

CITY OF BETHEL

City Council Meeting Agenda, October 11, 2023 – 6:00 PM

Website: <https://www.cityofbethel.org/council>

Location: Council Chambers, City Hall, 300 Chief Eddie Hoffman Highway, Bethel

Council Members: Mayor Rose Henderson, Mark Springer, Beth Hessler, Sophie Swope,
Patrick Snow, Teresa Keller, Mikayla Miller

Zoom Meeting Link: <https://us06web.zoom.us/j/4888456188?pwd=bkN1dGI4MHpGZ1kwOUVYWU5kd0xhZz09>

Zoom Meeting ID: 488 845 6188

Zoom Meeting Passcode: 13871

Zoom Meeting Conference Line Numbers: 833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

888 475 4499 US Toll-free



1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PEOPLE TO BE HEARD – FIVE MINUTES PER PERSON

4.1.



Written Public Comments can be submitted by opening your phone camera and hovering over this URL code. The link to the submission form will appear. You may also go to www.cityofbethel.org.

5. APPROVAL OF AGENDA

6. UNFINISHED BUSINESS

7. NEW BUSINESS

7.1. City Manager Candidate Interview- Benjamin M. Balivet

7.2. City Manager Candidate Interview- Jonathan A. Kirksey

7.3. City Manager Candidate Interview- Tayva Taylor

8. EXECUTIVE SESSION

8.1. In Accordance With AS 44.62.310(c)(2) Subjects That Tend To Prejudice The Reputation And Character Of Any Person- City Manager Review and Employment Agreement Development (Note, All City Manager Candidates May be Discussed During the Executive Session) (Mayor Henderson)

9. ADJOURNMENT

Posted October 6, 2023 at AC Co., Swanson's, City Hall, and the Post Office.

Kevin Morgan, Deputy City Clerk

City Clerk's Office Contact Information: Email cityclerk@cityofbethel.net Phone 907-543-1384

Items noted with an asterisk (*) are consent agenda items, unless removed from the consent agenda they are approved upon the approval of the agenda. Ordinances introduced at this meeting may be set for public hearing at the next regular meeting.

The Council may by unanimous consent, after 12:00 AM Fix the Time to Which To Adjourn until the following day at 6:30 PM

CITY OF BETHEL, ALASKA
CITY MANAGER



RECRUITMENT PORTFOLIO





September 11, 2023

Ms. Rose Henderson
Mayor
City of Bethel
300 State Highway
Bethel, AK 99559

Dear Mayor Henderson:

This report contains the application materials for the three candidates selected to interview.

For use in the selection process, the enclosed materials provide each candidate's career overview and comparative data, resume, and application materials.

We look forward to being of continued assistance as you conclude this recruitment.

Best wishes,

A handwritten signature in black ink that reads 'Sarah McKee'.

Sarah McKee
Senior Vice President
GovHR USA, LLC

630 Dundee Road, Suite 225, Northbrook, IL 60062
847.380.3240 Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

Bethel, Alaska
City Manager

Recommended for Interview
Presented in Alphabetical Order

Candidate 1..... Benjamin M. Balivet
Local Government Specialist III
State of Alaska, Anchorage, Alaska

Candidate 2..... Robert N. Joseph
Coach and Author
Self-employed/Contractor, Montrose, Colorado

Candidate 3..... Jonathan A. Kirksey
CEO
Ranch House Co., Lancaster, Texas

Brochure



www.cityofbethel.org

Bethel, Alaska

City Manager Recruitment

The Bethel City Manager reports directly to the Bethel City Council and is responsible for providing complex administrative leadership within a dynamic, full-service, and community minded local government. Bethel's remote location, and unique challenges provides an unparalleled professional opportunity.

The City of Bethel is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. They seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.

THE COMMUNITY

Bethel, Alaska (Population: 6,500) is a remote city off the western coast of Alaska, approximately 400 miles west of Anchorage. Bethel is only accessible by air and river and it is the largest Kuskokwim River port, serving as a transportation and administrative hub for over 50 Alaskan villages.

The biggest city in western Alaska, Bethel is in the top ten most populated communities of the state. With a population of over 6,500, the city is about 48 square miles with approximately 5 square miles of water. Unlike much of Alaska, the geography is primarily treeless as it is in the Yukon Delta National Wildlife Refuge, the second biggest wildlife preserve in the U.S.A. Providing many opportunities for outdoor adventures.

Within Bethel, there are approximately 36 miles of roads which are not connected to any contiguous highway system. The Port of Bethel is the northernmost medium-draft port in the U.S.A. River travel is the primary means of local transportation in the summer

and supports barge service that provides goods to Kuskokwim villages.

Health care is provided by Yukon-Kuskokwim Health Corporation (YKHC) which is a Tribal Organization that administers a comprehensive healthcare delivery system for 58 federally recognized Tribes in southwest Alaska. They operate the Yukon-Kuskokwim Delta Regional Hospital in Bethel and have recently completed a major renovation that will allow patients access to essential services and comprehensive health care in one location.

Bethel is a vibrant and bustling community and continues to be a hub of commerce and transportation for its residents and surrounding villages. The city could see some potential growth in the coming years through two proposed housing developments. The median household income is approximately \$83,400 with 32% of the population under the age of 18 and only 7% of the population over the age of 65, it is a young community.



Southwestern Alaska was and still is the traditional place of the Yup'ik people and their ancestors for thousands of years. They called their village Mamterillermiut, meaning "Smokehouse People", after their nearby fish smokehouse. In 1885, the Moravian Church established a mission in the area and eventually moved Bethel from Mamterillermiut to its present location on the west side of the Kuskokwim River.

THE POSITION

Bethel has been a fiscally conservative driven community placing value on keeping financial stability at the forefront of their capital planning and growth. The total budget for 2022-2023 including all funds is about \$31 million with a general fund budget of around \$15.3 million. The city currently has 100 FTE employees. The city manager position vacancy is due to city manager retirement.



The City of Bethel is seeking an experienced open minded leader who instills trust and confidence through dynamic leadership. The successful candidate will demonstrate creative problem-solving through teamwork, partnerships, sound judgement, and decision making. The City Manager oversees multiple projects and deadlines. They must be a strong communicator, detailed oriented, technologically savvy and outcome driven.

The candidate must appreciate Bethel's history and work on moving the organization forward while preserving the community's culture and identity. The candidate will present experience in community outreach and civic engagement and understand the importance of providing the public accurate and timely information.

Education & Experience

A bachelor's degree in public administration, public policy, business or related field and a Master's in Public/Business Administration from an accredited college or university is preferred along with extensive progressively responsible experience (5 to 7 years) in local government management, including significant experience at a senior level interacting with elected officials and other stakeholder groups. Experienced assistant and/or deputy managers/administrators are also encouraged to apply. Alaska experience is preferred.

Compensation and Experience

The starting salary range for the position is \$135,295-\$168,965, DOQ. The City offers an outstanding fringe benefit package including low cost health, dental and vision, and generous leave. Residence in the City is required. The City will provide relocation assistance, temporary housing assistance, and temporary take-home vehicle use.

Apply at once but not later than August 4, 2023, to ensure consideration. Please apply with a cover letter, resume, and contact information for five (5) professional references to the attention of Sarah McKee, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook, IL 60062. Tel: 847-380-3240. Apply here: www.GovHRJobs.com

How to Apply

INDOOR/OUTDOOR ACTIVITIES

Bethel is home to the noted mid-distance dogsled race, the Kuskokwim 300. Held every winter since 1980, the race commemorates an early mail route that once tied the settlement to the outside world. Top mushers and hundreds of sled dogs participate in the race.



Bethel offers a variety of indoor and outdoor recreational opportunities. Whether fishing, canoeing, boating, swimming and kayaking, there's always plenty to do on the Kuskokwim River and surrounding lakes. Subsistence activities, such as hunting and fishing, are commonplace. On land, there are numerous activities offered throughout the year, including hunting, bicycling, snow machining and cross-country skiing.



RECREATION



The Yukon-Kuskokwim (YK) Fitness Center provides residents of all ages year-round recreational opportunities, such as swimming, fitness and classes. The Center has a weightroom, dance room, hot tub, water slide and toddler pool and competition size pool.

The City maintains a number of other community parks, Pinky's Park which is a 30-acre natural area that has youth sports fields, playgrounds, and a mile of boardwalk.

EDUCATION

Lower Kuskokwim School District, operates five schools in Bethel. Mekelnguut Elitnauriviat School ("M.E.") serves grades kindergarten through second grade and has approximately 260 students. Gladys Jung Elementary School serves third grade through sixth grade and has an enrollment of approximately 350 students. Ayaprun Elitnaurvic School is a kindergarten through eighth grade Yup'ik-English bilingual program.

Bethel Regional High School has approximately 500 students from grades seven through twelve. Kuskokwim Learning Academy is an alternative high school with approximately 60 students.

The University of Alaska Fairbanks's (UAF) Kuskokwim Campus aims to support the population through education and outreach. UAF offers many certificate and degree programs such as Nursing qualifications courses, medical billing, Associate of Applied Science, Bachelor's in Social Work or Education, and a masters degree in Education or Rural Development.



Candidate 1

Benjamin M. Balivet

Contact Information

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Education

- Bachelor of Arts – Anthropology
University of Alaska, Anchorage, Alaska

Work History

7/2023 to Present	<u>Alchemy Tribal Services, Anchorage, Alaska</u> Capacity Builder
2018 to 7/2023	<u>State of Alaska, Anchorage, Alaska</u>
2019 to 7/2023	Local Government Specialist III, Department of Environmental Conservation, Division of Water
2018 to 2019	Local Government Specialist III, Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs
2015 to 2017	<u>University of Alaska Southeast, Sitka, Alaska</u> Outreach Coordinator
2016 to 2018	<u>Ravn Air, Bethel, Alaska</u> Flight Follow/Ramp Service Agent
2013 to 2018	<u>Association of Village Council Presidents, Bethel, Alaska</u> Environmental Manager
2011 to 2012	<u>Alaska Department of Fish and Game, Anchorage and Bethel, Alaska</u> Subsistence Resource Specialist I

Work History Continued:**9/2010 to 2/2011**Anchorage School District, Anchorage, Alaska

Substitute Teacher

2009 to 2010Howard Services, Burlington, Vermont

Respite Provider

Data Summary:

Candidate:	Benjamin M. Balivet
Organization:	State of Alaska, Anchorage, Alaska
Position:	Local Government Specialist III
Organization Budget:	\$17,836,641
Total Number of Employees in Organization:	10
Expected Salary:	\$170,000
Reporting Relationship:	Tribal Administrator
Years of Experience:	12 +

Benjamin M. Balivet

[REDACTED]

July 7, 2023

To Whom It May Concern,

It is with great enthusiasm that I submit my qualifications for the City Manager position in Bethel, Alaska. I have both the experience and skills that you require. I have included my resume for your review.

For the past five and a half years I have worked in the role of Local Government Specialist 3 with both the State of Alaska's Division of Water and the Division of Community and Regional Affairs. In addition, I have lived and worked in Bethel, Alaska for nearly six years. In addition, I have held the position of Environmental Manager with the Association of Village Council Presidents. In these positions, I assisted both municipal and tribal governments in the creation and implementation of ordinances/resolutions. In addition, I assisted Alaskan governments in nearly every aspect of municipal/tribal government. For example, I have supplied governments with assistance on issues regarding elections, tax and fee ordinances, zoning, council meetings, policies/procedures, finances, management, accounting, personnel, and reporting. Further, I work well with public and private entities and can offer these skills to the City of Bethel, and I have a passion for the people and the community.

Lastly, I warmly welcome a time to meet to discuss past and ongoing successes of my present position, as well as what goals you have for your open position. Please contact me at [REDACTED] to do this. Thanks for considering me for this position, and I look forward to your response.

Sincerely,

Ben Balivet

Ben Balivet

Enclosure: Resume

Benjamin M. Balivet

EDUCATION

University of Alaska Anchorage / Anchorage, AK United States

Degree: Bachelors of Arts in Anthropology, June 2003

GPA: 3.80 **Honors:** Magna Cum Laude

WORK HISTORY

Alchemy Tribal Services

Anchorage, Alaska

July 2023-

Present

Capacity Builder

- Monthly grant research, creating grant matrices for clients applicants
- Prepare federal, state and private grant applications
- Tribal and community strategic development and presentation
- Stakeholder engagement and facilitation
- Financial and policy development for tribal entities

State of Alaska Department of Environmental Conservation's Division of Water

Anchorage, Alaska.

July 2019-

July 2023

Local Government Specialist III

- Research applicants' financial history and capacity in order to determine loan risk
- Critique water and sewer utility project business plans per established protocol
- Assess new water system applications based on guidelines and according to Division guidelines

State of Alaska Department of Commerce, Community and Economic Development's Division of Community and Regional Affairs

Anchorage and Bethel, Alaska

January 2018-July 2019

Local Government Specialist III

- Assisted local governments with accounting and governmental procedures as they pertain to water and sewer utilities
- Provided direct training to city and tribal staff in order to increase capacity as it pertains to water and sewer utility management
- Scored communities based on best practice criteria and assist cities and tribes as they strive to increase scores

University of Alaska Southeast, Fisheries Technology Program

Bethel, Alaska

October 2015-April 2017

Outreach Coordinator

- Recruited potential students to the University of Alaska Southeast's Fisheries Technology Program
- Maintained presence at various events to recruit students and answered questions as needed regarding the program, funding, and other inquiries

Association of Village Council Presidents

Bethel, Alaska

June 2013-January 2018

Environmental Manager

- Assisted AVCP's Archaeologist to ensure all realty transactions comply with the National Environmental Policy Act, this included assisting the organization's Archaeologist in conducting 106 Compliance surveys under the National Historic Preservation Act
- Assisted AVCP and its 56 Tribes in managing the Indian General Environmental Assistance Program grant; this included assistance in implementing water quality studies, and conducting trainings in creating quality assurance plans and protocols.
- Oversaw staff in the Environmental Department; provided feedback and input on new-hire recruitment

Alaska Department of Fish and Game, Subsistence Division

Anchorage, Alaska

October 2011-October 2012

Subsistence Resource Specialist I

- Gathered information regarding subsistence in Alaska; this included interviewing, collecting data, completing surveys and maps
- Helped prepared published documents for the State of Alaska's Department of Fish and Game
- Represented the Division at various Federal and State agency meetings around the State

Alaska Department of Fish and Game, Subsistence Division

Bethel, Alaska

February 2011-October 2012

Subsistence Resource Specialist I

- Performed social science/baseline studies in rural Alaska related to Alaska Pipeline Project, Donlin Gold Mine, and other projects
- Gathered information regarding subsistence in Alaska; this included interviewing, collecting data, and completing surveys and maps
- Helped prepare published documents for the State and presented these at various meetings

Anchorage School District

Anchorage, Alaska

September 2010-February 2011

Substitute Teacher

- Taught lesson plans for all subjects and all ages as outlined by Anchorage School District staff
- Managed classrooms activities

Howard Services

Burlington, Vermont

May 2009-June 2010

Respite Provider

- Assisted a client of Howard experiencing developmental disabilities in an advanced level professional position in child, adult, and family group social work.

