

Dave Austin  
604 Chivas Court  
Orange Park, FL 32073  
(904) 343-4333

August 20, 2013

Ms. Sandi Bolser  
City Clerk, City of Bunnell  
1769 E. Moody Blvd.,  
Bunnell, FL 32110

Dear Ms. Bolser:

Please accept this enclosed resume for the City of Bunnell City Manager position.

I have six years experience in county administration as a public works director; previously I spent almost a year on the staff of a state college. Prior to those jobs I retired after twenty-three years of active service in the Army. I have excellent communication and interpersonal skills, integrity and understanding of the responsiveness required in a local government.

I have exceptional skills in the day-to-day administration and operations in public government business. I have extensive experience in annual budgeting, financial management and developing, planning and implementing goals and objectives established by elected officials.

In more than nine years in civilian and military public works experience and two Corps of Engineers assignments, I developed long range plans, goals and infrastructure redevelopment, executed project management, purchasing, human resources and intergovernmental relations, policy development and implementation.

I have a keen ability to solve problems and present recommended solutions. I believe in being proactive and handling situations before they become problems. I emphasize developing leaders and building a smooth running, customer-focused organization; a positive environment where employees enjoy coming to work and work hard because they feel appreciated and fulfilled.

I am currently a full time college student again pursuing a Masters in Public Administration with the goal of becoming a City or County Manager in the future, after three semesters I find myself yearning to get back to public service. Please give my resume serious consideration.

Sincerely,  
Dave Austin



## Dave Austin

604 Chivas Court  
Orange Park, FL 32072

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(904) 343-4333 (C)

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### Summary of Qualification:

- 9 years experience as a Public Works Director; both Military and Civilian
- 30 years experience leading people of diverse backgrounds and places
- Performance and results orientated, strong work ethic, goal achiever

### Professional Experience:

2006 – 2012 **Public Works Director**, Clay County Florida. Leader responsible for the maintenance infrastructure of signs and signals, streets and drainage, fleet maintenance, and mosquito control for a county of 601 square miles; reorganized and right sized a 165 person workforce changing from one report to work location to four geographically dispersed locations throughout the County and dropping the current strength to 135 employees without any lay offs and increasing the responsiveness and support to the citizens. Increased inmate teams from 1 to 4, built and moved Signs and Signals Division into a new facility 20 miles closer to the population center. Completed a SJRWMD paving grant and applied for two CDBG grants, a Tiger grant and applied for and received a State grant funding for Mosquito Control Division.

2005 – 2006 **Facilities and Resource Manager**, Florida Community College in Jacksonville. Responsible for facilities accounting and construction resource management and planning for the second largest community college in Florida.

1982 – 2005 **Regular Army Engineer Officer**, retired as a Lieutenant Colonel in July 2005

2002 – 2005 **Operations Officer**, Command and General Staff College, Fort Leavenworth, KS. Director of the staff responsible for formulating plans, implementing policies and synchronizing operations of the Army's largest postgraduate college. Conducted long range planning, facilities utilization, scheduling and central tasking control by directing the weekly college training and staff meeting. Ensured safety of all employees by enforcing force protection requirements, applying physical security regulations and parking policies. Directed college ceremonies and oversaw visitor coordination for multiple US and Foreign dignitaries by conduction pre-execution meetings and rehearsals.

1999 – 2002 **Public Works Director**, 80<sup>th</sup> Area Support Group, Chievres, Belgium. Leader of a 200-person organization that planned and executed a 33 million dollar budget supporting American forces and families in Belgium, the Netherlands, Luxembourg and Northern Germany. Provided community vision and direction by developing the Community Master Plan. Maintained and upgrade General Wesley Clark's home and those of 13 other General Officers through quarterly progress reports and face-to-face meetings. Completed a million dollar lease expansion of the American support facility in Brussels by establishing monthly progress review with the Community Commander that established priorities and fixed problems. Maintained Brussels American School and medical and dental clinics. Maintained an Airfield with an 8,100 foot runway and six hangers. Completed programming and started design for a new 4.9 million dollar barracks facility by establishing a great working relationship with out higher headquarters in Germany.

