supervised nine Officer staff providing technical authority oversight. Directed all aspects of engineering and logistics support, strategic planning, and resource allocation for Aviation Logistics Centers (ALC) Programmed Depot Maintenance. Leveraged \$345M annual budget, oversaw \$426M in acquisitions funding across 20 capital and asset improvement projects, and managed a \$1.4B parts inventory to maximize capability, readiness, safety, and mission effectiveness.

Air Station Sitka, AK

Jun 2015 – Jul 2018

Aeronautical Engineering Department Manager - Led Air Station's largest Department of 54 military and two civilian personnel. Implemented training program for 47 aircrew. Oversaw all airworthiness decisions, maintenance, administration and logistics for three MH-60 helicopters, each valued at \$27M, supporting missions throughout southeast Alaska. Oversaw execution of \$320K annual operating budget, accountable for \$10M in aircraft parts, equipment, and special tools inventory; maintained 45K square foot facility and 50K gallon fuel farm. Alaska Qualified Aircraft Commander directing all-weather flight operations with five crew for missions in the Coast Guard's most demanding operating area characterized by severe weather, icing, and treacherous terrain.

Aviation Logistics Center, Elizabeth City, NC

Aug 2011 – May 2015

Engineering Support Branch Manager - Managed the budgeting, life-cycle planning, contracting procurement/oversight, technical support & execution for all aviation Command, Control, Communications, Computers, Intelligence, Surveillance and Reconnaissance (C4ISR), Avionics, Sensors, Aviation Life Support Equipment (ALSE) and Ground Support Equipment (GSE) initiatives for 200+ aircraft at 26 Air Stations. Supervisor for 18 military, 10 civilian, and 15 contract personnel. Executed \$12M annual budget.

Business Development Branch Manager - Employed leading industry management techniques including

John M. Leach

Earned Value Management (EVM) and Activity Based Costing (ABC). Provided statistical, analytical, & modeling services to ALC divisions, Aeronautical Engineering Headquarters Directorate, aircraft Product Lines, and 26 Air Stations. Developed and reported ALC metrics to Headquarters program heads. Primary initial ALC contact for all stakeholders; including vendors, industry, academic and other government agencies. Contracting Representative of three contracts valued at \$1.5M with nine contract employees.

Air Station Elizabeth City, NC

Jun 2006 – Jul 2010

Rotary Wing Aeronautical Engineering Department Manager - Supervised two Chief Warrant Officers, 75 Petty Officers, and eight civilians. Managed five MH-60 armed helicopters and all related support equipment. Assisted with planning and execution of \$1.2M annual budget.

Air Station Clearwater, FL

Aug 2002 – Jun 2006

Flight Services Officer - Assistant Manager of Programmed Flight Hours at Coast Guard's largest Air Station. Maintained and verified accuracy of complex computer programs designed to manage and plan all aspects of Operations department measures. Provided unit aviation support including FAA and ICAO flight publications, statistical data, and production of monthly, quarterly, and weekly reports.

Public Affairs Officer - Established positive media and community relations. Coordinated unit tours, speaking engagements, and air shows. Acted as spokesman and representative for both the Coast Guard and the Air Station.

Naval Air Station Whiting Field, Milton, FL

May 2001 – Jul 2002

USCGC RESOLUTE (WMEC 620), St. Petersburg, FL

May 2000 – Apr 2001

Education and Training/Certifications

M.S. Industrial Administration (STEM MBA), Purdue University Aug 2011

B.S. Operations Research, U.S. Coast Guard Academy May 2000

Public Affairs Officer Course – Ft. Meade, 2003

Leadership and Management School – Elizabeth City, NC, 2003

Earned Value Management – Management Concepts, Washington DC, 2011

Building Business Cases – Management Concepts, Washington DC, 2011

Contracting Officer's Certification Course – Management Concepts, Portsmouth, VA, 2011


DHS Program Management – Elizabeth City, NC, 2012

U.S. Army Joint Logistics Course – Ft. Lee, VA, 2013

Joint Humanitarian Operations Course – Ft. Lee, VA, 2013

FEMA Interagency Logistics Course – Frederick, MD, 2014

Completed numerous executive-level courses in project management, federal government acquisitions, leadership, and personnel management.

