

Luci Dance

From: Luci Dance
Sent: Friday, January 18, 2019 8:07 AM
To: Holly Albanese
Subject: FW: Interim County Administrator

Thank you for your interest in the Interim County Administrator position. It would be most helpful if you would complete the online application as it will be added to the information you have already submitted.

Please use the link below to apply:

<https://www.governmentjobs.com/careers/flaglercounty/jobs/2321477/interim-county-administrator?pagetype=jobOpportunitiesJobs>

Should you need additional assistance please contact:

Joe Mayer (386) 313-4007

JMayer@FlaglerCounty.org

Thank you,
Luci

Luci Dance

Exec. Admin. Asst. to the Deputy County Admin. / Commissioners

E: ldance@flaglercounty.org | V: 386-313-4093 | W: www.flaglercounty.org



Flagler County Board of County Commissioners

1769 E. Moody Blvd., Bldg #2

Bunnell, FL 32110



From: Donald O'Brien <DObrien@flaglercounty.org>

Sent: Thursday, January 17, 2019 5:33 PM

To: Luci Dance <ldance@flaglercounty.org>

Subject: Fwd: Interim County Administrator

This is for the Interim County Manager application file.

Thanks.

Donald O'Brien

County Commissioner, District 5

[1769 E. Moody Blvd., Building 2](#)

[Bunnell, FL 32110](#)

Office [386.313.4093](tel:386.313.4093)

Fax [386.313.4101](tel:386.313.4101)
www.FlaglerCounty.org

Sent from my iPhone

Donald O'Brien
County Commissioner District 5

E: DObrien@flaglercounty.org | V: 386-313-4001 | W: www.flaglercounty.org



Flagler County Board of County Commissioners

1769 E. Moody Blvd., Bldg #2
Bunnell, FL 32110



Begin forwarded message:

From: Holly Albanese <halbanese@flaglercounty.org>
Date: January 16, 2019 at 8:33:51 AM EST
To: Donald O'Brien <DObrien@flaglercounty.org>
Subject: Interim County Administrator

Commissioner O'Brien,

I am respectfully submitting my application for consideration.

Thank you
Holly Albanese
Library Director

Holly Albanese
Library Director

E: halbanese@flaglercounty.org | V: 386-446-6764 | W: www.flaglercounty.org

Holly W. Albanese
Library Director
Flagler County Public Library
4 Rymesen Lane
Palm Coast, FL 32164
(904) 304-4159

Donald O'Brien Jr., Chair
Flagler County Board of County Commissioner's
1769 E. Moody Blvd.
Building 2
Bunnell, FL 32110

Commissioner O'Brien,

I am enclosing my resume for your consideration for the interim post of County Administrator. While on the surface I may not seem like an obvious choice, I hope that through review of my education, experience and accomplishments, the Board may view me as a possible candidate. I think the Board might be surprised to learn that in conjunction with my Master of Library & Information Studies I also possess a Master of Public Administration.

During my tenure as Library Director in Flagler County, I have made many enhancements for services all while tackling a declining budget due to loss of State Aid and a downturn in the economy. In that time, I cut the budget by almost 30% and restructured the employment of the library for optimum service to the public. I was awarded the highest honor in the county for outstanding service with my "out of the box" thinking that resulted in the Passport Service with a revenue stream of more than \$700,000 to date. I have been responsible for the function and operation of the system including planning, budget analysis and preparation, grant writing, hiring and evaluating personnel, policy analysis and implementation, and ensuring optimum customer service.

It is my understanding from listening to the recent meetings that the Board of County Commissioners would like the candidate to keep the county moving forward in a positive direction while they search for a new County Administrator. This person should be a dynamic leader that is innovative, and resourceful with excellent customer service skills. The Board would also like them to be a visionary that builds relationships, and empowers the staff.