Localfolk Smokehouse

Waittsfield, Vermont

June 2008-May 2009

Cook

- Prepared meats and cooked in a fast-paced kitchen
- Oversaw staff regarding the kitchen organization, management, and sanitation

Woodstock Inn and Resort

Woodstock, Vermont

January 2008-May 2008

Food and Beverage Supervisor

- Managed staff of 15-25 individuals
- Ensured clients were given the best possible service
- Bartended and served as needed in a fast-paced up-scale food establishment

Relevant Certifications:

- Anchorage Municipality Food Handler's Card (updated 5/11/23)

- Alaska TAMS Card ([REDACTED]) Expires 5/26/2025
- Volunteer with Alaska Community Action on Toxics

Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

BENJAMIN

Last Name *

BALIVET

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Cell Phone: *

Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):



Male



Female



Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☐ ICMA Job Board
- ☐ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter

☒ Other: City Website

CURRENT EMPLOYMENT INFORMATION: *

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

10

2. Total # of full time employees in your current or most recent department (if applicable): *

10

3. Total budget in your current or most recent overall organization (if applicable): *

\$17,836,641

4. Total budget of your department or areas of responsibility (if applicable): *

\$17,836,641

5. Who do you (or did you) report to? (position title only/no proper names): *

Tribal Administrator

6. Related professional affiliations:

None

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other: Car accident which was settled in May of 2022

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☒ Yes (please explain on Other line below)

☐ No

☒ Other:

The State of Alaska is under investigation by the Alaska Superior Court for retaliation/discrimination for illegally providing formal discipline upon a request to stop discrimination

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

Candidate 2

Robert N. Joseph

Contact Information

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

[REDACTED] [REDACTED]

Education

- Master of Public Administration
University of Colorado, Denver, Colorado
- Master of Arts – Western Classics
St. John’s College, Santa Fe, New Mexico
- Master of Arts – Eastern Classics
St. John’s College, Santa Fe, New Mexico
- Bachelor of Arts – Political Science, History, Philosophy
University of Delaware, Newark, Delaware

Work History

2018 to Present	<u>Self-employed/contractor, Montrose, Colorado</u> Coach and Author
2012 to 2018	<u>City of Montrose, Colorado (population 21,000)</u>
2013 to 2018	Deputy City Manager
2013 to 2018	Office of Business and Tourism Director
5/2017 to 9/2017	Information Systems Department Interim Director
2012	Junior Planner and Assistant to the City Manager

Academic Sector Experience

2013	<u>Colorado Mesa University, Montrose, Colorado</u> Business Communications Instructor
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Academic Sector Experience – continued

2011 Front Range Community College, Longmont, Colorado
Humanities Instructor

2006 to 2011 Santa Fe Community College, Santa Fe, New Mexico
Tutor and Instructor

Private Sector Experience

2003 to 2006 Travel industry, Wilmington, Delaware
Travel Agent, Travel Writer, Tour, Group Organizer

1998 to 2002 Eastern PA, Ada, Oklahoma
Legal Shield, Regional VP Sales and Marketing

1998 The Peoples Network, Dallas, Texas
Director of Mid-Atlantic Sales

1987 to 1997 Stellimann Kaissey Limited, Wilmington, Delaware
CEO and President

1985 to 1998 Real Estate Management, New Castle County, Delaware
Residential/Commercial Real Estate Management

Data Summary:

Candidate:	Robert N. Joseph
Organization:	City of Montrose, Colorado
Position:	Deputy City Manager (former)
Organization Budget:	\$43 million approx.
Total Number of Employees in Organization:	155 approx.
Expected Salary:	Advertised range is fair
Reporting Relationship:	City Manager
Years of Experience:	38

Professional Affiliations:

- International City/County Management Association
- Colorado City & County Management Association
- Destinations International

Robert N Joseph, MA, MPA, CDME

[REDACTED]

[REDACTED]

[REDACTED]

Honorable City Council
The City of Bethel
300 State Highway
Bethel, AK 99559

August 3, 2023

Dear Mayor Henderson, Vice-Mayor Batchelor, and Council Members Hessler, Snow, Springer, Swope, and Whitney:

My name is Robert Joseph. Thank you for considering my application to be your city manager.

Since I have included a summary of my administrative experience, I would like to tell you a little about me and the reason I am applying so you can evaluate my suitability and contribution potential to the City of Bethel, for example, in areas such as community outreach, civic engagement and organizational effectiveness.

Five years ago, I [voluntarily resigned](#) from the City of Montrose to have quality time with family and help my brother provide the best care for our elderly mother. Since that time, I have authored a book for small business owners on how to be successful despite the economic climate, furthered my digital marketing skills, earned certification as an email marketer, and [coached and consulted with city managers and their department heads](#) on how to set and achieve goals, be more productive, and have a happy workplace. I have also been active with ICMA. I have submitted articles, co-hosted webinars, and been a conference speaker on leadership and high-performance organizational cultures.

In the technology arena, I use my digital marketing skills to build relationships with the community. For example, email correctly used creates goodwill, trust, and community pride. Another way I use digital marketing to grow communities is by coaching small business owners who want to operate what I call a [4% Business](#) – crème de la crème businesses in their respective categories.

When I served the people of the Town of Nederland as a town trustee and the City of Montrose as assistant city manager, I was a primary driver for economic development and oversaw capital improvements. I have experience in community outreach and civic engagement. For example, as director of the Office of Business and Tourism (OBT), I successfully [worked with community stakeholders to define and promote the City of Montrose's identity](#) despite a tense political environment, stakeholder distrust, and plenty of naysayers.

The OBT blended community assets (e.g., parks, museums, retail, restaurant, and hotel partners) into the marketing efforts of the City of Montrose. One business retention and expansion goal was to help our retail businesses increase their sales and profits. We did that, and the city treasury realized a 20% sales tax increase the following year! One of our business attraction goals was to target industries that fit the community, which resulted in the [164-acre Colorado Outdoors Project](#) and a knock-on effect of new business activity.

Honorable City Council
August 3, 2023
Page 2 of 2

I understand the public and private sectors and the ebbs and flows of the economy, and I have a good grasp on domestic and geopolitical matters. Mostly, I appreciate the importance of providing accurate and timely information to residents. Now is a time for leaders to inspire a (shared) vision, clarify purpose, and excite their teams to produce exceptional deliverables for their people.

I have read the priorities, challenges, and opportunities listed in the recruitment brochure and am eager to discuss them. I want to be your manager because I respect local history, I assimilate well within a new community, and can grow the organization while preserving community culture and identity.

I am committed to continuous improvement and am adept in motivational techniques. I have helped managers improve their organizational cultures, rallied teams around goals, mentored management teams, and unearthed latent revenue and funding sources. You can discover more about me, my values, my leadership philosophy, and more by visiting my website, www.athenianoath.com, which I designed and created.

I hope my technical savvy, orientation toward effective communication, detail, propensity for results, ability to collaborate with diverse players, and capability to hit the ground running makes me an attractive enough candidate for you to want to meet.

With deep respect,

Rob

Robert N Joseph

PS: I include two articles the Montrose Daily Press wrote about me that may provide objective third-party glimpses into my character and how I impacted the City of Montrose.

Robert N Joseph, MA, MPA, CDME

Summarized Administrative Background

I served as the assistant city manager for Montrose, Colorado where my duties included directing economic and organizational development.

Some projects I was involved with include Montrose becoming an All-America City and being selected as one of five cities to be a USDA “Cool and Connected” gigabit city. Other successes include a state-of-the-art water park and recreation center and attracting a 164-acre multi-use commercial, light industrial, and residential revitalization project.

As assistant city manager, I was responsible for daily operations and worked closely with the city manager and city council while directing department heads, relating to community stakeholders, managing and marketing the city brand, and directing the city’s business retention, expansion, and attraction strategies.

I worked with:

- Public works on water, and utility infrastructure projects.
- The police department on community policing, customer service, and procuring new technology.
- The finance folks to automate sales tax remission and increase the user experience by providing easy access to budget and other financial information.
- Human resources to introduce a comprehensive onboarding program and an evaluation process, and shape the city’s organizational culture.
- The clerk’s office to update record retention, streamline agendas and clarify communication.
- Community development to automate permitting process and improve customer service.
- State and local economic development agencies to attract new business investment.
- Local small business owners and trained them in retail sales methods that were so successful that the City of Montrose’s sales tax revenue increased by 20%.

I have a proven record supporting strategic relationships, driving coordination, and collaboration:

- My experience includes working with a city manager, city council, department heads, community agencies, and other stakeholders to develop programs and policies that create the environment for a vibrant and prosperous community.
- I have worked with businesses and destination attractions to stimulate sustainable and responsible economic development (and especially with the Bureau of Land Management and National Park Service officials to manage recreational impacts on public land).
- When establishing the tourism, marketing, and economic development effort for the City of Montrose, I successfully collaborated with residents, the chamber of commerce, local attractions, the Bureau of Land Management, the National Park Service, Fish and Wildlife Service, the Colorado Department of Transportation, Montrose Regional Airport, the Black Canyon Jet Center, Telluride Express, Telluride Tourism Board, and the Colorado Flights Alliance among others.

My resume provides more information about my public policy and administration experience as well as private and academic sector accomplishments. It illustrates my experience in building values-driven and results-oriented organizational cultures with teams aligned with their purpose and rooted in excellence.

• • •

Consider all aspects of college savings options

It's almost back-to-school time. If you have young children going to public schools, your biggest expenditures may be on pens, pencils and notebooks.

But if you want those same kids to go to college someday, you'll eventually face considerably larger costs – so you may want to start preparing soon.

College is costly. For the 2015-16 school year, the average expense (including tuition, fees room and board) was nearly \$20,000 at a public, four-year school, and more than twice that amount at a four-year private school, according to the College Board.

Of course, cheaper alternatives are available – your children could go to a local community college for two years at a very reasonable cost, and then transfer to a four-year school.

Still, if your child does go on to get a bachelor's degree, those big bills will eventually arrive. As you consider how you can best deal with these costs, ask yourself these questions:

- How much can I afford to contribute?

As much as you'd like to help your children pay for college, you also have to think about your own needs – specifically your retirement.

Think very carefully before reducing contributions to your retirement plans, such as your IRA and 401(k), to help fund a college savings plan. After all, your children may be able to get schol-



Financial Focus
By Ron Smith

arships and grants, and even if they have to take out loans, they'll have many years in which to repay them – but you can't postpone saving for retirement without jeopardizing your ability to enjoy a comfortable lifestyle.

When it comes to prioritizing your financial goals, putting yourself first is not necessarily a selfish act.

- What college savings plan should you consider? A number of college savings options are available. For example, you could contribute to a 529 plan which offers potential tax advantages and high contribution limits. You might also consider a custodial account, such as an UGMA or UTMA, although when your children reach the age of majority, they are free to do whatever they want with the money – and their plans may not include college.

- What will be the effect of a college savings plan on financial aid? When colleges determine financial aid packages, they will evaluate your child's assets differently than your assets. Your child typically would be expected to contribute 20 percent of his or her assets, while you are only expected to contribute up to 5.6 percent of your assets.

Consequently, you may be better off saving for college in your name, rather than your children's. Under the federal financial aid guidelines, an UTMA/UGMA account is classified as a student asset, while 529 plans are counted as parental assets if parents are the account owners.

(The rules on financial aid are not always so clear-cut, however, so it might be worth your while to contact a financial aid officer at a local college or university to ensure that your chosen method of saving will still allow for the greatest possible assistance.)

As you can see, you've got several factors to think about when it comes to helping your kids meet their higher education goals. Study up on these options, so you can find the right answers for your family's needs.

This article was written by Edward Jones for use by your local Edward Jones Financial Advisor. Ron Smith is a financial advisor for Edward Jones in Montrose. His office is at 701 E. Main Street, Suite F.



(Left) Carolyn Packard notes her husband's styles of oil painting and creative frames.
(Below) Greg Packard's oil paintings continually are featured in many art magazines.

The light lends a hand
Montrose couple opens Cimarron Song Gallery

By DIANNA BESHOR
MONTROSE DAILY PRESS EDITORIAL ASSISTANT

Impressionism emerged among French painters around 1870, and makes an appearance in Montrose under the wing of Greg Packard and his wife Carolyn.

Their brightly lit Cimarron Song Gallery allows full view of the even the most minute brushstroke applied by Greg.

The tone harmony captured in oils moves in primarily three styles, noted Carolyn.

One style employs several layers, similar to Vincent Van Gogh's "Sunflowers" or "The Starry Night." For this type of painting, Greg enjoys dabbing color points over multiple days.

A second style depicts the form within a day using the palette to provide the image evoking sensory impressions, perhaps more in keeping with Édouard Manet work "Flowers in a Crystal Vase."

Greg's third style depicts the scene as he sees it outdoors, plein air.

Among Greg's favorite vantage points is the Big Cimarron area. Light filters through the clouds in "Big Cimarron" for sale at the gallery.

The picture frames speak their own language of art as well. Greg hand crafts each frame. Some frames have a burnished gold water-gild surface.

"People have a hard time allowing themselves to have art," according to Carolyn. "(People) look at it wrong ... like buying a piece of



"Tulips," artist Greg Packard's still life is his wife's current favorite on sale at their gallery.

furniture." Carolyn said, "I don't see Montrose being an art mecca ... like Scottsdale ... we have a lot of good artists in Montrose."

Greg's compositions are featured in many art magazines, including "Southwest Art," "Western Art & Architecture" and "Art of the West."

Often, the couple runs advertisements in these magazines as well.

Numerous galleries in the United States carry Greg's work. Cimarron Song Gallery, located at 901 E. Main St. in Montrose, operates without established hours and can be reached at 970-275-0134 or info@cimarron-songgallery.com.

Joseph named to marketing association board

FROM STAFF REPORTS

Rob Joseph, assistant city manager and director of the Office of Business and Tourism, was elected to the Destination Marketing Association International Board of Directors earlier this month at the 2016 Annual DMAI Convention in Minneapolis.

More than 1,500 tourism marketing professionals from all over the world attended the conference.

Joseph is a certified destination management executive and has led the OBT to successful completion of the Destination Marketing Accreditation Program. Additionally, he and his Visit Montrose team have received statewide recognition for their work on the new visitor center and annual visitor guide.

Visit Montrose serves the community by designing innovative tourism and retail programs that work in tandem to create a thriving business, tourism, and lifestyle culture.

"I am honored, thrilled, and humbled to represent our community at this level and left speechless by the trust and confidence that my



Joseph

tourism colleagues place in me," Joseph said. "It's a new day for Montrose as we work together to recognize and seize those opportunities that will bring value and collaboration across the industry. Today's travelers are seeking unique destination experiences, which presents a promising opportunity for DMOs like never before."