		City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99838 Phone No. (907)747-1816 Fax No. (907)747-1846			Applicant Information	
		Last Name	First Name		Middle Name	
Leach	John		Michael			
Residence Address		Street	City	State	Zip Code	
[REDACTED]						
Mailing Address		Street	City	State	Zip Code	
[REDACTED]						
Telephone Number		Email Address		Social Security Number		
[REDACTED]		[REDACTED]		N/A until Hire Date		
Position Applied for: City Administrator					Date: August 8, 2019	

How did you learn of this job opportunity?	
<input checked="" type="checkbox"/> City of Sitka Website Organizations	
<input type="checkbox"/> Job Service/ALEXsys <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Local	
<input type="checkbox"/> On-line (name website) _____ <input type="checkbox"/> Alaska Municipal League <input type="checkbox"/> Other _____	

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid Driver's License? If yes, please provide State and number: <u>AK 7598344</u>	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	Full Time	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Part Time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Temporary	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date available to work: April 1, 2020 (military retirement begins 2/11/20)

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Nights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Weekends	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Holidays	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last five years? Yes No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Marquette Catholic, Alton, IL	General Studies	4	Honors
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
U.S. Coast Guard Academy, New London, CT	Operation Research	4	BS
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Purdue University, Krannert School of Management, West Lafayette, IN	Business	1	STEM MBA
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree

Employment History			
Most Recent Employer		Address	Phone Number
U.S. Coast Guard		Washington, DC	(202) 475-5579
Date Started	Starting Salary Per Year	Starting Position	
5/17/2000	\$36,000	Ensign/O1 Deck Watch Officer	
Date Left	Salary on Leaving Per Year	Position on Leaving	
5/31/2020	\$156,000	Commander/O5 - Helicopter Pilot Chief, Aeronautical Engineering Systems Management	
Name and Title of Supervisor		Reason for Leaving	
Captain Tom MacDonald Chief of Aeronautical Engineering		Retirement after 20 years of service	
Duties/Responsibilities			
Please reference attached resume for full description of duties and responsibilities as they have changed often over multiple tours of duty in various locations and roles.			
May we contact your present employer?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please contact me first as supervisor may change.
Employer		Address	Phone Number
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			
Most Recent Employer		Address	Phone Number
Date Started	Starting Salary Per	Starting Position	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
	\$		
Name and Title of Supervisor		Reason for Leaving	
Duties/Responsibilities			

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Include explanation of any gaps in employment.

Other Qualifications
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Completed numerous executive-level courses in project management, federal government acquisitions, leadership, and personnel management. CrossFit Level II Coach. Working toward PMP certification.
Describe any job-related training received in the United States military.
Public Affairs Officer Course, Leadership and Management School, Earned Value Management, Building Business Cases, Contracting Officer's Certification Course, DHS Program Management, U.S. Army Joint Logistics Course, Joint Humanitarian Operations Course, FEMA Interagency Logistics Course, Military Aviator with nearly 4,000 flight hours.
List professional, trade, business, or civic activities and offices held.
Silka Little League Board of Directors member (Safety Officer 2015 - 2018), St. Gregory's Catholic Church Building Committee Chair
List professional, trade or business licenses held.
DHS Federal Acquisitions Certification for Program Management - Level 1 (FAC/PM LVL 1), DHS Contracting Officer's Representative Level II (COR Level II)

Additional Information												
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.												
As the current Aeronautical Engineering Systems Management Chief, I am the systems, airworthiness & logistics expert for a Coast Guard aviation fleet of 200+ aircraft and 36 mission systems. I supervise a nine-officer staff providing technical authority oversight, and direct all aspects of engineering and logistics support, strategic planning, and resource allocation for the Aviation Logistics Center's Programmed Depot Maintenance. I leverage a \$345M annual budget, oversee \$426M in acquisitions funding across 20 capital and asset improvement projects, and manage a \$1.4B parts inventory to maximize capability, readiness, safety, and mission effectiveness. I manage the largest discretionary budget in Coast Guard operations.												
References Do not include family members or past supervisors.												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Name</th> <th style="width: 20%;">Phone Number</th> <th style="width: 40%;">Occupation</th> </tr> </thead> <tbody> <tr> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> <tr> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> <tr> <td>██████████</td> <td>██████████</td> <td>██████████</td> </tr> </tbody> </table>	Name	Phone Number	Occupation	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████
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Note to Applicants:

