

CAREER BACKGROUND

I am an experienced and accomplished public sector professional with eight years of local government finance and budgeting experience, and 14 years of experience in public policy. I am seeking the position of Fiscal and Budget Administrator with the Milwaukee County Department of Administrative Services to continue implementing a performance-based budgeting system that further improves Milwaukee County's long-term fiscal sustainability.

2006-Present **Milwaukee County, Milwaukee, WI**

Director of Strategic Planning, Office of the County Executive – April 2013-Present

- Appointed by the Milwaukee County Executive to lead a countywide strategic planning effort. Responsible for developing a framework for plan development and implementation, including coordination with the central budget office to ensure strategic goals are accounted for during the budget process.
- Presently serve as the Interim Fiscal and Budget Administrator. Manage a seven person staff that is responsible for analyzing departmental budget requests and policy initiatives, and recommending alternatives for inclusion in the County Executive's 2014 Recommended Budget.

Fiscal and Strategic Planning Coordinator, Department of Administrative Services – September 2012-April 2013

- Implemented beginning stages of strategic planning and performance-based budgeting.
- Developed a program inventory and prioritization system developed by the International City/County Management Association (ICMA) for use in the 2014 budget process.
- Produced the County's Fiscal Trends Analysis utilizing evaluation tools developed by the ICMA.
- Managed the County's annual JAG-Byrne local law enforcement grant provided by the U.S. Department of Justice.

Fiscal and Management Analyst III, Department of Administrative Services – April 2009 – September 2012

- Identified, at the direction of the County Executive, a combined \$15 million in tax levy savings in the 2012 and 2013 budgets for the Office of the Milwaukee County Sheriff.
- Successfully negotiated a shared services agreement with the Milwaukee Police Department for cellular 911 services.
- Identified new fare pricing structure for managed care organizations that purchase paratransit services from the County's transit system that increased revenues and reduced the tax levy requirement by \$3.8 million.
- Managed the County's five-year financial forecasting project, which tracks key fiscal, demographic and other statistical data related to the County's \$1.3 billion operating budget.
- Coordinated a cross-departmental workgroup on complex facility issues that made recommendations on space use that resulted in a \$400,000 tax levy savings.

Budget Manager, Department of Parks, Recreation & Culture – May 2007 – April 2009

- Managed financial and administrative functions of a major County department with expenditure authority of \$43.7 million and 500 FTE positions.

- Delivered positive year-end results for the department in 2007 and 2008 despite significant impacts caused by rising fuel prices, severe weather and the economic downturn.
- Proposed and developed a departmental reorganization that better aligned management with cost and revenue centers. I navigated the technical personnel matters (position descriptions, civil service classification, etc.) and the proposal was ultimately adopted by the County Executive and County Board.

2006-2007

Waukesha County Department of Administration, Waukesha, WI

Senior Financial Analyst – Analyzed budgets and policy issues related to the Departments of Parks and Land Use, University Extension, Public Health, Federated Library System, and Constitutional Officers (Treasurer, Register of Deeds, and Clerk).

- Based on fiscal analysis and policy research, successfully recommended that County Executive reject a proposed restructuring of the special tax levy that supported the County's federated library system.
- Developed the County's successful application to the Government Finance Officers' Association Budget Award.

2005-2006

Milwaukee County Department of Administrative Services, Milwaukee, WI

Fiscal and Management Analyst I – Analyzed budgets and policy issues related to administrative and internal service functions (Human Resources, Audit, Information Technology), and Fringe Benefits.

- Based on fiscal analysis and projections, alerted policy-makers in 2006 to alarming budget problems related to the County's fully-insured health care benefit. As a result, the County switched back to a self-insured model that has reduced costs significantly.

2002-2005

American Public Transportation Association, Washington, D.C.

Legislative Policy Analyst – Assisted the Government Relations department staff of a major trade association on legislative analysis and member communications, wrote testimony on behalf of the association's membership related to public transportation issues that was submitted to the U.S. Congress and the Executive Branch, and assisted in analysis of legislative proposals, including administrative regulatory proposals, annual appropriations and authorizing legislation.

2001-2002

National Association of Counties, Washington, D.C.

Membership Coordinator – Assisted in the membership marketing effort to attract and retain County governments nationwide for membership, developed marketing materials and website promoting the benefits of membership, and coordinated staff travel from various departments nationwide.

- Received Staff Appreciation Award in 2002

1999-2001

Wisconsin Counties Association, Madison, WI

Legislative Assistant – Assisted the Government Relations department staff of a trade association that represented Wisconsin's 72 County governments. I analyzed State budgets, legislation and administrative rules, provided staff support to policy steering committees, and assisted in the drafting of testimony and member communications that was submitted to the State Legislature and Executive Branch.

- Created and maintained an extensive database of State programs that affected Wisconsin County governments.

Education

George Mason University — Fairfax, VA

Master of Public Administration January, 2005

- Publications: "*Taxes Imposed on Air Carriers*"; "*Protecting Transit Systems from Terror*"; both used in graduate-level public administration classes during fall 2011 semester.
- Post-graduate Internship: I participated in a post-graduate internship program at the Transportation Security Administration, January to May, 2005. While in the program I produced a report analyzing the effect of aviation security fees on airline profitability and produced the agency's request to the Office of Management and Budget to increase aviation security fees.

University of Wisconsin – Madison – Madison, WI

Bachelor of Arts, Political Science and International Relations December, 1998.