"None of this would have happened were it not for the support and trust of city council, Manager Bell, the OBT team, the city organization, and

our community partners. It's their commitment to our community that's really making the changes we see in Montrose."

The DMAI board is led by Visit Newport Beach & Company President and CEO Gary C. Sherwin, CDME. In his new role as DMAI Board Chairman, Sherwin will work alongside Don Welsh, DMAI CEO and President (formerly with Choose Chicago) and the global trade association's new executive team to transition the organization into a high-performing association focused on supporting its members.

Under Sherwin's leadership, he will spearhead a renewed focus on education, certification, accreditation, and advocacy opportunities for DMAI members around the world.

The DMAI Board Officers for the 2016-2017:

- Chair – Gary C. Sherwin, CDME, Visit Newport Beach & Company
- Chair-Elect – Tammy Blount, FCDME, Monterey County CVB
- Immediate Past-Chair – Bob Lander, Austin CVB President and CEO, Emeritus

- Secretary/Treasurer – William Pate, Atlanta CVB
 - At Large – Craig Davis, CDME, Visit Pittsburgh
 - At Large – Casandra Matej, CDME, San Antonio CVB
 - Ex-Officio – Chris Thompson, Brand USA
 - Robert Joseph, CDME, Visit Montrose
 - Loren Gold, Greater Raleigh CVB
 - Shelly Green, Durham CVB
 - Bryan Grimaldi, NYC & Company
 - David Peacock, Ontario Regional Tourism Organization
 - Karen Williams, Louisville CVB
 - Anja Loetscher, Geneva CVB
 - Jack Wert, FCDME, Naples-Marco Island-Everglades CVB
- DMAI is the world's largest and most reliable resource for official Destination Marketing Organizations, also called convention and visitor bureaus or tourism boards. A passionate advocate for its members, DMAI is dedicated to improving the effectiveness of more than 4,100 professionals from nearly 600 destinations in approximately 15 countries.

Robert N Joseph, MA, MPA, CDME

SUMMARY

Rob Joseph is a proven local government professional with experience developing leaders and leading departments. He has lived and studied internationally, manages several languages, understands human nature, and knows dominant cultures. He has more than 20 years of supervisory experience, including 15 years of private sector experience, seven years in academia, and eight years in local government. Rob served as the award-winning assistant city manager and director of the office of business and tourism for Montrose, Colorado. He is an author, coach to business owners and city managers, and a sought-after trainer and speaker on personal and professional achievement, productivity, well-being, organizational development, marketing strategy, and business development.

EDUCATION, PROFESSIONAL DEGREES & CERTIFICATIONS

- Certified Optimal Living and Productivity Coach
- Certified Blogger and Content Marketer
- International City/County Management Association - Credentialed Manager Candidate
- Destinations International - Certified Destination Management Executive (CDME)
- American Hotel & Lodging Industry - Certified Guest Services Professional
- International Economic Development Council - Certified Economic Developer Candidate
- College Reading & Learning Association - Certified Tutor
- University of Colorado, Denver, CO - Master of Public Administration
- St. John's College, Santa Fe, NM - Master of Arts in the Western Classics
- St. John's College, Santa Fe, NM - Master of Arts in the Eastern Classics
- University of Delaware, Newark, DE - Bachelor of Arts, Political Science, History, Philosophy
- Springfield College, Wilmington, DE - Business Administration, Psychology, Human Skills

PROFESSIONAL AWARDS & HIGHLIGHTS

- 2016 Assistant City Manager of the Year - Colorado ICMA Chapter
- 2016 Colorado Change Leader Institute Graduate
- 2016 Governor's Outstanding Individual Contribution to Colorado Tourism Award Nominee
- 2016 Manager's Excellence in Service Award
- 2014 ICMA Assistant Excellence in Leadership Award Nominee
- Certified master tutor in multiple disciplines specializing in the Socratic method of dialogue
- Regional vice president of sales and marketing for NYSE company
- Co-founder/CEO of a national computer-consulting firm and software development company

- Special Assistant to U.S. Senator
- Residential and commercial real estate management
- University business communications and humanities instructor
- Television personality, published author, and speaker
- Outstanding Young Wilmingtonian Nominee (Wilmington, DE)

PROFESSIONAL AFFILIATIONS

- International City and County Managers Association
- Colorado City and County Managers Association
- Colorado Municipal League Research Committee
- Destinations International (board member 2016-18)
- Destinations International CDME committee - founding member
- Colorado Association of Destination Management Organizations
- International Economic Development Council

PUBLIC SECTOR EXPERIENCE

- **Coach and Author (Business, Performance, Well-Being)** 2018-Present **Montrose, CO**
Resigned from the City of Montrose; Authored *The 4% Business*; Started GoldenEggCoaching.online to coach business owners, managers, and staff on business and organizational development, marketing strategy, productivity, leadership, and professional development; Created goal-setting, leadership development, communication, and time management courses for managers and staff; Mentor and coach to emerging managers; Consultant to municipalities and tourism boards for their digital marketing and communication efforts; Business blog contributor; ICMA training participant; Presenter on leadership and organizational development at March 2022 Mountain Plains Regional Conference; Presenter on leadership and culture at 2019 Annual ICMA Conference.
- **Deputy City Manager** 1/2013-7/2018 **Montrose, CO**
Assisted the city manager in day-to-day operational duties for a city with a permanent population of nearly 20,000 residents and 40,000 daytime service population; Assumed role of acting city manager in the city manager's absence; Managed department directors with a total responsibility for 155 FTEs and a \$43,000,000 overall budget; Directed city branding and marketing; Catalyst for numerous organizational improvements; Collaborated with the Downtown Development Authority on Main Street Program and economic development efforts; Conducted leadership training; Developed reputation as an approachable, confident, engaged, proactive, enthusiastic, and trustworthy member of the community with fresh practical ideas; Helped the planning department create and execute business-friendly procedures to ease permitting and development processes and streamlined regulatory framework; Completed organization-wide total compensation value study and assisted HR with implementation of an organization-wide performance pay system; Chaired manager's task force on enterprise resource planning/researching asset management systems; Introduced

notion of negotiating project contracts (e.g. saved the city \$40,000 on two contracts without compromising project scope); Authored 64-page cross-county transit study; Advanced city beautification ideas; Architected a citywide wayfinding sign project; Championed priority-based budgeting; Received the 2016 Colorado Assistant Manager of the Year Award.

- **Office of Business and Tourism Director** 1/2013-7/2018 **Montrose, CO**
 Created a department for tourism and promotion, retail sales enhancement, new business attraction, and community marketing efforts; Instituted business retention and expansion incentives and programs; Developed community brand; Envisioned and oversaw construction of a state-of-the-art visitor center (IT team received “CO governor’s Team of the Year” award as a result); Constructed budgets for short and long-term infrastructure projects; Fostered year-round marketing programs to even out visitation and build shoulder seasons; Directed city communications, marketing, and guest services activities; Conceptualized award-winning visitor guide; Conceived and designed marketing publications, website, and mobile app; Produced a KPI analytics-driven digital marketing and social media campaign; Wrote 64-page regional transit study to increase regional workforce, economic and tourism development; Helped secure regional subsidized air service; Delivered record tourism activity year-after-year; Led office to attain Destinations International accreditation; Attended ITB Berlin, WTM London, IPW and other events to market Montrose; Earned destination marketing’s highest educational achievement; Nominated for Governor’s Outstanding Individual Contribution to Colorado Tourism award; Served on Destinations International Board.
- **Information Systems Department Interim Director** 5/2017-9/2017 **Montrose, CO**
 Developed new director job description with HR; Prepared 2018 IS budget; Managed day-to-day IS operations; Collaborated with administrative and service delivery departments for process automation and operational efficiency innovations; Updated city’s strategic IS plan; Interviewed director candidates; Trained the new full-time IS director.
- **Junior Planner & Assistant to the City Manager** 1/2012-12/2012 **Montrose, CO**
 Performed administrative study and wrote a 200-page report of findings; Implemented findings resulting in over two dozen operational efficiency systems; Leadership Montrose graduate; Integral staff member in the City of Montrose’s attaining the All-America City award; Performed community development, planning, and building inspection duties; Created and presented land use applications, conditional use permits, and variance requests, etc. to the planning commission; Montrose Citizen’s Police Academy graduate; Wrote EOM and COOP emergency management documents, which were approved by CO OEM and DHS.
- **Trustee for the Town of Nederland** 2010-12 **Nederland, CO**
 Elected official; Created town policy and oversaw town business; Led community visioning efforts and worked closely with people of diverse backgrounds; Town board liaison to DDA (downtown development authority) and chamber of commerce; Lead trustee in hiring town administrator and town marshal; Re-organized the chamber of commerce and wrote marketing plan; Served on waste-water treatment plant task force; Wrote policy analysis on the implications of codifying adopted resolutions; Designed and implemented sustainable local living economy strategies; Co-directed town’s popular 5/10K Neder-Nederland Race.

ACADEMIC SECTOR EXPERIENCE

- **Business Communications Instructor, Colorado Mesa University** 2013 **Montrose, CO**
Instructor for business marketing and communications; Developed and delivered on-ground and online delivery courses; Coached and evaluated students; Facilitated conversations to support management goals and implement a new organizational culture.
- **Humanities Instructor, Front Range Community College** 2011 **Longmont, CO**
Instructor for courses in the humanities; Developed learning modules for on-ground and online delivery; Delivered course material, coached and evaluated students; provided leadership for the department's strategic planning process.
- **Tutor and Instructor for Santa Fe Community College** 2006-11 **Santa Fe, NM**
Master tutor and instructor for multiple disciplines; Developed *Quality Matters*-approved online courses; Automated the tutoring center; Co-designed, co-wrote, and co-starred in an online course orientation and training DVD; Devised tutor training for online courses; Created virtual tutoring center for online students; Moderated community meetings.

PRIVATE SECTOR EXPERIENCE

- **Travel Agent, Travel Writer, Tour, and Group Organizer** 2003-6 **Wilmington, DE**
- **Legal Shield, Regional VP Sales & Marketing - Eastern PA** 1998-2002 **Ada, OK**
(Publicly-traded company ranked in 2002 as the 33rd fastest-growing on the NYSE); Recruited, trained, and motivated national sales organization; Marketed, advertised, and hosted public lectures, events, and regional weekend conventions; Pioneered internet presence; Tripled recruiting and quadrupled membership sales after promotion to Regional Vice President.
- **The Peoples Network, Director of Mid-Atlantic Sales** 1998 **Dallas, TX**
Recognized as one of the top 100 sales producers; Recruited, trained, motivated, and coached national sales organization; Increased channel subscriptions and satellite installations by 30% within six months of being promoted to a director; Legal Shield acquired TPN in 1999.
- **Stellimann Kaissey Limited, CEO & President** 1987-97 **Wilmington, DE**
Co-founded a nationally recognized seven-figure full-service computer consulting and software development company; Managed six people directly and 16 others indirectly; Sold the company.
- **Residential/Commercial Real Estate Management** 1985-98 **New Castle County, DE**
Owned and managed properties; Handled tenant relations, negotiations, and collections; Oversaw lease administration; Worked with contractors to ensure proper upkeep and repair.

PAST COMMUNITY AFFILIATIONS

- Colorado Flights Alliance - board member
- State of Colorado Art in Public Places - art selection committee
- Nederland Economic Development Task Force - chairperson
- Nederland Area Emergency Operations Center Task Force - chairperson
- Delaware Alliance Federal Credit Union - board member
- Wilmington Police Business Advisory Council - founding board member

Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

Robert

Last Name *

Joseph

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Rob, Bob, Bobby

Cell Phone: *



Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):

☒ Male☐ Female☐ Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☒ ICMA Job Board
- ☐ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter
- ☐ Other:

CURRENT EMPLOYMENT INFORMATION: *

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

Approx. 155

2. Total # of full time employees in your current or most recent department (if applicable): *

N/A

3. Total budget in your current or most recent overall organization (if applicable): *

Approx. \$43 million

4. Total budget of your department or areas of responsibility (if applicable): *

As deputy manager, I was ultimately responsible for the budget.

5. Who do you (or did you) report to? (position title only/no proper names): *

The City Manager.

6. Related professional affiliations:

ICMA, CCCMA, Destinations International

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other:

In 2018, after continued attempts to settle amicably, I was forced to sue the seller of my home because he did not report pre-existing water damage.

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

Candidate 3

Jonathan A. Kirksey

Contact Information

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

Education

- Bachelor of Science – Economics/Finance
Texas Southern University, Houston, Texas

Work History

11/2022 to 2/2023	<u>Ranch House Co.</u> CEO
5/2022 to 8/2022	City of False Pass, Alaska (population 342) Director of Public Works
4/2022 to 5/2022	<u>J. Fisher Van Line</u> Project Manager/Consultant
8/2021 to 3/2022	<u>City of Bay City</u> Public Works Assistant Director
11/2020 to 8/2021	<u>City of Beloit</u> Director of Public Works Operations
11/2018 to 10/2019	<u>Ellipse Global/ICS</u> Director of Operations/VP
October 2018	<u>City of Glenn Heights</u> Director of Public Works

Work History – continued

2016 to 2018	<u>City of Sherman</u> Assistant Public Works Director
2010 to 2016	<u>Fluor, Greenville, South Carolina</u>
2011 to 2016	Public Works Site Supervisor
2010 to 2011	Human Resource/Public Works Assistant Site Supervisor
2008 to 2010	<u>KBR, Houston, Texas</u> Human Resource Associate
2007 to 2009	<u>Community Advertising, Dallas, Texas</u> Owner
2006 to 2007	<u>Edward Jones, Dallas, Texas</u> Broker

Data Summary:

Candidate:	Jonathan A. Kirksey
Organization:	Ranch House Co.
Position:	CEO
Organization Budget:	\$15 million
Department Budget:	\$11 million
Total Number of Employees in Organization:	45
Total Number of Employees in Department:	6
Expected Salary:	-
Reporting Relationship:	Ownership
Years of Experience:	17

JONATHAN A. KIRKSEY

It is with great interest that I forward my CV/Resume for your consideration.

****SECRET CLEARENCE****

PROFESSIONAL PROFILE

Member of Department of Public Works Site Management having more than 12 years of extensive experience in Management, Budgeting, Public Works, Environmental Health & Safety and Civil construction field. Highly equipped in directing all phases of Public Works activities including Road Maintenance and construction, Disinfected Potable and Non Potable Water, direction of engineering support, building and facility maintenance, Parks/Recreation, vehicle and equipment maintenance, quality control, waste water management and general labor programs, traffic signs and signals, environmental code and solid waste. Possess strong expertise in planning, designing and delivery of multi-disciplinary capital improvement program for government initiated projects, facilities, transportation, utility and other infrastructure systems. Strategic leader with proven track record of building and leading effective cross-functional, multisite, and multi-business teams, driving change initiatives, and implementing "Needs Assessments and Analysis" strategies. Able to manage and coordinate all construction activities and ensure that all project deliverables are achieved with regards to safety, quality, program needs, time constraints and cost.