DO NOT ANSWER THE NEXT QUESTION UNLESS YOU HAVE REVIEWED THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. PLEASE SEE JOB DESCRIPTION.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

Yes No

APPLICANT AUTHORIZATION AND CERTIFICATION – I AUTHORIZE the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I DIRECT you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I RELEASE any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I CERTIFY that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I AGREE to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.

John M. Leach
Signature

8/8/2019

Date

TONYA DUNCAN MILLER, CPA



August 21, 2019

City and Borough of Sitka Human Resources
100 Lincoln Street
Sitka Alaska 99835

Via: Electronic mail delivery at hr@cityofsitka.org

Dear Sirs/Madams,

I am respectfully submitting my resume and application for consideration regarding the advertised City Administrator position for the City and Borough of Sitka. I am thankful for the opportunities I have had thus far serving citizens for over twenty years in local governments as City Manager and Chief Financial Officer; and, know I have the potential to grow further personally and professionally while contributing to the delivery of the excellence in customer service and services in Sitka.

In my current role, I lead a dynamic team that works towards accomplishing the vision and mission of the City of Waycross.

I can meet the expectations of the Assembly in working with them and the community. I am excited about the potential of being a part of the team that embraces the values of the community, the beauty in the area and the ecological quality of such. I have solid customer service skills which are essential to this position. I have experience in working in a fast-growing community with Effingham County, Georgia; and in the City of Unalaska, Alaska I was deeply involved in the development and creation of our Capital and Major Maintenance Plan (CMMP) (several communities simply refer to this document as their Capital Improvement Plan (CIP)). This plan ensured the City's infrastructure was replaced or maintained as the city grew and current laws and trends were implemented as improvements were made. During my tenure in Unalaska, the City built a new power plant, a new water treatment facility, a new wastewater treatment facility (it actually began operations soon after my departure), a new small boat harbor, and a new landfill cell. I was also involved in the City of Unalaska's visioning process to create their strategic plan and was intricately involved in Glynn County's strategic plan. I also possess and have demonstrated excellent financial management skills.

I help build strong relationships within and between departments and feel I am a positive liaison between various government officials and leaders of the community and maintain a great rapport with all. I also respond quickly to each of these with any of their questions or comments and keep moving forward. I encourage team members constantly whether it is in the office or stopping to say thanks to a public works crew in the field or sending anonymous thank you gift cards to police officers for just having a great attitude while they are out and about doing a great job.

Letting employees know they are valued and appreciated takes so little effort or time but goes a long way in any organization. This has helped motivate staff and encouraged their innovation and creativity. Some of the processes and procedures in Waycross and Glynn

County are from front-line staff ideas which have helped reduce expenses or improve efficiencies throughout the operations of the County. I certainly did not provide the encouragement or motivation alone, but I am a part of the energetic leadership team that fosters a cultural environment where such creativity is appreciated, taken seriously, and acted upon.

Another strong characteristic, which is important to this specific position, that I possess is public presentation skills. I have been told several times throughout my career that I make complex situations easily understandable through my presentations or explanations. I have no problem presenting the facts and answering questions or comments about issues facing our city currently.

Recently, as a team-building exercise through another organization for which I volunteer, my top five strengths revealed in Strength-Finder 2.0 (a Clifton Strengths product) are: positivity, adaptability, strategic, developer, and ideation. One of my strongest skills throughout my career has also been to hire great people to get the job done. I have no doubt that, with the right people, any team that is built can achieve great successes year after year.