While I do not want the position on a permanent basis, I would like the opportunity to grow and learn giving the Board time to plan, search and eventually hire a new County Administrator. I welcome the opportunity to discuss further, how I can be of assistance during this transitional period.

Respectfully submitted,



Holly W. Albanese

Enclosure

HOLLY ALBANESE

4 Rymsen Lane
Work (386) 446-6763

Palm Coast, FL 32164
Cell (904) 304-4159

PROFILE SUMMARY

Results oriented Manager with more than fifteen years progressively responsible experience in public administration managing responsibilities associated with customer service, budget preparation and analysis, financial reporting, contracts, grant writing, policies and procedures and personnel services.

EDUCATION

M.L.I.S. 2000, University of Rhode Island, Master of Library and Information Studies.

M.P.A. 2001, University of Rhode Island, Master of Public Administration.

B.A., 1986, Rhode Island College, Major in Psychology/Minor Sociology.

Diploma, 1982, Smithfield High School, Smithfield, RI, Graduated National Honor Society.

EXPERIENCE

EXECUTIVE DIRECTOR OF A COUNTY LIBRARY SYSTEM

Flagler County Public Library, Palm Coast, FL 32137, July 2006- Present.

Manages, operates, directs and controls a continuing county library system. Responsible for planning, organizing, implementing, and evaluating a county wide library and related information service programs. Performs budgetary analysis, preparation and implementation, as well as policy and procedure analysis; leads the management team in goal setting, personnel administration, program initiation, training, problem solving and achievement of objectives; develops plans for capital expenditures; researches and/or supervises the preparation of statistical reports; resolves customer or community user issues and problems; prepares reports and agendas; and provides assistance to County Administration or other departments as requested. (*\$1.2 million budget*)

LIBRARIAN

Florida Metropolitan University, Jacksonville, FL 32256. February 2005 – July 2006.

Provide operational management to include planning and organizing workflow, initiating and implementing operating policy and practice, personnel and budget management, and record maintenance; assist in long-term needs assessment and goal planning. Evaluate and resolve student, staff and faculty inquiries, issues and problems and ensure appropriate action taken. Provide competent research services of a complex nature. Provide workshops to include Microsoft applications, resume writing and APA format.

DIRECTOR OF LIBRARY SERVICES

Hope Library, Hope, RI 02831. December 1998 - July 2004.

Monitor and implement all policies on the local, state and federal level; Oversee day to day operations of the library; Provide advanced research services for the community at large; Supervise personnel and act as personnel manager; Prepare, present and implement annual budget; Prepare annual report for the State; Prepare proposals and manage approved grants; Implement and troubleshoot new computer technology and automation systems; Acts as facilities manager; Acts as library liaison in working with local and state officials.