BUSINESS ACHIEVEMENTS

- Standing 0% incident Safety rating throughout various camps in Afghanistan (various sites), Sherman TX, Glenn Heights TX, Ellipse Global (Snohomish, WA), Bay City TX, Beloit WI and False Pass Alaska.
- Successfully supervised and completed \$2.9 Million project for Base Living Standards with zero safety incidents.
- Supervised without incident – \$1.2 Million project for power optimization and rewiring the current electrical grid – with zero safety incidents
- Member of the Management team tasked with supervising FOB Shanks \$16 million Area 36 Expansion
- Increased Fluor's foot print on Camp Scorpion to meet the growing camp and demand for services through the completion of a \$9.2 Million Construction Order.
- Met all deadlines associated with "Letters of Technical Direction" from the US Government.
- Received high marks on all Performance Evaluations during my LOGCAP career.
- **Key strengths include:**
 - **Strategic Planning**—contributes to the overall success of projects by seeing the bigger picture and knowing how to break deliverables down into manageable tasks.
 - **Project Management**—skilled in setting priorities, establishing timelines, and finding solutions to issues before becoming problematic through the use of Assessment Analysis
 - **Strong Communication Skills**—combines an approachable style and in-depth knowledge of methodologies that instills confidence in others to get the job done on schedule and on budget.
 - **Effective Team Leadership**—employs patience and perseverance, adapting to cultural differences and maximizing team contributions.

Personal and Confidential

PROFESSIONAL EXPERIENCE

Ranch House Co.

November 2022-February 2023

CEO

Managed and directed the company toward its primary goals and objectives. Oversaw employment decisions at the executive level of the company. Led a team of executives to consider major decisions including acquisitions, mergers, joint ventures, or large-scale expansion (Wal-Mart, Allsup's etc.).

- Worked with the owners and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presented regular reports on the status of the company's operations to the board of directors and to company staff.
- Oversaw the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviewed the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensured the company's compliance with all applicable laws, rules, regulations, and standards.
- Negotiated with other companies regarding actions such as mergers, acquisitions, or joint ventures.
- Performed other related duties to benefit the mission of the organization.

City of False Pass Alaska

May 2022– Aug 2022

Director of Public Works

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Worked with Council/Mayor to correct some budgetary items within the City
- Responsible for harbor management, projects with coast guard,
- Managed and directed all admin staff within the City
- Created Preventive Maintenance for disaster planning
- Created new positions
- Created and Maintained safety benefit program
- Manage personnel issues
- Responsible for promotions, demotions and employee rehabilitation efforts
- Balance quarterly profit versus loss statements for public works, parks and recreation, cemetery services and community engagement involvement programs.

Personal and Confidential

J. Fisher Van Line

April 2022– May 2022

Project Manager/Consultant

Assisted ownership in a start-up company to provide timely delivery options to customers. Built policy and procedures for employees and drivers.

- Build/Manage Website
- Created virtual moving experiences
- Procurement of vehicles
- Recruitment of staff
- Responsible for taking existing budget and forecasting versus trends
- Track profit versus loss statements
- Coaching to create culture
- Trained sales staff to create new leads
- Conducted Bi-Weekly meetings with stakeholders
- Served as facilitator for ownership
- Contract Management
- Facilitated sale of company for profit

City of Bay City

August 2021– March 2022

Public Works Assistant Director

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Monitor Budget
- Responsible for street rehab, projects, equipment and contracted services
- Created Preventive Maintenance for flood preparation planning
- Created new positions that benefit the City of Bay City
- Created and Maintained safety benefit program
- Manage personnel issues
- Responsible for promotions, demotions and employee rehabilitation efforts
- Balance quarterly profit versus loss statements for public works

City of Beloit

November 2020 – August 2021

Director of Public Works Operations

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Coordinated snow and ice removal plans
- Created new positions that benefit the City of Beloit
- Balance quarterly profit versus loss statements for public works

Personal and Confidential

Ellipse Global/ICS

November 2018- October 2019

Director of Operations/VP

Responsible for creating all policies and procedures for work related activates for Base Camp Operations and Disaster Relief. Maintaining the ultimate goal of restructuring the Base Camp Operations to mirror that of a municipality's Public Works Department. Standardizing all practices across multiple business lines, while changing culture. Traveling to multiple cities/states within the United States, updating the COO, CFO and CEO with current processes. Ensuring a zero percent safety rating across sites and guaranteeing projects remain on schedule. Teaching Base Camp Managers Critical Path practices and promoting preventive maintenance plans.

- Created Pre/Post Trip vehicle maintenance plans
- Created After Action Review process
- Created Employee Evaluation plan
- Created Strategic Plan
- Created a functional budget for New Mexico project
- Work with local/state authorities to obtain all required licenses including water permits.
- Identified employee mobilization plan to save resources within travel plans
- Lowered cost with Man Camp Quahada RV Park in New Mexico.
- Staffed sites at a lower salary rate for higher qualified employees while offering training for under qualified employees.
- Created all job descriptions for management level positions
- Created chain of command format in regards to employee concerns

City of Glenn Heights

October 2018

Director of Public Works

Responsible for all personnel within a public works department including, day-to-day maintenance of the City's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

City of Sherman

July 2016 – September 2018

Assistant Public Works Director

Responsible for a resident population of roughly 37,000 with an \$89 million dollar tax base. Of which \$8 million dedicated to the Public Works Departments.

- Created Public Works Policies and Procedures for all employees with in the various departments
- Budget reviews with department managers
- Service a residents base of over 37,000
- Directing the City Public Works operation with includes Fleet, Solid Waste, Environmental Code, Traffic Operations and Streets departments.
- Created current Preventive Maintenance Program
- Evaluate Managers and Supervisors to ensure streamlined objectives and goals are met.
- Created and Oversee the Public Works Safety Program
- Coordinate with local Contractors on outsourced construction projects
- Provide departmental updates to the City Manager and Assistant City Manager
- Manage departmental disciplinary actions
- Responsible for coordinating with City Engineer on Texas Department of Transportation projects.
- Communicate with City Residents concerning complaints, projects and planning

Personal and Confidential

- Train Managers and Supervisors in departmental policies and initiatives
- Actively manage succession planning for Managers and Supervisors
- Complete employee evaluations
- Prioritize Public Works projects throughout the city
- Monitor budgets for various public works departments
- Mitigation planning for incident recovery
- Oversee contracted labor support – Mowing Contract, Streets Contract, and Bridge Reconstruction Contract.
- Develop Service Maps for growing city via annexation of multiple areas including 100 new homes

Fluor – Greenville SC (LOGCAP)
Public Works Site Supervisor

March 2011 – July 2016

Responsible for directing and coordinating all aspects of site public works operations, departments, and activities. Manage public works departments in a manner that ensures ongoing compliance with applicable contractual, statutory and procedural requirements. Coordinates and schedules activities of all departments within the public works family to ensure that support is provided in a manner that remains consistent with Fluor Safety initiatives. Evaluates and assesses the construction support requirements of the company as well as develops and provides the types and levels of expertise and services required to support employee/customer operations. Investigates technical and construction-related problems to determine their cause and recommends resolution. Directs the effective operation of site service functions; develops and implements improvement initiatives as needed. Responsible for executing financial performance of site budget in terms of employee tiers. Coordinates site operations and activities with other locations, military contacts and AO Management. Actively provide direction and oversight for all Fluor subcontracted employees. Serve as a member of the Site Management team and effectively contribute to the development/execution process of projects throughout various bases in Afghanistan.

- Directing the US Military's Public Works operation which involves managing all phases of base public works, including waste water treatment, NTV (fleet) maintenance, contractor and military facilities and road maintenance.
- Researching and executing improvements to the operation of the departments, formulation of policies, and coordination of activities in accordance with general order one, SANDBOOK Standards, and ethical business policies established by the US Government and Fluor.
- Brief department budgets, trends, controlled expenditures and approve all personnel requisitions; advise the DPW Manager, Area Management and Government Military of all Public Works activities and problems accompanied by solutions.
- Overseeing the budgeting, maintenance, operation, planning, engineering and construction activities designed to provide quality water, wastewater and storm drainage services to the military base.
- Planning and prioritizing the Public Works maintenance and construction programs including evaluating the operational challenges prepare oversee bidding process for outsourced labor contracts for various Public Works activities.
- Coordinate and schedule activities of all departments within the DPW family to ensure that support is provided in a manner that remains consistent with Fluor and Government Safety initiatives.
- Actively supervise 14 different departments within the DPW/DOL fields
- Effectively direct the operation of service functions; develops and implements improvement initiatives as needed.
- Provide individual employee performance evaluations
- Track Work Orders, Service Orders and LOTDs through the use of MAXIMO
- Instruct and train employees regarding special government and company issued directives

Personal and Confidential

Fluor – Greenville SC (LOGCAP)

Jan 2010 – March 2011

Human Resource/Public Works Assistant Site Supervisor

In this capacity I served as the central glue between Management and employees. Directly responsible for assessing staffing needs as they related to the project on hand and being mindful of the current budget and future forecast. Responsible for effectively conveying all policy and procedure improvement to all employees on staff.

- Staffing
- Monitor/Manage all public works activities as it related to the US Military
- Family Medical Leave Act (FMLA) administration
- Conducted all new hire briefings
- Exit Interviews
- Organizing work space for new employees
- Led all Code of Business Ethics courses
- Updating personnel files and employee status changes
- Administering Leaves of Absences
- Job Rehabilitation
- Overseeing employee relation counseling
- Developing and implementing HR policies and procedures
- Health/safety management
- Staff amenities
- Salary administration
- Assist in training needs for employees and trade leads.

KBR – Houston TX (LOGCAP)

Jan 2008 – Jan 2010

Human Resource Associate

Assist with the administration of the day-to-day operations of the human resources functions and duties in the Fenty AO. As an HR Associate I was responsible for the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment. Additional duties included

- Recruiting Afghan workers and staffing logistics;
- Performance management and improvement tracking systems;
- Employee orientation, development, and training logistics and recordkeeping;
- Assisting with employee relations;
- Company-wide committee facilitation and participation;
- Company employee communication;
- Compensation and benefits administration and recordkeeping;
- Employee safety, welfare, wellness, and health reporting; and
- Employee services;
- Maintaining employee files and the HR filing system;

Personal and Confidential

- Assisting with the day-to-day efficient operation of the HR office.

Community Advertising – Dallas, TX

2007 – 2009

Owner

Responsible for coordinating and managing client accounts. Organized the execution of ad campaigns via marketing, promotions, creative design, and public relations.

- Assured smaller churches and organizations could afford proper advertisement
- Provide television time and studio time to low profit organizations and businesses
- Maintained a cost efficient budget that allowed us to offer services at a discounted price
- Hired qualified employees
- Built and maintained websites
- Managed 15 employees
- Served over 200 clients on a yearly bases
- Processed payroll
- Consistently performed elasticity test to assure our rates were lower than competitors and provided an equitable profit with the current market conditions
- Maintained profits through use of supply/demand module, assuring that marginal cost did not exceed our equilibrium point

Edward Jones – Dallas, TX

2006 – 2007

Broker

Convey rules and regulations of the market to prospective clients. Sign agreements with clients in accordance with the rules and regulations of the stock exchange. Express opinions about the price at which one can buy shares of a particular company, based on the data provided by the technical analysts of the stock market.

- Allocate Series 7 knowledge to better customers portfolios
- Worked on market demographics
- Assured clients were being offered proper advice according to their financial situations and stayed abreast with market fluctuations
- Built and maintained ethical business relationships

E D U C A T I O N

- **Texas Southern University, Houston TX**
Bachelor of Science, Economics/Finance (*Minor: Business Management*)
- **Townview Business Magnet, Dallas TX**
Diploma (*Major Focus: Accounting & Business Administration*)
 - IMSA Work Zone Certified
 - Level 1 IMSA – Course complete – (August 2017)
 - MAXIMO Certification of completion (Fluor) – 2010
 - Public Works Water Distribution Record Keeping
 - Project Management Professional - course complete –(August 2017)

R E F E R E N C E S

****Available upon request****

Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

Jonathan

Last Name *

Kirksey

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Jon Kirksey

Cell Phone: *

[REDACTED]

Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):

☒ Male

☐ Female

☐ Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☐ ICMA Job Board
- ☒ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter
- ☐ Other:

CURRENT EMPLOYMENT INFORMATION:

*

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

45

2. Total # of full time employees in your current or most recent department (if applicable): *

6

3. Total budget in your current or most recent overall organization (if applicable): *

15 million

*

4. Total budget of your department or areas of responsibility (if applicable):

11 million

5. Who do you (or did you) report to? (position title only/no proper names): *

Ownership

6. Related professional affiliations:

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other: Texas 2018, Judge ruled on my behalf.

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

CITY OF BETHEL, ALASKA
CITY MANAGER



RECRUITMENT PORTFOLIO





September 11, 2023

Ms. Rose Henderson
Mayor
City of Bethel
300 State Highway
Bethel, AK 99559

Dear Mayor Henderson:

This report contains the application materials for the three candidates selected to interview.

For use in the selection process, the enclosed materials provide each candidate's career overview and comparative data, resume, and application materials.

We look forward to being of continued assistance as you conclude this recruitment.

Best wishes,

A handwritten signature in black ink that reads 'Sarah McKee'.

Sarah McKee
Senior Vice President
GovHR USA, LLC

630 Dundee Road, Suite 225, Northbrook, IL 60062
847.380.3240 Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

Bethel, Alaska
City Manager

Recommended for Interview
Presented in Alphabetical Order

Candidate 1..... Benjamin M. Balivet
Local Government Specialist III
State of Alaska, Anchorage, Alaska

Candidate 2..... Robert N. Joseph
Coach and Author
Self-employed/Contractor, Montrose, Colorado

Candidate 3..... Jonathan A. Kirksey
CEO
Ranch House Co., Lancaster, Texas

Brochure



www.cityofbethel.org

Bethel, Alaska

City Manager Recruitment

The Bethel City Manager reports directly to the Bethel City Council and is responsible for providing complex administrative leadership within a dynamic, full-service, and community minded local government. Bethel's remote location, and unique challenges provides an unparalleled professional opportunity.

The City of Bethel is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. They seek to recruit the most talented people from a diverse candidate pool and strongly encourage all qualified candidates to apply.

THE COMMUNITY

Bethel, Alaska (Population: 6,500) is a remote city off the western coast of Alaska, approximately 400 miles west of Anchorage. Bethel is only accessible by air and river and it is the largest Kuskokwim River port, serving as a transportation and administrative hub for over 50 Alaskan villages.