In serving as the City Administrator for the City and Borough of Sitka, I have no doubt that I can make a significant contribution to the operations of the government. I have served as City Manager for the City of Waycross, acting City Manager for the City of Unalaska and as the Acting County Manager for Glynn County, Georgia. During these times, I have had incidents that required quick decisions including a vessel catching fire off of the coast of Unalaska, and a bomb threat in Glynn County. During these times I was able to serve confidently, calmly, and effectively. I kept the Board of Commissioners informed throughout and handled situations as they arose. The staff was kept safe and informed throughout the events. I have also been trained under the National Incident Management System and spent several days in the Emergency Operations Center during both Hurricanes Matthew and Irma. I have also had experience with tsunami warnings in Unalaska and the general public being evacuated to higher elevations. I have no reservations in making decisions and responding quickly and thoroughly to complaints, questions or open records requests from elected officials, staff and citizens. I also evaluate and monitor the effectiveness of the decisions made and can adapt to alternate decisions when needed. My own innovation/creativity comes naturally as shown in the strength "ideation" listed above. I can think outside of the box and share my ideas with other team members while listening to their ideas too.

As Sitka moves forward with its delivery of services, I would be honored to be a part of the team that does so. I am excited about the possibilities of accomplishing what is desired and continuing to learn and grow professionally while helping others achieve their potential as well. Thank you for your consideration of my filling this vitally important role within the organization.

Respectfully,

Tonya D. Miller

Tonya D. Miller

TONYA DUNCAN MILLER, CPA

SUMMARY: More than 21 years of local government experience with expertise in the following areas:

Day to day operations and management	Personnel management and staff development
Finance	Information Technology
Operating and capital budget preparation	Team Building
Policy development	Strategic Planning

Results-oriented, servant leader who develops comradery amongst leadership team for optimal success within organizational structure. Develop and implement policies as directed by the governing body.

EXPERIENCE

CURRENT: February 2019 - Current

City of Waycross

Position: City Manager, duties include; Direct and provide oversight to eight department heads in their performance of day to day operations of Managing the operations of the following departments: Finance, Information Technology, Human Resources, Community Improvement, Engineering (including Water and Sewer contracted services), Public Works, Police and Fire Services. Keep Commission members fully advised as to the conditions and needs of the city.

Recommend to the Commission programs and projects that are beneficial to the staff and citizens of the City of Waycross. Recommended an annual budget with wage increases for police officers to recruit and retain qualified law enforcement officers within the department. Presented a plan for future wage increases throughout the city departments.

Assisted the City in discussions regarding the Special Purpose Local Option Sales Tax (SPLOST) and persuaded the County to increase the City's share by \$2.4 million over six years.

Presented various plans for the city's partially self-funded various insurance plans.

Performed other duties as assigned by the City Commission.

February 2013 - February 2019

Glynn County Board of Commissioners

Position: Director of Administrative Services and Chief Financial Officer, duties include: Direct the operations of the Finance, Human Resources (HR) and Information Technology (IT) Departments.
Budget: Responsible for the development and administration of the County's annual operating and capital budgets (up to \$140 million total), forecasting, financial planning, and accounting functions. Assist in the development and preparation of the County's five-year capital and major maintenance plan.

Compliance: Manage a comprehensive accounting program which integrates Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards, statutory accounting requirements and agency fiscal policies and procedures. Maintain knowledge of current trends and developments in the field. Apply relevant new knowledge to performance of responsibilities and recommend policies and actions to provide excellent management and greater efficiency. Assist in the development and/or revision of policies and procedures. Administer policies and procedures for assigned areas. Ensure compliance and proper reporting procedures are followed for awarded grants. Member of pension committee and actuarial working group.

Reporting: Prepare and analyze monthly budgets and financial statements and make recommendations from the analyses. Supervise the preparation of bills; maintain, analyze, and review all aspects of finance, HR and IT. Prepare records, and review reports for the disbursement of funds from federal, state, regional, or other special tax accounts. Develop, monitor and maintain performance measurement information for each department. Earn the Certificate of Achievement for Excellence in Financial Reporting from GFOA (Government Finance Officers Association) annually.

