

August 22, 2013

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

Re: City Manager Vacancy

Dear Ms. Bolser,

Please accept the attached resume, which includes references, for the position of City Manager for the City of Bunnell. I am very much interested in securing a position with a progressive organization with a focus on achieving results through strategic alignment of business processes with the organization's mission and vision.

I have a total of 24 years of experience in County Government. In my last position, I was the Manager of Fiscal and Human Resources for the Community and Environmental Services Department at Orange County supervising a staff of 21 in providing fiscal services, human resources and Geographic Information support to six Divisions and a Department Office and served in that role for eight years.

Prior to that I spent 16 years in Orange County's Office of Management and Budget where I progressed from a Management and Budget Analyst to a Management and Budget Administrator. Some of those duties included coordinating the County's budget process, providing training and implementing the County's Performance Based Measurement System including developing strategic goals and objectives, and serving as project lead on several special projects such as an operations analysis of the County's Animal Services Division.

I desire a salary of \$90,000 but this is negotiable. If you should require additional information, please do not hesitate to contact me at (407) 365-3606 or (321) 297-3606.

Sincerely,

Patricia Bythwood

PATRICIA P. BYTHWOOD, PHR

P.O. Box 620942, Oviedo, FL 32762, (407) 365-3606 (Home), (321) 297-3606 (Cell), E-mail: PByth@Bellsouth.net

CAREER SUMMARY

Extensive experience in budget planning and analysis. Approximately eight years of human resources generalist experience. Strong research and problem solving skills. Skilled in strategic planning, operations analysis, performance measurement development and policy analysis.

EMPLOYMENT HISTORY

Orange County Community & Environmental Services Department, Orlando, Florida

Manager, Fiscal & Human Resources

11/05 to 9/12

Assistant to the Director

5/04 – 11/05

- Supervised a Human Resources staff of four responsible for all human resources matters such as recruitment, compensation, FMLA, ADA, open enrollment, employee relations, etc. for six Divisions and Department Office with over 500 full time employees and over 200 casual employees
- Served as the Department's representative on the County's Human Resources Strategy Team
- Oversaw the implementation of Kronos, a timekeeping and attendance system, for the Department
- Assisted Divisions in writing essential job functions for 95 different classifications
- Coordinated and provided guidance to Divisions in the development of the Department's annual budget including operating and capital improvements program (CIP)
- Performed revenue and expenditure projections and variance analysis
- Directed the fiscal activities of the Department, including responding to OMB and Finance regarding fiscal matters, approval of Divisions' purchases, travel/training, Non-Purchase Orders, and sponsorship of events/meals
- Assisted Divisions in the development and monitoring of performance measures
- Planned and prioritized Information Systems and Services (ISS) and GIS projects for the Department based on needs assessments and discussions with Divisions
- Supervised Department GIS staff in implementation of GIS projects
- Served as the Department representative on procurement committees for procuring goods and services for Community and Environmental Services Divisions
- Coordinated a Department response concerning legislative issues and their potential impact
- Attended meetings in Director's absence and coordinated with offices of the County Administrator, Mayor and County Commissioners on various matters as needed

***Note position title change from "Assistant to the Director" to Manager, Fiscal & Human Resources is the result of organizational restructuring**

Orange County Office of Management & Budget, Orlando, Florida

Management and Budget Administrator

8/96 – 5/04

- Supervised professional staff in the monitoring, review and analysis of budgets, consisting of over fifty percent of the County's general fund, Information Systems and Services Division and Fire Rescue
- Served as a member of a team to produce the County's first Strategic Plan Report
- Coordinated the County's biennial budget process and developed format for reporting Departments objectives, accomplishments and reporting of performance measures for the budget document
- Responded to requests and inquiries from elected officials, management staff, the media and the public
- Supervised staff in the analysis of the budgetary impact of proposals during union negotiations
- Directed the review and analysis of user fees within the County for cost recovery of services provided and presented new and revised fees for Board of County Commissioners approval
- Conducted and/or supervised staff in procedural and system reviews of County operations
- Provided budget training to County staff and external agencies.

Page Two of Two

- Directed training and implementation of Orange County's Performance Based Measurement System
- Served as County's liaison on the Florida Association of Counties' Article V Technical Committee for implementation of Revision 7 of Florida's Constitution
- Monitored legislative activity that would have a potential budgetary impact to the County
- Developed the first formal procedures manual for the Office of Management & Budget

Other Positions held in the Office of Management and Budget:

Revenue Coordinator	3/95 – 8/96
Senior Management and Budget Analyst	2/92 – 3/95
Management and Budget Analyst	2/88 – 2/92

EDUCATION/CERTIFICATIONS

University of Central Florida, Orlando, FL
Masters Degree, Major: Public Administration
Delores Auzenne Fellowship recipient

Knoxville College, Knoxville, TN
Bachelors of Arts Degree, Major: Political Science

Professional in Human Resources Certification

“Activity Based Cost Management: Determining Full Cost of Performance” Management Concepts

National Incident Management System Training
Emergency Management Institute, FEMA

Process Improvement/Process Mapping
Rummler Brache

“Using the Balanced Scorecard”
University of Florida, Office of Executive Education

Strategic Business Process Optimization

Fundamentals of Effective Project Management

Achieving Results Through Strategic Alignment

MEMBERSHIPS/ASSOCIATIONS

- Central Florida Human Resources Association
- Society for Human Resource Management
- Florida Government Finance Officers Association

AWARDS/RECOGNITIONS

- Antioch Missionary Baptist Church “Shining Star” Award, December 2010
- Antioch Missionary Baptist Church Leadership Award for serving as project lead for construction of a \$3.0 million worship facility, April 2006
- Service Award, Orange County Deferred Compensation Committee, November 2000
- Certificate of Appreciation, Victim Service Center Task Force, September 1998
- Fiscal & Human Resources Division 1996 “Star Performer” Award
- Service Award, Fiscal & Human Resources Division, “Performance Measurement Team”, October 1996
- Orange County Chairman's Award, “Outstanding Employee of the Month”, March 1995

REFERENCES:

Melvin Pittman, Director, Community and Environmental Services Department (407) 468-4974
Sharon Donoghue, Human Resources Director, Orange County Sheriff's Office, (407) 254-7402
Eric Gassman, Deputy County Administrator, Orange County Government, (407) 836-7370
Byron Brooks, Chief Administrative Officer, City of Orlando, (407) 246-3091
Dil Luther, Manager, Orange County Animal Services Division, (407) 254-9150