The biggest city in western Alaska, Bethel is in the top ten most populated communities of the state. With a population of over 6,500, the city is about 48 square miles with approximately 5 square miles of water. Unlike much of Alaska, the geography is primarily treeless as it is in the Yukon Delta National Wildlife Refuge, the second biggest wildlife preserve in the U.S.A. Providing many opportunities for outdoor adventures.

Within Bethel, there are approximately 36 miles of roads which are not connected to any contiguous highway system. The Port of Bethel is the northernmost medium-draft port in the U.S.A. River travel is the primary means of local transportation in the summer

and supports barge service that provides goods to Kuskokwim villages.

Health care is provided by Yukon-Kuskokwim Health Corporation (YKHC) which is a Tribal Organization that administers a comprehensive healthcare delivery system for 58 federally recognized Tribes in southwest Alaska. They operate the Yukon-Kuskokwim Delta Regional Hospital in Bethel and have recently completed a major renovation that will allow patients access to essential services and comprehensive health care in one location.

Bethel is a vibrant and bustling community and continues to be a hub of commerce and transportation for its residents and surrounding villages. The city could see some potential growth in the coming years through two proposed housing developments. The median household income is approximately \$83,400 with 32% of the population under the age of 18 and only 7% of the population over the age of 65, it is a young community.



Southwestern Alaska was and still is the traditional place of the Yup'ik people and their ancestors for thousands of years. They called their village Mamterillermiut, meaning "Smokehouse People", after their nearby fish smokehouse. In 1885, the Moravian Church established a mission in the area and eventually moved Bethel from Mamterillermiut to its present location on the west side of the Kuskokwim River.

THE POSITION

Bethel has been a fiscally conservative driven community placing value on keeping financial stability at the forefront of their capital planning and growth. The total budget for 2022-2023 including all funds is about \$31 million with a general fund budget of around \$15.3 million. The city currently has 100 FTE employees. The city manager position vacancy is due to city manager retirement.



The City of Bethel is seeking an experienced open minded leader who instills trust and confidence through dynamic leadership. The successful candidate will demonstrate creative problem-solving through teamwork, partnerships, sound judgement, and decision making. The City Manager oversees multiple projects and deadlines. They must be a strong communicator, detailed oriented, technologically savvy and outcome driven.

The candidate must appreciate Bethel's history and work on moving the organization forward while preserving the community's culture and identity. The candidate will present experience in community outreach and civic engagement and understand the importance of providing the public accurate and timely information.

Education & Experience

A bachelor's degree in public administration, public policy, business or related field and a Master's in Public/Business Administration from an accredited college or university is preferred along with extensive progressively responsible experience (5 to 7 years) in local government management, including significant experience at a senior level interacting with elected officials and other stakeholder groups. Experienced assistant and/or deputy managers/administrators are also encouraged to apply. Alaska experience is preferred.

Compensation and Experience

The starting salary range for the position is \$135,295-\$168,965, DOQ. The City offers an outstanding fringe benefit package including low cost health, dental and vision, and generous leave. Residence in the City is required. The City will provide relocation assistance, temporary housing assistance, and temporary take-home vehicle use.

Apply at once but not later than August 4, 2023, to ensure consideration. Please apply with a cover letter, resume, and contact information for five (5) professional references to the attention of Sarah McKee, Senior Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook, IL 60062. Tel: 847-380-3240. Apply here: www.GovHRJobs.com

How to Apply

INDOOR/OUTDOOR ACTIVITIES

Bethel is home to the noted mid-distance dogsled race, the Kuskokwim 300. Held every winter since 1980, the race commemorates an early mail route that once tied the settlement to the outside world. Top mushers and hundreds of sled dogs participate in the race.



Bethel offers a variety of indoor and outdoor recreational opportunities. Whether fishing, canoeing, boating, swimming and kayaking, there's always plenty to do on the Kuskokwim River and surrounding lakes. Subsistence activities, such as hunting and fishing, are commonplace. On land, there are numerous activities offered throughout the year, including hunting, bicycling, snow machining and cross-country skiing.



RECREATION



The Yukon-Kuskokwim (YK) Fitness Center provides residents of all ages year-round recreational opportunities, such as swimming, fitness and classes. The Center has a weightroom, dance room, hot tub, water slide and toddler pool and competition size pool.

The City maintains a number of other community parks, Pinky's Park which is a 30-acre natural area that has youth sports fields, playgrounds, and a mile of boardwalk.

EDUCATION

Lower Kuskokwim School District, operates five schools in Bethel. Mekelnguut Elitnauriviat School ("M.E.") serves grades kindergarten through second grade and has approximately 260 students. Gladys Jung Elementary School serves third grade through sixth grade and has an enrollment of approximately 350 students. Ayaprun Elitnaurvic School is a kindergarten through eighth grade Yup'ik-English bilingual program.

Bethel Regional High School has approximately 500 students from grades seven through twelve. Kuskokwim Learning Academy is an alternative high school with approximately 60 students.

The University of Alaska Fairbanks's (UAF) Kuskokwim Campus aims to support the population through education and outreach. UAF offers many certificate and degree programs such as Nursing qualifications courses, medical billing, Associate of Applied Science, Bachelor's in Social Work or Education, and a masters degree in Education or Rural Development.



Candidate 1

Benjamin M. Balivet

Contact Information

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Education

- Bachelor of Arts – Anthropology
University of Alaska, Anchorage, Alaska

Work History

7/2023 to Present

Alchemy Tribal Services, Anchorage, Alaska

Capacity Builder

2018 to 7/2023

State of Alaska, Anchorage, Alaska

2019 to 7/2023

Local Government Specialist III, Department of Environmental Conservation, Division of Water

2018 to 2019

Local Government Specialist III, Department of Commerce, Community and Economic Development, Division of Community and Regional Affairs

2015 to 2017

University of Alaska Southeast, Sitka, Alaska

Outreach Coordinator

2016 to 2018

Ravn Air, Bethel, Alaska

Flight Follow/Ramp Service Agent

2013 to 2018

Association of Village Council Presidents, Bethel, Alaska

Environmental Manager

2011 to 2012

Alaska Department of Fish and Game, Anchorage and Bethel, Alaska

Subsistence Resource Specialist I

Work History Continued:**9/2010 to 2/2011**Anchorage School District, Anchorage, Alaska

Substitute Teacher

2009 to 2010Howard Services, Burlington, Vermont

Respite Provider

Data Summary:

Candidate:	Benjamin M. Balivet
Organization:	State of Alaska, Anchorage, Alaska
Position:	Local Government Specialist III
Organization Budget:	\$17,836,641
Total Number of Employees in Organization:	10
Expected Salary:	\$170,000
Reporting Relationship:	Tribal Administrator
Years of Experience:	12 +

Benjamin M. Balivet

[REDACTED]

July 7, 2023

To Whom It May Concern,

It is with great enthusiasm that I submit my qualifications for the City Manager position in Bethel, Alaska. I have both the experience and skills that you require. I have included my resume for your review.

For the past five and a half years I have worked in the role of Local Government Specialist 3 with both the State of Alaska's Division of Water and the Division of Community and Regional Affairs. In addition, I have lived and worked in Bethel, Alaska for nearly six years. In addition, I have held the position of Environmental Manager with the Association of Village Council Presidents. In these positions, I assisted both municipal and tribal governments in the creation and implementation of ordinances/resolutions. In addition, I assisted Alaskan governments in nearly every aspect of municipal/tribal government. For example, I have supplied governments with assistance on issues regarding elections, tax and fee ordinances, zoning, council meetings, policies/procedures, finances, management, accounting, personnel, and reporting. Further, I work well with public and private entities and can offer these skills to the City of Bethel, and I have a passion for the people and the community.

Lastly, I warmly welcome a time to meet to discuss past and ongoing successes of my present position, as well as what goals you have for your open position. Please contact me at [REDACTED] to do this. Thanks for considering me for this position, and I look forward to your response.

Sincerely,

Ben Balivet

Ben Balivet

Enclosure: Resume

Benjamin M. Balivet

EDUCATION

University of Alaska Anchorage / Anchorage, AK United States

Degree: Bachelors of Arts in Anthropology, June 2003

GPA: 3.80 **Honors:** Magna Cum Laude

WORK HISTORY

Alchemy Tribal Services

Anchorage, Alaska

July 2023-

Present

Capacity Builder

- Monthly grant research, creating grant matrices for clients applicants
- Prepare federal, state and private grant applications
- Tribal and community strategic development and presentation
- Stakeholder engagement and facilitation
- Financial and policy development for tribal entities

State of Alaska Department of Environmental Conservation's Division of Water

Anchorage, Alaska.

July 2019-

July 2023

Local Government Specialist III

- Research applicants' financial history and capacity in order to determine loan risk
- Critique water and sewer utility project business plans per established protocol
- Assess new water system applications based on guidelines and according to Division guidelines

State of Alaska Department of Commerce, Community and Economic Development's Division of Community and Regional Affairs

Anchorage and Bethel, Alaska

January 2018-July 2019

Local Government Specialist III

- Assisted local governments with accounting and governmental procedures as they pertain to water and sewer utilities
- Provided direct training to city and tribal staff in order to increase capacity as it pertains to water and sewer utility management
- Scored communities based on best practice criteria and assist cities and tribes as they strive to increase scores

University of Alaska Southeast, Fisheries Technology Program

Bethel, Alaska

October 2015-April 2017

Outreach Coordinator

- Recruited potential students to the University of Alaska Southeast's Fisheries Technology Program
- Maintained presence at various events to recruit students and answered questions as needed regarding the program, funding, and other inquiries

Association of Village Council Presidents

Bethel, Alaska

June 2013-January 2018

Environmental Manager

- Assisted AVCP's Archaeologist to ensure all realty transactions comply with the National Environmental Policy Act, this included assisting the organization's Archaeologist in conducting 106 Compliance surveys under the National Historic Preservation Act
- Assisted AVCP and its 56 Tribes in managing the Indian General Environmental Assistance Program grant; this included assistance in implementing water quality studies, and conducting trainings in creating quality assurance plans and protocols.
- Oversaw staff in the Environmental Department; provided feedback and input on new-hire recruitment

Alaska Department of Fish and Game, Subsistence Division

Anchorage, Alaska

October 2011-October 2012

Subsistence Resource Specialist I

- Gathered information regarding subsistence in Alaska; this included interviewing, collecting data, completing surveys and maps
- Helped prepared published documents for the State of Alaska's Department of Fish and Game
- Represented the Division at various Federal and State agency meetings around the State

Alaska Department of Fish and Game, Subsistence Division

Bethel, Alaska

February 2011-October 2012

Subsistence Resource Specialist I

- Performed social science/baseline studies in rural Alaska related to Alaska Pipeline Project, Donlin Gold Mine, and other projects
- Gathered information regarding subsistence in Alaska; this included interviewing, collecting data, and completing surveys and maps
- Helped prepare published documents for the State and presented these at various meetings

Anchorage School District

Anchorage, Alaska

September 2010-February 2011

Substitute Teacher

- Taught lesson plans for all subjects and all ages as outlined by Anchorage School District staff
- Managed classrooms activities

Howard Services

Burlington, Vermont

May 2009-June 2010

Respite Provider

- Assisted a client of Howard experiencing developmental disabilities in an advanced level professional position in child, adult, and family group social work.

Localfolk Smokehouse

Waittsfield, Vermont

June 2008-May 2009

Cook

- Prepared meats and cooked in a fast-paced kitchen
- Oversaw staff regarding the kitchen organization, management, and sanitation

Woodstock Inn and Resort

Woodstock, Vermont

January 2008-May 2008

Food and Beverage Supervisor

- Managed staff of 15-25 individuals
- Ensured clients were given the best possible service
- Bartended and served as needed in a fast-paced up-scale food establishment

Relevant Certifications:

- Anchorage Municipality Food Handler's Card (updated 5/11/23)

- Alaska TAMS Card ([REDACTED]) Expires 5/26/2025
- Volunteer with Alaska Community Action on Toxics

Release of Information

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- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

BENJAMIN

Last Name *

BALIVET

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Cell Phone: *

Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):



Male



Female



Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☐ ICMA Job Board
- ☐ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter

☒ Other: City Website

CURRENT EMPLOYMENT INFORMATION: *

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

10

2. Total # of full time employees in your current or most recent department (if applicable): *

10

3. Total budget in your current or most recent overall organization (if applicable): *

\$17,836,641

4. Total budget of your department or areas of responsibility (if applicable): *

\$17,836,641

5. Who do you (or did you) report to? (position title only/no proper names): *

Tribal Administrator

6. Related professional affiliations:

None

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other: Car accident which was settled in May of 2022

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☒ Yes (please explain on Other line below)

☐ No

☒ Other:

The State of Alaska is under investigation by the Alaska Superior Court for retaliation/discrimination for illegally providing formal discipline upon a request to stop discrimination

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

Candidate 2

Robert N. Joseph

Contact Information

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

Education

- Master of Public Administration
University of Colorado, Denver, Colorado
- Master of Arts – Western Classics
St. John’s College, Santa Fe, New Mexico
- Master of Arts – Eastern Classics
St. John’s College, Santa Fe, New Mexico
- Bachelor of Arts – Political Science, History, Philosophy
University of Delaware, Newark, Delaware

Work History

2018 to Present	<u>Self-employed/contractor, Montrose, Colorado</u> Coach and Author
2012 to 2018	<u>City of Montrose, Colorado (population 21,000)</u>
2013 to 2018	Deputy City Manager
2013 to 2018	Office of Business and Tourism Director
5/2017 to 9/2017	Information Systems Department Interim Director
2012	Junior Planner and Assistant to the City Manager

Academic Sector Experience

2013	<u>Colorado Mesa University, Montrose, Colorado</u> Business Communications Instructor
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Academic Sector Experience – continued

2011 Front Range Community College, Longmont, Colorado
Humanities Instructor

2006 to 2011 Santa Fe Community College, Santa Fe, New Mexico
Tutor and Instructor

Private Sector Experience

2003 to 2006 Travel industry, Wilmington, Delaware
Travel Agent, Travel Writer, Tour, Group Organizer

1998 to 2002 Eastern PA, Ada, Oklahoma
Legal Shield, Regional VP Sales and Marketing

1998 The Peoples Network, Dallas, Texas
Director of Mid-Atlantic Sales

1987 to 1997 Stellimann Kaissey Limited, Wilmington, Delaware
CEO and President

1985 to 1998 Real Estate Management, New Castle County, Delaware
Residential/Commercial Real Estate Management

Data Summary:

Candidate:	Robert N. Joseph
Organization:	City of Montrose, Colorado
Position:	Deputy City Manager (former)
Organization Budget:	\$43 million approx.
Total Number of Employees in Organization:	155 approx.
Expected Salary:	Advertised range is fair
Reporting Relationship:	City Manager
Years of Experience:	38

Professional Affiliations:

- International City/County Management Association
- Colorado City & County Management Association
- Destinations International

Robert N Joseph, MA, MPA, CDME

[REDACTED]

[REDACTED]

[REDACTED]

Honorable City Council
The City of Bethel
300 State Highway
Bethel, AK 99559

August 3, 2023

Dear Mayor Henderson, Vice-Mayor Batchelor, and Council Members Hessler, Snow, Springer, Swope, and Whitney:

My name is Robert Joseph. Thank you for considering my application to be your city manager.