Leadership: Create and maintain a high-performance environment characterized by positive leadership and a strong team orientation. Guide and encourage each employee supervised to attain maximum performance on the job; provide ongoing feedback. Serve as a resource and liaison between the county and different agencies throughout the county to explain accounting, HR and IT procedures necessary to fulfill requests or requirements.

2007 – 2013

City of Unalaska, Alaska

Position: Finance Director

Similar duties as noted above for Glynn County, Georgia.

1998 - 2006

Effingham County Board of Commissioners

Position: Finance Director

Similar duties/responsibilities as noted above for Unalaska, AK and Glynn County, GA.

1995 – 1998

Hirsch and Company, C.P.A.'s

Position: Staff Accountant

Maintain 20-25 monthly accounts. This includes the following: Coding and input of check stubs, journal entries, compilation of financial statements. Calculation of payroll, preparation of monthly payroll tax deposits, preparation of quarterly and annual payroll tax reports, as well as W-2's and 1099's. Preparation of monthly/quarterly sales tax reports. Preparation of income taxes for individuals, partnerships, S-Corporations, Corporations, as well as informational returns for Non-Profit Organizations. Annual audit of a Not-for-Profit Organization.

1990 - 1995

Eagle Bank and Trust

Position: Assistant Operations Officer

Supervise bookkeeping, accounting, and proof operations. Preparation of federal reports as well as monthly board reports. Analysis of monthly financial statements. Creation of budget spreadsheets, analysis of budget information. Reconciliation of: Due from checking accounts, Deposit accounts to the General Ledger. Preparation of investment entries and Federal Fund entries. Handling of wire transfers (incoming and outgoing). Preparation of Call Report. Preparation of reports for the Board of Directors.


EDUCATION: Ashford University / MBA (emphasis in Public Admin)
Georgia Southern University / BBA Accounting

PROFESSIONAL LICENSURE AND ORGANIZATIONS:

CPA License - State of Georgia #18464
Member of International City/County Managers Association (ICMA)
Member of Georgia City/County Managers Association (GCCMA)
Member of Georgia Government Finance Officers Association (GGFOA)
Community - Member of Exchange Club.
Certified Finance Officer – Level I & II (Carl Vinson Institute, UGA)
Certificate in Public Performance Measurement from Rutgers

SOFTWARE:

Extensive use of: Microsoft Office products, WordPerfect, GEMS (Governmental Accounting Software), Munis (Governmental Accounting Software), CAFR Unlimited, MainStreet (Governmental Accounting Software), American Data Group (Governmental Accounting Software), Peachtree, Quicken, Fixed Asset System.

		City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1816 Fax No. (907)747-1846			Applicant Information	
		Last Name	First Name		Middle Name	
Miller	Tonya		Duncan			
Residence Address		Street	City	State	Zip Code	
Mailing Address		Street	City	State	Zip Code	
Telephone Number		Email Address		Social Security Number		
				N/A until Hire Date		

Position Applied for: City Administrator	Date 8/21/19
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How did you learn of this job opportunity?	
<input type="checkbox"/> City of Sitka Website <input type="checkbox"/> Job Service/ALEXsys <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Local Organizations	
<input type="checkbox"/> On-line (name website) _____ <input checked="" type="checkbox"/> Alaska Municipal League <input type="checkbox"/> Other _____	

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A resumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

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We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid Driver's License? If yes, please provide State and number GA DL #053749006	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	Full Time	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Part Time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Temporary	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date available to work: 90-day notice required

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Nights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Weekends	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Holidays	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Have you ever been convicted of a felony? Yes No

Have you been convicted of a misdemeanor within the last five years? Yes No

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
American Community School, 108 Vine Lane Uxbridge, UB10 OBE United Kingdom	General Studies	4	Yes
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Georgia Southern University, 1332 Southern Dr, Statesboro, GA 30458	Accounting	4	BBA
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Ashford University, 1310 19 th Ave NW, Clinton, IA 52732	Spec. in Public Administration	2	MBA
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree

Employment History			
Most Recent Employer		Address	Phone Number
City of Waycross		PO Drawer 99, Waycross GA 31502	912-287-2912
Date Started	Starting Salary Per Year	Starting Position City Manager	
February 2019	\$115,000		
Date Left	Salary on Leaving Per Year	Position on Leaving - Still City Manager	
Currently employed	\$115,000		
Name and Title of Supervisor		Reason for Leaving	
Mayor John Knox, 5 commissioners		Very unstable political environment	
Duties/Responsibilities			
Direct the operations of the City operations of a city of approximately 14,000 residents and a general fund budget of approximately \$15 million. Total budgets of approximately \$31 million. Approximately 200 employees.			
May we contact your present employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Yes - Mayor John Knox Yes - Commissioner Jon Tindall
Employer		Address	Phone Number
Glynn County Board of Commissioners		1725 Reynolds Street, 3 rd Floor Brunswick GA 31520	912-754-7170
Date Started	Starting Salary Per Year	Starting Position	
February 2013	\$92,000	Finance Director	
Date Left	Salary on Leaving Per Year	Position on Leaving	
February 2019	\$116,000	Director of Administrative Services & Chief Financial Officer (CFO)	
Name and Title of Supervisor		Reason for Leaving	
Alan Ours, County Manager		Fulfill long-term goal of becoming a city or county manager	
Duties/Responsibilities			
Direct the operations of the Finance, Human Resources and Information Technology/GIS departments. Total GF budget approximately \$70 million with total budgets of over \$115 million. Approximately 900 employees with an additional 100 seasonal workers for the tourist season.			
Most Recent Employer		Address	Phone Number
City of Unalaska		PO Box 610, Unalaska, AK 99685	907-581-1251
Date Started	Starting Salary Per Year	Starting Position	
February 2007	\$92,000	Finance Director	
Date Left	Salary on Leaving Per Year	Position on Leaving	
February 2013	\$118,000	Finance Director	
Name and Title of Supervisor		Reason for Leaving	
Chris Hladick, City Manager		Relocate closer to mother	
Duties/Responsibilities			
Direct the operations of the Finance and Information Technology departments. Total GF budget approximately \$30 million - total budgets totalling over \$100 million. Approximately 100 employees.			

Include explanation of any gaps in employment.
N/A

Other Qualifications
Describe any specialized training, apprenticeship, skills and extra-curricular activities.
Describe any job-related training received in the United States military.
N/A
List professional, trade, business, or civic activities and offices held.
Exchange Club, Waycross, GA; Rotary Club, Brunswick, GA (Programs Chair); Lions Club, Unalaska and Springfield, GA (President & 1 st Vice-President)
List professional, trade or business licenses held.
Active Certified Public Accountant (CPA) license in the State of Georgia #18464

Additional Information												
State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.												
References												
Do not include family members or past supervisors.												
<table border="1"> <thead> <tr> <th>Name</th> <th>Phone Number</th> <th>Occupation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Phone Number	Occupation									
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Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

X Yes No

APPLICANT AUTHORIZATION AND CERTIFICATION -- I **AUTHORIZE** the City and Borough of Sitka (CBS) to obtain any information relating to the facts provided in this application from schools, employers, criminal justice agencies, individuals, ETC. This information may include, but is not limited to, academic, performance, attendance, achievement, personal history, disciplinary, arrest, and conviction records. I **DIRECT** you to release such information to the CBS regardless of any agreement I may have made with you previously to the contrary. I **RELEASE** any employer, including individuals such as records custodians, from any and all liability for damages of whatever kind of nature which may at any time result on account of compliance, or any attempts to comply with this authorization.

I **CERTIFY** that the statements contained herein are true to the best of my knowledge. I understand that any incomplete, inaccurate, misleading, false or incorrect information may result in rejection of my application, disqualification from consideration, may render an appointment void and/or can be cause for my dismissal upon discovery.

I **AGREE** to submit to such tests and physical and/or mental examinations as the CBS may require.

For e-mail submissions only: By submitting this form the applicant certifies that the information contained in the documents is correct and acknowledges that the applicant will be required to sign the form to re-confirm that certification prior to interviewing for any position.



Signature

8/21/19.