1998 – 1999 **Deputy Commander**, Honolulu Engineer District, Honolulu, HI – Deputy executive of a 374 – employee organization with an annual operating budget of over 35 million dollars accomplishing a 200 million dollar mission in military construction, civil works, emergency management and regulatory

programs throughout Hawaii and the Pacific Islands. Conducted major downsizing of the organization while ensuring affected employees received soft landings with job placements in other government organizations. Fixed major property accountability problems by increasing accountability and responsibility among employees. Energized building improvements by establishing priorities with an in-house work force developed and awarding small contracts. Developed and began execution on short and long range plans for major facility moves and consolidation by conducting facilities utilization study and reviewing renovations plans.

1996 – 1998 **Executive Officer**, 35<sup>th</sup> Engineer Battalion, Fort Leonard Wood, MO – Director of staff providing support to over 6000 new soldiers, cadre and family members during a two year period. Planned and executed a comprehensive budget that was later adopted by other units by itemizing the cost to support each soldier in training. Obtained valuable feedback from commanders throughout the Army by conducting a survey using Applied Performance Improvement Criteria principles, compiling the results and examining trends. Won Army Supply Excellence award in 1998.

1995 – 1996 **Brigade Adjutant**, deployed unaccompanied to the Engineer Brigade, 2<sup>nd</sup> Infantry Division, Republic of Korea – Responsible for personnel requisitions, assignments and evaluations, civilian personnel actions, legal actions and personnel administration to include awards, public affairs, correspondence control, mail, safety, alcohol and drug program, ration control and noncombatant evacuation operations.

1993 – 1995 **Project Engineer**, Construction Division, Louisville District, U.S. Army Corps of Engineers located at Scott Air Force Base, IL. Responsible for six projects worth over 12 million dollars, 3 fuel tank extractions, JOC contracts and a state-of-the-art Air Force Conference Center.

1992 – 1993 **Project Manager**, Programs and Project Management Division, Louisville District, U.S. Army Corps of Engineers, Louisville, KY. Leader of the project team responsible for design, construction and project management; includes duties of scope, budget, schedule, quality and customer interface from the project's inception until its final completion.

**Education** BS, Building Construction, 1982, University of Florida, Gainesville, FL  
 MS, Building Construction, 1992, University of Florida, Gainesville, FL  
**Student** in Masters in Public Administration program, University of North Florida 2012

<b><u>Military Education</u></b>	Public Works Director Course	1999
	Command and General Staff College	1996
	Construction Quality Management	1994
	District Officer Introduction to Contracting	1992
	Combined Arms Staff and Service School	1989
	Engineer Officer Basic and Advance Courses	1983, 1987

**Continuing Civilian Education**

Emergency NIMS training	2011
Intermediate Maintenance of Traffic	Feb 2009
Low Cost Safety Improvement for Rural Roads	July 2008
Asphalt paving and inspection	Mar 2009
Stormwater Inspector Course	Oct 2008
Customer Focus Training	Mar 2008
UNF – Exceptional Customer Service	Aug 2006
Solid Waste Awareness Training	May 2007
UNF – Resolving Conflict Successfully	Jul 2006

## **References**

### **Al Delaparte, CPCU**

Insurance/Risk Coordinator  
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Facilities and Safety  
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407-823-0206

### **Fritz Behring, City Manager, Scottsdale, AZ**

(Former Clay County Manager)  
Phone: (480) 312-2800  
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### **Kathy Zebraski**

Clay County Budget Director  
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### **Jim Friendly**

Clay County Public Works Budget and Supply Manager  
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### **Tom Fallin, P.E.**

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14775 Old Saint Augustine Road  
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### **Mark Scruby**

Clay County Attorney

### **Mike Price**

Clay County Auditor