Since I have included a summary of my administrative experience, I would like to tell you a little about me and the reason I am applying so you can evaluate my suitability and contribution potential to the City of Bethel, for example, in areas such as community outreach, civic engagement and organizational effectiveness.

Five years ago, I [voluntarily resigned](#) from the City of Montrose to have quality time with family and help my brother provide the best care for our elderly mother. Since that time, I have authored a book for small business owners on how to be successful despite the economic climate, furthered my digital marketing skills, earned certification as an email marketer, and [coached and consulted with city managers and their department heads](#) on how to set and achieve goals, be more productive, and have a happy workplace. I have also been active with ICMA. I have submitted articles, co-hosted webinars, and been a conference speaker on leadership and high-performance organizational cultures.

In the technology arena, I use my digital marketing skills to build relationships with the community. For example, email correctly used creates goodwill, trust, and community pride. Another way I use digital marketing to grow communities is by coaching small business owners who want to operate what I call a [4% Business](#) – crème de la crème businesses in their respective categories.

When I served the people of the Town of Nederland as a town trustee and the City of Montrose as assistant city manager, I was a primary driver for economic development and oversaw capital improvements. I have experience in community outreach and civic engagement. For example, as director of the Office of Business and Tourism (OBT), I successfully [worked with community stakeholders to define and promote the City of Montrose's identity](#) despite a tense political environment, stakeholder distrust, and plenty of naysayers.

The OBT blended community assets (e.g., parks, museums, retail, restaurant, and hotel partners) into the marketing efforts of the City of Montrose. One business retention and expansion goal was to help our retail businesses increase their sales and profits. We did that, and the city treasury realized a 20% sales tax increase the following year! One of our business attraction goals was to target industries that fit the community, which resulted in the [164-acre Colorado Outdoors Project](#) and a knock-on effect of new business activity.

Honorable City Council
August 3, 2023
Page 2 of 2

I understand the public and private sectors and the ebbs and flows of the economy, and I have a good grasp on domestic and geopolitical matters. Mostly, I appreciate the importance of providing accurate and timely information to residents. Now is a time for leaders to inspire a (shared) vision, clarify purpose, and excite their teams to produce exceptional deliverables for their people.

I have read the priorities, challenges, and opportunities listed in the recruitment brochure and am eager to discuss them. I want to be your manager because I respect local history, I assimilate well within a new community, and can grow the organization while preserving community culture and identity.

I am committed to continuous improvement and am adept in motivational techniques. I have helped managers improve their organizational cultures, rallied teams around goals, mentored management teams, and unearthed latent revenue and funding sources. You can discover more about me, my values, my leadership philosophy, and more by visiting my website, www.athenianoath.com, which I designed and created.

I hope my technical savvy, orientation toward effective communication, detail, propensity for results, ability to collaborate with diverse players, and capability to hit the ground running makes me an attractive enough candidate for you to want to meet.

With deep respect,

Rob

Robert N Joseph

PS: I include two articles the Montrose Daily Press wrote about me that may provide objective third-party glimpses into my character and how I impacted the City of Montrose.

Robert N Joseph, MA, MPA, CDME

Summarized Administrative Background

I served as the assistant city manager for Montrose, Colorado where my duties included directing economic and organizational development.

Some projects I was involved with include Montrose becoming an All-America City and being selected as one of five cities to be a USDA “Cool and Connected” gigabit city. Other successes include a state-of-the-art water park and recreation center and attracting a 164-acre multi-use commercial, light industrial, and residential revitalization project.

As assistant city manager, I was responsible for daily operations and worked closely with the city manager and city council while directing department heads, relating to community stakeholders, managing and marketing the city brand, and directing the city’s business retention, expansion, and attraction strategies.

I worked with:

- Public works on water, and utility infrastructure projects.
- The police department on community policing, customer service, and procuring new technology.
- The finance folks to automate sales tax remission and increase the user experience by providing easy access to budget and other financial information.
- Human resources to introduce a comprehensive onboarding program and an evaluation process, and shape the city’s organizational culture.
- The clerk’s office to update record retention, streamline agendas and clarify communication.
- Community development to automate permitting process and improve customer service.
- State and local economic development agencies to attract new business investment.
- Local small business owners and trained them in retail sales methods that were so successful that the City of Montrose’s sales tax revenue increased by 20%.

I have a proven record supporting strategic relationships, driving coordination, and collaboration:

- My experience includes working with a city manager, city council, department heads, community agencies, and other stakeholders to develop programs and policies that create the environment for a vibrant and prosperous community.
- I have worked with businesses and destination attractions to stimulate sustainable and responsible economic development (and especially with the Bureau of Land Management and National Park Service officials to manage recreational impacts on public land).
- When establishing the tourism, marketing, and economic development effort for the City of Montrose, I successfully collaborated with residents, the chamber of commerce, local attractions, the Bureau of Land Management, the National Park Service, Fish and Wildlife Service, the Colorado Department of Transportation, Montrose Regional Airport, the Black Canyon Jet Center, Telluride Express, Telluride Tourism Board, and the Colorado Flights Alliance among others.

My resume provides more information about my public policy and administration experience as well as private and academic sector accomplishments. It illustrates my experience in building values-driven and results-oriented organizational cultures with teams aligned with their purpose and rooted in excellence.

• • •

Consider all aspects of college savings options

It's almost back-to-school time. If you have young children going to public schools, your biggest expenditures may be on pens, pencils and notebooks.

But if you want those same kids to go to college someday, you'll eventually face considerably larger costs – so you may want to start preparing soon.

College is costly. For the 2015-16 school year, the average expense (including tuition, fees room and board) was nearly \$20,000 at a public, four-year school, and more than twice that amount at a four-year private school, according to the College Board.

Of course, cheaper alternatives are available – your children could go to a local community college for two years at a very reasonable cost, and then transfer to a four-year school.

Still, if your child does go on to get a bachelor's degree, those big bills will eventually arrive. As you consider how you can best deal with these costs, ask yourself these questions:

- How much can I afford to contribute?

As much as you'd like to help your children pay for college, you also have to think about your own needs – specifically your retirement.

Think very carefully before reducing contributions to your retirement plans, such as your IRA and 401(k), to help fund a college savings plan. After all, your children may be able to get schol-

arships and grants, and even if they have to take out loans, they'll have many years in which to repay them – but you can't postpone saving for retirement without jeopardizing your ability to enjoy a comfortable lifestyle.

When it comes to prioritizing your financial goals, putting yourself first is not necessarily a selfish act.

- What college savings plan should you consider? A number of college savings options are available. For example, you could contribute to a 529 plan which offers potential tax advantages and high contribution limits. You might also consider a custodial account, such as an UGMA or UTMA, although when your children reach the age of majority, they are free to do whatever they want with the money – and their plans may not include college.

- What will be the effect of a college savings plan on financial aid? When colleges determine financial aid packages, they will evaluate your child's assets differently than your assets. Your child typically would be expected to contribute 20 percent of his or her assets, while you are only expected to contribute up to 5.6 percent of your assets.

Consequently, you may be better off saving for college in your name, rather than your children's. Under the federal financial aid guidelines, an UTMA/UGMA account is classified as a student asset, while 529 plans are counted as parental assets if parents are the account owners.

(The rules on financial aid are not always so clear-cut, however, so it might be worth your while to contact a financial aid officer at a local college or university to ensure that your chosen method of saving will still allow for the greatest possible assistance.)

As you can see, you've got several factors to think about when it comes to helping your kids meet their higher education goals. Study up on these options, so you can find the right answers for your family's needs.

This article was written by Edward Jones for use by your local Edward Jones Financial Advisor. Ron Smith is a financial advisor for Edward Jones in Montrose. His office is at 701 E. Main Street, Suite F.



Financial Focus
By Ron Smith



(Left) Carolyn Packard notes her husband's styles of oil painting and creative frames.
(Below) Greg Packard's oil paintings continually are featured in many art magazines.

The light lends a hand
Montrose couple opens Cimarron Song Gallery

By DIANNA BESHOR
MONTROSE DAILY PRESS EDITORIAL ASSISTANT

Impressionism emerged among French painters around 1870, and makes an appearance in Montrose under the wing of Greg Packard and his wife Carolyn.

Their brightly lit Cimarron Song Gallery allows full view of the even the most minute brushstroke applied by Greg.

The tone harmony captured in oils moves in primarily three styles, noted Carolyn.

One style employs several layers, similar to Vincent Van Gogh's "Sunflowers" or "The Starry Night." For this type of painting, Greg enjoys dabbing color points over multiple days.

A second style depicts the form within a day using the palette to provide the image evoking sensory impressions, perhaps more in keeping with Édouard Manet work "Flowers in a Crystal Vase."

Greg's third style depicts the scene as he sees it outdoors, plein air.

Among Greg's favorite vantage points is the Big Cimarron area. Light filters through the clouds in "Big Cimarron" for sale at the gallery.

The picture frames speak their own language of art as well. Greg hand crafts each frame. Some frames have a burnished gold water-gild surface.

"People have a hard time allowing themselves to have art," according to Carolyn. "(People) look at it wrong ... like buying a piece of



"Tulips," artist Greg Packard's still life is his wife's current favorite on sale at their gallery.

furniture." Carolyn said, "I don't see Montrose being an art mecca ... like Scottsdale ... we have a lot of good artists in Montrose."

Greg's compositions are featured in many art magazines, including "Southwest Art," "Western Art & Architecture" and "Art of the West."

Often, the couple runs advertisements in these magazines as well.

Numerous galleries in the United States carry Greg's work. Cimarron Song Gallery, located at 901 E. Main St. in Montrose, operates without established hours and can be reached at 970-275-0134 or info@cimarron-songgallery.com.

Joseph named to marketing association board

FROM STAFF REPORTS

Rob Joseph, assistant city manager and director of the Office of Business and Tourism, was elected to the Destination Marketing Association International Board of Directors earlier this month at the 2016 Annual DMAI Convention in Minneapolis.

More than 1,500 tourism marketing professionals from all over the world attended the conference.

Joseph is a certified destination management executive and has led the OBT to successful completion of the Destination Marketing Accreditation Program. Additionally, he and his Visit Montrose team have received statewide recognition for their work on the new visitor center and annual visitor guide.

Visit Montrose serves the community by designing innovative tourism and retail programs that work in tandem to create a thriving business, tourism, and lifestyle culture.

"I am honored, thrilled, and humbled to represent our community at this level and left speechless by the trust and confidence that my



Joseph

tourism colleagues place in me," Joseph said. "It's a new day for Montrose as we work together to recognize and seize those opportunities that will bring value and collaboration across the industry. Today's travelers are seeking unique destination experiences, which presents a promising opportunity for DMOs like never before."

"None of this would have happened were it not for the support and trust of city council, Manager Bell, the OBT team, the city organization, and

our community partners. It's their commitment to our community that's really making the changes we see in Montrose."

The DMAI board is led by Visit Newport Beach & Company President and CEO Gary C. Sherwin, CDME. In his new role as DMAI Board Chairman, Sherwin will work alongside Don Welsh, DMAI CEO and President (formerly with Choose Chicago) and the global trade association's new executive team to transition the organization into a high-performing association focused on supporting its members.

Under Sherwin's leadership, he will spearhead a renewed focus on education, certification, accreditation, and advocacy opportunities for DMAI members around the world.

The DMAI Board Officers for the 2016-2017:

- Chair – Gary C. Sherwin, CDME, Visit Newport Beach & Company
- Chair-Elect – Tammy Blount, FCDME, Monterey County CVB
- Immediate Past-Chair – Bob Lander, Austin CVB President and CEO, Emeritus

- Secretary/Treasurer – William Pate, Atlanta CVB
 - At Large – Craig Davis, CDME, Visit Pittsburgh
 - At Large – Casandra Matej, CDME, San Antonio CVB
 - Ex-Officio – Chris Thompson, Brand USA
 - Robert Joseph, CDME, Visit Montrose
 - Loren Gold, Greater Raleigh CVB
 - Shelly Green, Durham CVB
 - Bryan Grimaldi, NYC & Company
 - David Peacock, Ontario Regional Tourism Organization
 - Karen Williams, Louisville CVB
 - Anja Loetscher, Geneva CVB
 - Jack Wert, FCDME, Naples-Marco Island-Everglades CVB
- DMAI is the world's largest and most reliable resource for official Destination Marketing Organizations, also called convention and visitor bureaus or tourism boards. A passionate advocate for its members, DMAI is dedicated to improving the effectiveness of more than 4,100 professionals from nearly 600 destinations in approximately 15 countries.

Robert N Joseph, MA, MPA, CDME

SUMMARY

Rob Joseph is a proven local government professional with experience developing leaders and leading departments. He has lived and studied internationally, manages several languages, understands human nature, and knows dominant cultures. He has more than 20 years of supervisory experience, including 15 years of private sector experience, seven years in academia, and eight years in local government. Rob served as the award-winning assistant city manager and director of the office of business and tourism for Montrose, Colorado. He is an author, coach to business owners and city managers, and a sought-after trainer and speaker on personal and professional achievement, productivity, well-being, organizational development, marketing strategy, and business development.