Date

Sheldon SchmittAugust 2nd, 2019**Sitka Alaska**

With over 22 years of professional experience involving a variety of responsibilities, including Police Chief in Sitka, Alaska, this applicant has unique qualities, experience, education, and abilities that qualify him for the City Administrator position.

Education

Masters of Arts Degree University of Alaska Fairbanks
 Masters In Justice Administration
 Graduated June 2012

Federal Bureau of Investigation:
 National Academy Graduate - Session#221, 2005

Bachelor of Science (BS) Criminal Justice Major, Political Science Major
 Magna Cum Laude Graduate, Phi Kappa Phi Honors
 (12-3-93) Minnesota State University

Professional Experience

The applicant has over 22 years in law enforcement including many years in bush Alaska as a Corrections Officer, Village Public Safety Officer, Police Officer, Police Sergeant & Lieutenant and Police Chief in locations such as Togiak, Nelson Lagoon, Point Hope and Barrow (Utqiagvik), Alaska.


From 2002 to 2017 he served as Police Lieutenant and Police Chief in Sitka Alaska. He helped establish Tribal and Community courts in several villages that later became the model for the state. In Sitka he also helped start TYDE, a Tribal Youth Diversion Effort, The Sitka Family Justice Center, Choose Respect Mural Project and other community oriented programs. He is an experienced grant writer have written millions in successful grants.

Specialized Training/ Education

APSC Certification: Alaska Police Standards Council Advanced Certificate, Community/ Tribal Courts trainer, Data Master Supervisor, State Certified Police Instructor, DARE Certified, FTO- Field Training Officer

Community Involvement or Recognition

- Alaska Police Standards Council-Chairman, Appointed as member in 2008
- Alaska Division of Homeland Security- state grant review committee
- Sitka Family Justice Center co-founder and Board Member. Recognition from President Bush and the Office of Violence Against Women for this program
- FBI National Academy Associates Alaska chapter President, Secretary Treasurer
- SAFV, Sitka women's shelter, Board Member
- CID-COPS co-founder. Helped import this model program to Sitka from Yale University for children exposed to violence
- Alaska Municipal Awards for the development of the Sitka Family Justice Center and Barrow Community Court
- Certificate of Merit-Sitka Police recognition in the area of community relations
- Community Service and Life Saving Awards-North Slope Borough
- Published author

		City and Borough of Sitka An Equal Opportunity Employer 100 Lincoln St. Sitka, AK 99835 Phone No. (907)747-1816 Fax No. (907)747-1846			Applicant Information	
		Last Name Schmitt		First Name Sheldon		Middle Name Robert
Residence Address		Street	City	State	Zip Code	
Mailing Address		Street	City	State	Zip Code	
		Same				
Telephone Number		Email Address				

Position Applied for City Administrator		Date August 1, 2019
How did you learn of this job opportunity?		
<input type="checkbox"/> City of Sitka Website <input type="checkbox"/> Job Service/ALEXsys <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> Local Organizations		
<input type="checkbox"/> On-line (name website) _____ <input type="checkbox"/> Alaska Municipal League <input checked="" type="checkbox"/> Other: <u>Assess Job</u>		

A complete and accurate application must be submitted for each position and received by the Human Resources Office by 5:00 pm on the closing date listed on the Position Announcement. All sections of the application must be legible, completely filled out, signed, and dated. Use additional sheets if necessary to ensure all information is provided. A résumé may be included as an addendum to the Employment History section of the application as long as it provides all of the information required in this section.

Criminal Convictions: A criminal conviction, including non-judicial punishment issued during military service by a military tribunal, military administrative agency, or by a commanding officer, for offenses comparable to violations of federal, state, and local criminal laws, will not always constitute grounds for disqualification. The type and number of charges for which an applicant was convicted, date of the conviction(s), as well as the relationship to the applied for position will be evaluated. Additionally, if you check "yes" and do not give a complete and accurate explanation of your conviction(s), your application will not be considered for the position.

An applicant who receives an unconditional pardon, or receives a Suspended Imposition of Sentence AND had the conviction(s) set aside by court order, need not list the conviction UNLESS the applicant is applying for a position requiring a background check or is required to register as a sex offender under AS 12.63.