HOLLY ALBANESE

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SELECTED ACCOMPLISHMENTS

- Prepared a Building Program and successfully completed the \$500,000 project in October 2003.
- Prepared Florida Public Library Construction Grant (\$500,000) and Building Program for expansion of the Palm Coast Branch of the Flagler County Public Library – submitted August 2016 ranked #1 in the State of Florida.
- Prepared Florida Public Library Construction Grant (\$500,000) and Building Program for a new 20,000 square foot facility to take the place of the 3,000 square foot Bunnell Branch. Submitted in April 2017 and ranked #1 in the State of Florida.
- Re-submitted the Public Library Construction Grant Application in June 2018 and ranked #1 in the State of Florida for the third year in a row.
- Prepared various plans including an Annual Plan of Service from 2006 – current; Flagler County Public Library Strategic Plan and Technology Plan for 2007-2010, 2011-2014, and 2015-2018.
- Annually from 2006-present, prepared and was subsequently awarded the Florida State Aid to Libraries Grant.
- Prepared successful grant proposals totaling almost \$400,000 including: 2002 Rhode Island Library Construction Grant; Florida CLIC (Community Libraries in Caring) Grants 2006, 2008; Flagler County Crime Prevention Grants 2010, 2012; LSTA (Library Services and Technology Act) Grant 2011/12; NEFLIN (Northeast Florida Library Network) Innovation Grant 2015 and 2018.
- Served as Situation Unit Leader for County during Hurricane Matthew in 2016 and Hurricane Irma in 2017.
- Served as project manager for the Flagler County Public Library Web Pages.
- Prepared, implemented and evaluated the 2008-2012, 2012-2015 and the 2016-2019 Long Range Plans for Flagler County Public Library.
- Involved in working with Department Heads in the areas of Emergency Management, General Services, Community and Social Services and Finance.
- Created the Disaster, Readiness and Recovery Plan for Flagler County Public Library.
- In 2007, at the request of the Board of County Commissioner's completed a comprehensive study of library services within Flagler County and prepared a Business Plan for the future.
- In 2007, researched alternative sources of revenue and applied to the U.S. Department of State to become a Passport Application Acceptance Facility. Flagler County Public Library began accepting applications in January 2008. To date this service has created almost \$700,000 in additional revenue for enhancement of library services.
- In 2011, played an integral part in the migration to a new automation system and implementing a theft detection system using RFID technology.
- In 2011, collaborated with the Flagler County Sheriff's Department to create a "Library Crime Watch Program" and created a volunteer "Patron's Against Crime Patrol" known as the PAC Patrol. The PAC in conjunction with the Crime Watch program is an effort to deter crime without impact to a limited budget.
- In 2015 served as project manager for replacement of floor covering throughout the 30,000 square foot Palm Coast facility.
- From December 2015 through January 2018 acted as the Liaison for Flagler County on the Centennial Committee. This committee prepared events for the 100th Anniversary of the County. As the Liaison, I attended meetings, kept records, prepared flyers, contributed to program ideas, processed orders, and attended and worked events. I was directly responsible for preparing the time capsule buried on county property in commemoration of the 100th Anniversary.

HOLLY ALBANESE

4 Rymesen Lane
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HONORS AND AWARDS

- In 2009, nominated the Flagler County Public Library for and won the Gale Cengage **Financial Development Award** for creating an alternative revenue source. Accepted a plaque and \$2,500 award from the American Library Association at the 2009 Annual Meeting award ceremony.
- In 2009, received **Outstanding Service Award** “for superior and un-daunting service to the Flagler County Public Library”.
- In 2010, nominated the Flagler County Public Library for and won the NEFLIN (Northeast Florida Library Network) **Award for Innovation**.
- In 2016, elected to the Board of Directors for the Northeast Florida Library Information Network (NEFLIN). In 2017 chosen to act as the Vice President/President Elect position. In 2018 President of the Board of Directors for NEFLIN.

RELATED COURSES

PUBLIC ADMINISTRATION:

Administrative Law
Ethics in Public Administration
Seminar in Public Policy
Administrative Theory
Negotiation/Alternate Dispute Resolution

EMERGENCY MANAGEMENT:

ICS 100 – Introduction to ICS
ICS 200 – Single Resources
ICS 300 – Intermediate/expanding
ICS 400 – Advanced ICS
ICS 700 – National Incident Management
ICS 800 – National Response Framework

TECHNICAL SKILLS

- Proficient with Microsoft applications including Word, PowerPoint, Excel, Works and Publisher.
- Proficient with online and various databases

PROFESSIONAL AFFILIATIONS

Flagler County Government

Wellness Committee, 2010-present
Evaluation Plan Committee, 2014-present
Flagler County Centennial Committee, 2015-2017
NEFLIN Board Member, 2016 – present
NEFLIN Board President 2018 - present

PROFESSIONAL MEMBERSHIPS

ALA, American Library Association (current)
PLA, Public Library Association (1/99 – 7/04)
FLA, Florida Library Association (current)

Professional References

James Ulsamer, Chair
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Armando Mustiga
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Joseph Mayer
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Heidi Petito
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