EDUCATION, PROFESSIONAL DEGREES & CERTIFICATIONS

- Certified Optimal Living and Productivity Coach
- Certified Blogger and Content Marketer
- International City/County Management Association - Credentialed Manager Candidate
- Destinations International - Certified Destination Management Executive (CDME)
- American Hotel & Lodging Industry - Certified Guest Services Professional
- International Economic Development Council - Certified Economic Developer Candidate
- College Reading & Learning Association - Certified Tutor
- University of Colorado, Denver, CO - Master of Public Administration
- St. John's College, Santa Fe, NM - Master of Arts in the Western Classics
- St. John's College, Santa Fe, NM - Master of Arts in the Eastern Classics
- University of Delaware, Newark, DE - Bachelor of Arts, Political Science, History, Philosophy
- Springfield College, Wilmington, DE - Business Administration, Psychology, Human Skills

PROFESSIONAL AWARDS & HIGHLIGHTS

- 2016 Assistant City Manager of the Year - Colorado ICMA Chapter
- 2016 Colorado Change Leader Institute Graduate
- 2016 Governor's Outstanding Individual Contribution to Colorado Tourism Award Nominee
- 2016 Manager's Excellence in Service Award
- 2014 ICMA Assistant Excellence in Leadership Award Nominee
- Certified master tutor in multiple disciplines specializing in the Socratic method of dialogue
- Regional vice president of sales and marketing for NYSE company
- Co-founder/CEO of a national computer-consulting firm and software development company

- Special Assistant to U.S. Senator
- Residential and commercial real estate management
- University business communications and humanities instructor
- Television personality, published author, and speaker
- Outstanding Young Wilmingtonian Nominee (Wilmington, DE)

PROFESSIONAL AFFILIATIONS

- International City and County Managers Association
- Colorado City and County Managers Association
- Colorado Municipal League Research Committee
- Destinations International (board member 2016-18)
- Destinations International CDME committee - founding member
- Colorado Association of Destination Management Organizations
- International Economic Development Council

PUBLIC SECTOR EXPERIENCE

- **Coach and Author (Business, Performance, Well-Being)** 2018-Present **Montrose, CO**
Resigned from the City of Montrose; Authored *The 4% Business*; Started GoldenEggCoaching.online to coach business owners, managers, and staff on business and organizational development, marketing strategy, productivity, leadership, and professional development; Created goal-setting, leadership development, communication, and time management courses for managers and staff; Mentor and coach to emerging managers; Consultant to municipalities and tourism boards for their digital marketing and communication efforts; Business blog contributor; ICMA training participant; Presenter on leadership and organizational development at March 2022 Mountain Plains Regional Conference; Presenter on leadership and culture at 2019 Annual ICMA Conference.
- **Deputy City Manager** 1/2013-7/2018 **Montrose, CO**
Assisted the city manager in day-to-day operational duties for a city with a permanent population of nearly 20,000 residents and 40,000 daytime service population; Assumed role of acting city manager in the city manager's absence; Managed department directors with a total responsibility for 155 FTEs and a \$43,000,000 overall budget; Directed city branding and marketing; Catalyst for numerous organizational improvements; Collaborated with the Downtown Development Authority on Main Street Program and economic development efforts; Conducted leadership training; Developed reputation as an approachable, confident, engaged, proactive, enthusiastic, and trustworthy member of the community with fresh practical ideas; Helped the planning department create and execute business-friendly procedures to ease permitting and development processes and streamlined regulatory framework; Completed organization-wide total compensation value study and assisted HR with implementation of an organization-wide performance pay system; Chaired manager's task force on enterprise resource planning/researching asset management systems; Introduced

notion of negotiating project contracts (e.g. saved the city \$40,000 on two contracts without compromising project scope); Authored 64-page cross-county transit study; Advanced city beautification ideas; Architected a citywide wayfinding sign project; Championed priority-based budgeting; Received the 2016 Colorado Assistant Manager of the Year Award.

- **Office of Business and Tourism Director** 1/2013-7/2018 **Montrose, CO**
 Created a department for tourism and promotion, retail sales enhancement, new business attraction, and community marketing efforts; Instituted business retention and expansion incentives and programs; Developed community brand; Envisioned and oversaw construction of a state-of-the-art visitor center (IT team received “CO governor’s Team of the Year” award as a result); Constructed budgets for short and long-term infrastructure projects; Fostered year-round marketing programs to even out visitation and build shoulder seasons; Directed city communications, marketing, and guest services activities; Conceptualized award-winning visitor guide; Conceived and designed marketing publications, website, and mobile app; Produced a KPI analytics-driven digital marketing and social media campaign; Wrote 64-page regional transit study to increase regional workforce, economic and tourism development; Helped secure regional subsidized air service; Delivered record tourism activity year-after-year; Led office to attain Destinations International accreditation; Attended ITB Berlin, WTM London, IPW and other events to market Montrose; Earned destination marketing’s highest educational achievement; Nominated for Governor’s Outstanding Individual Contribution to Colorado Tourism award; Served on Destinations International Board.
- **Information Systems Department Interim Director** 5/2017-9/2017 **Montrose, CO**
 Developed new director job description with HR; Prepared 2018 IS budget; Managed day-to-day IS operations; Collaborated with administrative and service delivery departments for process automation and operational efficiency innovations; Updated city’s strategic IS plan; Interviewed director candidates; Trained the new full-time IS director.
- **Junior Planner & Assistant to the City Manager** 1/2012-12/2012 **Montrose, CO**
 Performed administrative study and wrote a 200-page report of findings; Implemented findings resulting in over two dozen operational efficiency systems; Leadership Montrose graduate; Integral staff member in the City of Montrose’s attaining the All-America City award; Performed community development, planning, and building inspection duties; Created and presented land use applications, conditional use permits, and variance requests, etc. to the planning commission; Montrose Citizen’s Police Academy graduate; Wrote EOM and COOP emergency management documents, which were approved by CO OEM and DHS.
- **Trustee for the Town of Nederland** 2010-12 **Nederland, CO**
 Elected official; Created town policy and oversaw town business; Led community visioning efforts and worked closely with people of diverse backgrounds; Town board liaison to DDA (downtown development authority) and chamber of commerce; Lead trustee in hiring town administrator and town marshal; Re-organized the chamber of commerce and wrote marketing plan; Served on waste-water treatment plant task force; Wrote policy analysis on the implications of codifying adopted resolutions; Designed and implemented sustainable local living economy strategies; Co-directed town’s popular 5/10K Neder-Nederland Race.

ACADEMIC SECTOR EXPERIENCE

- **Business Communications Instructor, Colorado Mesa University 2013** Montrose, CO
Instructor for business marketing and communications; Developed and delivered on-ground and online delivery courses; Coached and evaluated students; Facilitated conversations to support management goals and implement a new organizational culture.
- **Humanities Instructor, Front Range Community College 2011** Longmont, CO
Instructor for courses in the humanities; Developed learning modules for on-ground and online delivery; Delivered course material, coached and evaluated students; provided leadership for the department's strategic planning process.
- **Tutor and Instructor for Santa Fe Community College 2006-11** Santa Fe, NM
Master tutor and instructor for multiple disciplines; Developed *Quality Matters*-approved online courses; Automated the tutoring center; Co-designed, co-wrote, and co-starred in an online course orientation and training DVD; Devised tutor training for online courses; Created virtual tutoring center for online students; Moderated community meetings.

PRIVATE SECTOR EXPERIENCE

- **Travel Agent, Travel Writer, Tour, and Group Organizer 2003-6** Wilmington, DE
- **Legal Shield, Regional VP Sales & Marketing - Eastern PA 1998-2002** Ada, OK
(Publicly-traded company ranked in 2002 as the 33rd fastest-growing on the NYSE); Recruited, trained, and motivated national sales organization; Marketed, advertised, and hosted public lectures, events, and regional weekend conventions; Pioneered internet presence; Tripled recruiting and quadrupled membership sales after promotion to Regional Vice President.
- **The Peoples Network, Director of Mid-Atlantic Sales 1998** Dallas, TX
Recognized as one of the top 100 sales producers; Recruited, trained, motivated, and coached national sales organization; Increased channel subscriptions and satellite installations by 30% within six months of being promoted to a director; Legal Shield acquired TPN in 1999.
- **Stellimann Kaissey Limited, CEO & President 1987-97** Wilmington, DE
Co-founded a nationally recognized seven-figure full-service computer consulting and software development company; Managed six people directly and 16 others indirectly; Sold the company.
- **Residential/Commercial Real Estate Management 1985-98** New Castle County, DE
Owned and managed properties; Handled tenant relations, negotiations, and collections; Oversaw lease administration; Worked with contractors to ensure proper upkeep and repair.

PAST COMMUNITY AFFILIATIONS

- Colorado Flights Alliance - board member
- State of Colorado Art in Public Places - art selection committee
- Nederland Economic Development Task Force - chairperson
- Nederland Area Emergency Operations Center Task Force - chairperson
- Delaware Alliance Federal Credit Union - board member
- Wilmington Police Business Advisory Council - founding board member

Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

Robert

Last Name *

Joseph

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Rob, Bob, Bobby

Cell Phone: *



Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):



Male



Female



Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☒ ICMA Job Board
- ☐ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter
- ☐ Other:

CURRENT EMPLOYMENT INFORMATION: *

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

Approx. 155

2. Total # of full time employees in your current or most recent department (if applicable): *

N/A

3. Total budget in your current or most recent overall organization (if applicable): *

Approx. \$43 million

4. Total budget of your department or areas of responsibility (if applicable): *

As deputy manager, I was ultimately responsible for the budget.

5. Who do you (or did you) report to? (position title only/no proper names): *

The City Manager.

6. Related professional affiliations:

ICMA, CCCMA, Destinations International

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other:

In 2018, after continued attempts to settle amicably, I was forced to sue the seller of my home because he did not report pre-existing water damage.

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

Candidate 3

Jonathan A. Kirksey

Contact Information

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

Education

- Bachelor of Science – Economics/Finance
Texas Southern University, Houston, Texas

Work History

11/2022 to 2/2023	<u>Ranch House Co.</u> CEO
5/2022 to 8/2022	City of False Pass, Alaska (population 342) Director of Public Works
4/2022 to 5/2022	<u>J. Fisher Van Line</u> Project Manager/Consultant
8/2021 to 3/2022	<u>City of Bay City</u> Public Works Assistant Director
11/2020 to 8/2021	<u>City of Beloit</u> Director of Public Works Operations
11/2018 to 10/2019	<u>Ellipse Global/ICS</u> Director of Operations/VP
October 2018	<u>City of Glenn Heights</u> Director of Public Works

Work History – continued

2016 to 2018	<u>City of Sherman</u> Assistant Public Works Director
2010 to 2016	<u>Fluor, Greenville, South Carolina</u>
2011 to 2016	Public Works Site Supervisor
2010 to 2011	Human Resource/Public Works Assistant Site Supervisor
2008 to 2010	<u>KBR, Houston, Texas</u> Human Resource Associate
2007 to 2009	<u>Community Advertising, Dallas, Texas</u> Owner
2006 to 2007	<u>Edward Jones, Dallas, Texas</u> Broker

Data Summary:

Candidate:	Jonathan A. Kirksey
Organization:	Ranch House Co.
Position:	CEO
Organization Budget:	\$15 million
Department Budget:	\$11 million
Total Number of Employees in Organization:	45
Total Number of Employees in Department:	6
Expected Salary:	-
Reporting Relationship:	Ownership
Years of Experience:	17

JONATHAN A. KIRKSEY

It is with great interest that I forward my CV/Resume for your consideration.

****SECRET CLEARENCE****

PROFESSIONAL PROFILE

Member of Department of Public Works Site Management having more than 12 years of extensive experience in Management, Budgeting, Public Works, Environmental Health & Safety and Civil construction field. Highly equipped in directing all phases of Public Works activities including Road Maintenance and construction, Disinfected Potable and Non Potable Water, direction of engineering support, building and facility maintenance, Parks/Recreation, vehicle and equipment maintenance, quality control, waste water management and general labor programs, traffic signs and signals, environmental code and solid waste. Possess strong expertise in planning, designing and delivery of multi-disciplinary capital improvement program for government initiated projects, facilities, transportation, utility and other infrastructure systems. Strategic leader with proven track record of building and leading effective cross-functional, multisite, and multi-business teams, driving change initiatives, and implementing "Needs Assessments and Analysis" strategies. Able to manage and coordinate all construction activities and ensure that all project deliverables are achieved with regards to safety, quality, program needs, time constraints and cost.

BUSINESS ACHIEVEMENTS

- Standing 0% incident Safety rating throughout various camps in Afghanistan (various sites), Sherman TX, Glenn Heights TX, Ellipse Global (Snohomish, WA), Bay City TX, Beloit WI and False Pass Alaska.
- Successfully supervised and completed \$2.9 Million project for Base Living Standards with zero safety incidents.
- Supervised without incident – \$1.2 Million project for power optimization and rewiring the current electrical grid – with zero safety incidents
- Member of the Management team tasked with supervising FOB Shanks \$16 million Area 36 Expansion
- Increased Fluor's foot print on Camp Scorpion to meet the growing camp and demand for services through the completion of a \$9.2 Million Construction Order.
- Met all deadlines associated with "Letters of Technical Direction" from the US Government.
- Received high marks on all Performance Evaluations during my LOGCAP career.
- **Key strengths include:**
 - **Strategic Planning**—contributes to the overall success of projects by seeing the bigger picture and knowing how to break deliverables down into manageable tasks.
 - **Project Management**—skilled in setting priorities, establishing timelines, and finding solutions to issues before becoming problematic through the use of Assessment Analysis
 - **Strong Communication Skills**—combines an approachable style and in-depth knowledge of methodologies that instills confidence in others to get the job done on schedule and on budget.
 - **Effective Team Leadership**—employs patience and perseverance, adapting to cultural differences and maximizing team contributions.

Personal and Confidential

PROFESSIONAL EXPERIENCE

Ranch House Co.

November 2022-February 2023

CEO

Managed and directed the company toward its primary goals and objectives. Oversaw employment decisions at the executive level of the company. Led a team of executives to consider major decisions including acquisitions, mergers, joint ventures, or large-scale expansion (Wal-Mart, Allsup's etc.).

- Worked with the owners and other executives to establish short-term objectives and long-range goals, and related plans and policies.
- Presented regular reports on the status of the company's operations to the board of directors and to company staff.
- Oversaw the organization's financial structure, ensuring adequate and sound funding for the mission and goals of the company.
- Reviewed the financial results of all operations, comparing them with the company's objectives and taking appropriate measures to correct unsatisfactory performance and results.
- Ensured the company's compliance with all applicable laws, rules, regulations, and standards.
- Negotiated with other companies regarding actions such as mergers, acquisitions, or joint ventures.
- Performed other related duties to benefit the mission of the organization.

City of False Pass Alaska

May 2022– Aug 2022

Director of Public Works

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Worked with Council/Mayor to correct some budgetary items within the City
- Responsible for harbor management, projects with coast guard,
- Managed and directed all admin staff within the City
- Created Preventive Maintenance for disaster planning
- Created new positions
- Created and Maintained safety benefit program
- Manage personnel issues
- Responsible for promotions, demotions and employee rehabilitation efforts
- Balance quarterly profit versus loss statements for public works, parks and recreation, cemetery services and community engagement involvement programs.

Personal and Confidential

J. Fisher Van Line

April 2022– May 2022

Project Manager/Consultant

Assisted ownership in a start-up company to provide timely delivery options to customers. Built policy and procedures for employees and drivers.

- Build/Manage Website
- Created virtual moving experiences
- Procurement of vehicles
- Recruitment of staff
- Responsible for taking existing budget and forecasting versus trends
- Track profit versus loss statements
- Coaching to create culture
- Trained sales staff to create new leads
- Conducted Bi-Weekly meetings with stakeholders
- Served as facilitator for ownership
- Contract Management
- Facilitated sale of company for profit

City of Bay City

August 2021– March 2022

Public Works Assistant Director

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Monitor Budget
- Responsible for street rehab, projects, equipment and contracted services
- Created Preventive Maintenance for flood preparation planning
- Created new positions that benefit the City of Bay City
- Created and Maintained safety benefit program
- Manage personnel issues
- Responsible for promotions, demotions and employee rehabilitation efforts
- Balance quarterly profit versus loss statements for public works

City of Beloit

November 2020 – August 2021

Director of Public Works Operations

Responsible for all personnel within a public works department including, but not limited to day-to-day maintenance of the City's infrastructure services such as facility maintenance and facility operation, engineering, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation, signs/signals, and fleet.