We appreciate the time you spend completing this application. The employer, in accordance with state and federal laws, does not discriminate on the basis of age, race, religion, color, sex, national origin, ancestry, mental or physical disability, veteran status, citizenship, or any other protected classification.

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Human Resources.

Thank you for your interest in serving the citizens of Sitka!

Can you provide required proof of your eligibility to work (i.e., over the age of 18, work permit, proof of citizenship or immigration status, etc.)?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have a valid Driver's License? If yes, please provide State and number <u>AK 5929671</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to obtain an Alaska Driver's License, if required for the position applied for? (See qualifications/requirements in Job Description) <u>NA</u>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Available to work:	Full Time	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Part Time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Temporary	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Date available to work: 2 weeks

If the position requires, are you willing to work the following schedules established by the City and Borough of Sitka?	Evenings	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Nights	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Weekends	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Holidays	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---	------------------------------	--

Have you been convicted of a misdemeanor within the last five years?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--	------------------------------	--

If yes to one or both of the above questions, you must explain on a separate piece of paper and attach it to this application, even if you received suspended imposition of a sentence. Conviction will not necessarily disqualify an applicant from employment.

Education			
High School			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Westbrook High School 344 B th St Westbrook MN 56183	HS	4	HS Diploma
Undergraduate College			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
Minnesota State University 30 East 7 th St Mankato MN 55101	Criminal Justice/ Political Science	4	BS
Graduate Professional			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
University of Fairbanks (UAF)	Justice Administration	2	MA
Others (specify)			
Name and Address of School	Course of Study	Years Completed	Diploma Degree
FBI National Academy Quantico, VA	Leadership	1	Completed Course

Employment History			
Most Recent Employer		Address	Phone Number
SEARHC		222 Tongass	966-2411
Date Started May 2017	Starting Salary Per 31hr	Starting Position Communication and Housing Manager	
	\$		
Date Left	Salary on Leaving Per	Position on Leaving	
NA	\$	Still there	
Name and Title of Supervisor		Reason for Leaving	
Kendra Pountney Deputy Hospital Admin		NA	
Duties/Responsibilities			
Manage ten personnel and oversee operations in Communications and Housing Divisions			
May we contact your present employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Employer		Address	Phone Number
CBS Police Dept.		304 Lake	747-3245
Date Started	Starting Salary Per	Starting Position	
June 22, 2002	\$ 17/hr	Officer	
Date Left	Salary on Leaving Per	Position on Leaving	
May 2017	\$ 37/hr	Police Chief	
Name and Title of Supervisor		Reason for Leaving	
Mark Gorman City Administrator		Retired	
Duties/Responsibilities			
Oversee all aspects of Police Dept. Served as Chief for about 12 years, Operations Lieutenant for several years prior to promotion to Chief.			
Most Recent Employer		Address	Phone Number
North Slope Borough Police Dept		PO Box 69, Barrow AK	907-852-2611
Date Started	Starting Salary Per	Starting Position	
November 1997	\$ 27/hr	Police Officer	
Date Left	Salary on Leaving Per	Position on Leaving	
May 2002	\$ 33/hr	Police Sgt	
Name and Title of Supervisor		Reason for Leaving	
Lt Jon Owen		Family move	
Duties/Responsibilities			
Oversee Police Officers			

Include explanation of any gaps in employment.

Other Qualifications

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

- I helped create a Law Enforcement curriculum at UAS and taught classes as an adjunct professor.
- SAFV Board Member
- Alaska Police Standards Council member and Chairman
- Alaska FBI National Academy Chapter-Chapter President
- Published Author

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

None

List professional, trade, business, or civic activities and offices held.

See resume

List professional, trade or business licenses held.

See resume

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

See resume and cover letter

References
Do not include family members or past supervisors.

Name	Phone Number	Occupation
██████████	██████████	██████████
██████████	██████████	██████████
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Yes No

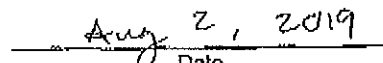
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Signature


Date