- Created Public Works Safety Program
- Coordinated snow and ice removal plans
- Created new positions that benefit the City of Beloit
- Balance quarterly profit versus loss statements for public works

Personal and Confidential

Ellipse Global/ICS

November 2018- October 2019

Director of Operations/VP

Responsible for creating all policies and procedures for work related activates for Base Camp Operations and Disaster Relief. Maintaining the ultimate goal of restructuring the Base Camp Operations to mirror that of a municipality's Public Works Department. Standardizing all practices across multiple business lines, while changing culture. Traveling to multiple cities/states within the United States, updating the COO, CFO and CEO with current processes. Ensuring a zero percent safety rating across sites and guaranteeing projects remain on schedule. Teaching Base Camp Managers Critical Path practices and promoting preventive maintenance plans.

- Created Pre/Post Trip vehicle maintenance plans
- Created After Action Review process
- Created Employee Evaluation plan
- Created Strategic Plan
- Created a functional budget for New Mexico project
- Work with local/state authorities to obtain all required licenses including water permits.
- Identified employee mobilization plan to save resources within travel plans
- Lowered cost with Man Camp Quahada RV Park in New Mexico.
- Staffed sites at a lower salary rate for higher qualified employees while offering training for under qualified employees.
- Created all job descriptions for management level positions
- Created chain of command format in regards to employee concerns

City of Glenn Heights

October 2018

Director of Public Works

Responsible for all personnel within a public works department including, day-to-day maintenance of the City's infrastructure services such as sewer maintenance and facility operation, sanitation, street maintenance, city storm and sanitary sewer operations, and emergency response for snow and ice, flood, severe weather mitigation.

City of Sherman

July 2016 – September 2018

Assistant Public Works Director

Responsible for a resident population of roughly 37,000 with an \$89 million dollar tax base. Of which \$8 million dedicated to the Public Works Departments.

- Created Public Works Policies and Procedures for all employees with in the various departments
- Budget reviews with department managers
- Service a residents base of over 37,000
- Directing the City Public Works operation with includes Fleet, Solid Waste, Environmental Code, Traffic Operations and Streets departments.
- Created current Preventive Maintenance Program
- Evaluate Managers and Supervisors to ensure streamlined objectives and goals are met.
- Created and Oversee the Public Works Safety Program
- Coordinate with local Contractors on outsourced construction projects
- Provide departmental updates to the City Manager and Assistant City Manager
- Manage departmental disciplinary actions
- Responsible for coordinating with City Engineer on Texas Department of Transportation projects.
- Communicate with City Residents concerning complaints, projects and planning

Personal and Confidential

- Train Managers and Supervisors in departmental policies and initiatives
- Actively manage succession planning for Managers and Supervisors
- Complete employee evaluations
- Prioritize Public Works projects throughout the city
- Monitor budgets for various public works departments
- Mitigation planning for incident recovery
- Oversee contracted labor support – Mowing Contract, Streets Contract, and Bridge Reconstruction Contract.
- Develop Service Maps for growing city via annexation of multiple areas including 100 new homes

Fluor – Greenville SC (LOGCAP)
Public Works Site Supervisor

March 2011 – July 2016

Responsible for directing and coordinating all aspects of site public works operations, departments, and activities. Manage public works departments in a manner that ensures ongoing compliance with applicable contractual, statutory and procedural requirements. Coordinates and schedules activities of all departments within the public works family to ensure that support is provided in a manner that remains consistent with Fluor Safety initiatives. Evaluates and assesses the construction support requirements of the company as well as develops and provides the types and levels of expertise and services required to support employee/customer operations. Investigates technical and construction-related problems to determine their cause and recommends resolution. Directs the effective operation of site service functions; develops and implements improvement initiatives as needed. Responsible for executing financial performance of site budget in terms of employee tiers. Coordinates site operations and activities with other locations, military contacts and AO Management. Actively provide direction and oversight for all Fluor subcontracted employees. Serve as a member of the Site Management team and effectively contribute to the development/execution process of projects throughout various bases in Afghanistan.

- Directing the US Military's Public Works operation which involves managing all phases of base public works, including waste water treatment, NTV (fleet) maintenance, contractor and military facilities and road maintenance.
- Researching and executing improvements to the operation of the departments, formulation of policies, and coordination of activities in accordance with general order one, SANDBOOK Standards, and ethical business policies established by the US Government and Fluor.
- Brief department budgets, trends, controlled expenditures and approve all personnel requisitions; advise the DPW Manager, Area Management and Government Military of all Public Works activities and problems accompanied by solutions.
- Overseeing the budgeting, maintenance, operation, planning, engineering and construction activities designed to provide quality water, wastewater and storm drainage services to the military base.
- Planning and prioritizing the Public Works maintenance and construction programs including evaluating the operational challenges prepare oversee bidding process for outsourced labor contracts for various Public Works activities.
- Coordinate and schedule activities of all departments within the DPW family to ensure that support is provided in a manner that remains consistent with Fluor and Government Safety initiatives.
- Actively supervise 14 different departments within the DPW/DOL fields
- Effectively direct the operation of service functions; develops and implements improvement initiatives as needed.
- Provide individual employee performance evaluations
- Track Work Orders, Service Orders and LOTDs through the use of MAXIMO
- Instruct and train employees regarding special government and company issued directives

Personal and Confidential

Fluor – Greenville SC (LOGCAP)

Jan 2010 – March 2011

Human Resource/Public Works Assistant Site Supervisor

In this capacity I served as the central glue between Management and employees. Directly responsible for assessing staffing needs as they related to the project on hand and being mindful of the current budget and future forecast. Responsible for effectively conveying all policy and procedure improvement to all employees on staff.

- Staffing
- Monitor/Manage all public works activities as it related to the US Military
- Family Medical Leave Act (FMLA) administration
- Conducted all new hire briefings
- Exit Interviews
- Organizing work space for new employees
- Led all Code of Business Ethics courses
- Updating personnel files and employee status changes
- Administering Leaves of Absences
- Job Rehabilitation
- Overseeing employee relation counseling
- Developing and implementing HR policies and procedures
- Health/safety management
- Staff amenities
- Salary administration
- Assist in training needs for employees and trade leads.

KBR – Houston TX (LOGCAP)

Jan 2008 – Jan 2010

Human Resource Associate

Assist with the administration of the day-to-day operations of the human resources functions and duties in the Fenty AO. As an HR Associate I was responsible for the following functional areas: departmental development, HRIS, employee relations, training and development, benefits, compensation, organization development, executive administration, and employment. Additional duties included

- Recruiting Afghan workers and staffing logistics;
- Performance management and improvement tracking systems;
- Employee orientation, development, and training logistics and recordkeeping;
- Assisting with employee relations;
- Company-wide committee facilitation and participation;
- Company employee communication;
- Compensation and benefits administration and recordkeeping;
- Employee safety, welfare, wellness, and health reporting; and
- Employee services;
- Maintaining employee files and the HR filing system;

Personal and Confidential

- Assisting with the day-to-day efficient operation of the HR office.

Community Advertising – Dallas, TX

2007 – 2009

Owner

Responsible for coordinating and managing client accounts. Organized the execution of ad campaigns via marketing, promotions, creative design, and public relations.

- Assured smaller churches and organizations could afford proper advertisement
- Provide television time and studio time to low profit organizations and businesses
- Maintained a cost efficient budget that allowed us to offer services at a discounted price
- Hired qualified employees
- Built and maintained websites
- Managed 15 employees
- Served over 200 clients on a yearly bases
- Processed payroll
- Consistently performed elasticity test to assure our rates were lower than competitors and provided an equitable profit with the current market conditions
- Maintained profits through use of supply/demand module, assuring that marginal cost did not exceed our equilibrium point

Edward Jones – Dallas, TX

2006 – 2007

Broker

Convey rules and regulations of the market to prospective clients. Sign agreements with clients in accordance with the rules and regulations of the stock exchange. Express opinions about the price at which one can buy shares of a particular company, based on the data provided by the technical analysts of the stock market.

- Allocate Series 7 knowledge to better customers portfolios
- Worked on market demographics
- Assured clients were being offered proper advice according to their financial situations and stayed abreast with market fluctuations
- Built and maintained ethical business relationships

E D U C A T I O N

- **Texas Southern University, Houston TX**
Bachelor of Science, Economics/Finance (*Minor: Business Management*)
- **Townview Business Magnet, Dallas TX**
Diploma (*Major Focus: Accounting & Business Administration*)
 - IMSA Work Zone Certified
 - Level 1 IMSA – Course complete – (August 2017)
 - MAXIMO Certification of completion (Fluor) – 2010
 - Public Works Water Distribution Record Keeping
 - Project Management Professional - course complete –(August 2017)

R E F E R E N C E S

****Available upon request****

Release of Information

IMPORTANT -- PLEASE READ CAREFULLY PLEASE BE ADVISED: THE INFORMATION YOU PROVIDE WILL BE SHARED WITH OUR CLIENT.

- In accepting our invitation for further consideration in this recruitment, it is your obligation to have a definite interest in the position, make all appropriate disclosures and have discussed a possible career move and relocation with your family. It is unfair to all (Candidates, Client and Consultant) to accept a potential invitation to interview for a position if you are not seriously interested in the opportunity or not in a position to accept an appointment if it is offered to you.
- Please indicate to us the degree of confidentiality you wish us to observe at this time. We will do our best to maintain confidentiality within the limits of state open record and freedom of information/sunshine laws and regulations.
- We look forward to learning about you, your accomplishments and the strengths and enthusiasm you can bring to this important position. Thank you for your cooperation. If you have any questions as to the progress of the recruitment or the status of your candidacy, please feel free to call.

Email *

[REDACTED]

NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or bringing litigation against you. *

- ☒ Yes, I agree with these terms and conditions.
- ☐ No, please withdraw my application from this position.

First Name *

Jonathan

Last Name *

Kirksey

Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names, etc. (type n/a if non-applicable)*

Jon Kirksey

Cell Phone: *

[REDACTED]

Preferred Pronoun (ex. He/She/They etc.) Optional

He

Male or Female (Optional):

☒ Male

☐ Female

☐ Prefer not to answer

How did you learn about this position? *(if online, please specify website/job board name)* *

- ☐ GovHR Email from Recruiter
- ☐ GovHR Job Announcement Email
- ☐ GovHR Recruiter phone call or text
- ☐ GovHR Career Center
- ☐ Colleague
- ☐ LinkedIn Jobs
- ☐ LinkedIn News Feed
- ☐ Engaging Local Government Leaders (ELGL)
- ☐ Facebook
- ☐ Glass Door
- ☐ Google Jobs
- ☐ GovernmentJobs.com
- ☐ Govtjobs.com email blast
- ☐ Greener Grass
- ☐ ICMA Job Board
- ☒ Indeed
- ☐ Instagram
- ☐ Local Government Hispanic Network (LGHN)
- ☐ National Forum for Black Public Administrators (NFBPA)
- ☐ Twitter
- ☐ Zip Recruiter
- ☐ Other:

CURRENT EMPLOYMENT INFORMATION:

*

1. Total # of **full time employees** in your current or most recent overall organization (if applicable):*

45

2. Total # of full time employees in your current or most recent department (if applicable): *

6

3. Total budget in your current or most recent overall organization (if applicable): *

15 million

*

4. Total budget of your department or areas of responsibility (if applicable):

11 million

5. Who do you (or did you) report to? (position title only/no proper names): *

Ownership

6. Related professional affiliations:

7. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position. *

☒ Yes

☐ No

8. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor vehicle, or has your drivers license been suspended or revoked for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

9. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? (Yes or No) If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of the proceeding, and if known, the current status and/or disposition of the proceeding. *

☒ Yes (please explain on Other line below)

☐ No

☒ Other: Texas 2018, Judge ruled on my behalf.

10. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

11. At any time in the last seven (7) years, to your knowledge, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative or regulatory oversight authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

12. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information, including whether there was an investigation by the association, the outcome of the complaint and applicable dates. Yes or No (If yes, please explain). *

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

*

13. At any time, since age 18, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination. (do not reveal the terms of the agreement or release).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

14. At any time, to your knowledge, has anyone made a complaint against you to a professional organization, your employer or federal, state or local fair employment practices agency (e.g., the EEOC) for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information, including whether an investigation occurred, the outcome of the complaint, and applicable dates. Yes or No (If yes, please explain).

☐ Yes (please explain on Other line below)

☒ No

☐ Other:

15. Are you Authorized to work in the United States? *

☒ Yes

☐ No

16. Do you need an employer to sponsor your visa or visa renewal? *

☐ Yes

☒ No

Tayva Taylor

Contact Information

Address:

Cell: 602-505-9239

Email: tayvataylor@gmail.com

Education

- Juris Doctor
Phoenix School of Law (renamed Arizona Summit Law School), Phoenix, Arizona
- Bachelor of Science – Legal Studies
Utah Valley University, Orem, Utah

Work History

2021 to Present

Sew Sweet Minky Designs, remote

Corporate Legal Counsel

2018 to Present

Taylor Law PLLC dba The Divorce Co., Minnesota

Managing Partner

2008 to Present

Conflict Options, LLC, Utah, Alaska, Arizona

Mediator and Parenting Coordinator

2017 to 2021

State of Alaska Department of Revenue, Anchorage, Alaska

Revenue Appeals Officer

2015 to 2017

Crider Law, PLLC, Mesa, Arizona

Senior Paralegal

2011 to 2012

State of Arizona Office of the Attorney General, Phoenix, Arizona

Accountability & Compliance Manager – Child & Family Protection Division

Work History – continued

2009 to 2011	<u>Bartholomew & Associates, Orem, Utah</u> Paralegal and Law Firm Office Manager
2010 to 2011, Summer 2012	<u>Ray M. Harding, Former District Court Judge/Mediator, Utah</u> Mediation Paralegal
2011	<u>Utah Valley University, Orem, Utah</u> Adjunct Professor – Legal Studies Department
2007	<u>State of Alaska, Department of Law, Bethel, Alaska</u> Law Office Assistant I, Office of the Attorney General
2007	<u>City of Bethel, Alaska</u> Public Safety Dispatcher

Data Summary:

Candidate:	Tayva Taylor
Organization:	Sew Sweet Minky Designs, remote
Position:	Corporate Legal Counsel
Organization Budget:	
Department Budget:	
Total Number of Employees in Organization:	
Total Number of Employees in Department:	
Expected Salary:	
Reporting Relationship:	
Years of Experience:	16

Professional Affiliations:

- National Association for Community Mediation
- International Academy of Collaborative Professionals
- Professional Mediators of Alaska
- Minnesota State Bar Association
- Alaska Bar Association Family Law Section