

**DONALD J. WILLAR**

1832 N Capitol St NW • Washington, D.C. 20002 • (425) 754-3714 • Donaldwillar@Gmail.com

Mayor and City Commission  
City of Flagler Beach  
105 South 2nd Street  
Flagler Beach, Florida 32136



Dear Search Committee,

I am writing in consideration for the City Manager position with the City of Flagler Beach. I learned about this position through my colleagues in FCCMA, numerous residents of the Flagler Beach area, and I seek this rewarding opportunity to challenge myself and the city's residents for years to come.

I have extensive knowledge of the daily operations related to municipal administration, such as budget formulation, CRA bonds and projects, and economic development. Although I have not been in a City Manager role per se, I do possess a storied career in the dealing with the public, political officials, and business to accomplish goals. As a native to Flagler Beach, I understand the politics, and more importantly I understand the people and their history. I left Flagler more than a decade ago to gain the skill-sets and worldly experience to handle local government's difficult challenges. I possess key professional attributes that are vital to a successful Manager, some notable attributes are:

- My experience in delivering high-level financial and diplomatic outputs for local, state, and the Federal government;
- Exploits in my naval career, legislative (state and Federal) work, and my current position with the Treasury Department, I have successfully led with respect in team building environments;
- I've led diplomats for the country of Mexico and Canada through successful project mergers, Presidential initiatives, and created bi-lateral economic development program drivers; and
- With positive communications and public relations, I've attracted local businesses to Florida, as well as establishing Federal policy that will positively impact millions of Americans and Foreign countries.

I have many passionate ideas (including the Pier's future) and a vision that would aide Flagler's leadership in accomplishing its' goals. Most importantly, the passion to serve the beach that gave me so much is an invaluable trait that you cannot find from other candidates. I value teamwork, leadership, and collaboration as a recipe for success. If you would like to speak with me further, I would be more than happy to oblige.

Very Respectfully,

Donald J. Willar

# DONALD J. WILLAR

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## QUALIFICATIONS SUMMARY

An innovative leader with demonstrated organizational, analytical, and communications skills. Experience in interpreting and drafting legislation, policy analysis, energy and environmental economics, and project management. Hard working individual with an emphasis on performing quality work with foresight; a dedicated team player who is able to work independently within the team. Over ten years of public service with other professional experience in:

- Strategic Planning and Operations Analysis
- Energy diplomacy and geopolitics
- Organizational Change and Development
- Financial Operations and Budget
- Customer Service and Media Relations
- Policy and Law Analyzes

## PROFESSIONAL EXPERIENCE

### The U.S. Department of State

2015 — Present

Bureau of Energy Resources/Energy Diplomacy/Office of Europe, Western Hemisphere, and Africa  
Foreign Affairs Officer (Presidential Management Fellow), Washington, DC

- Developed and led policies, program development, and international MOUs for Presidential initiatives and international Departmental goals for Canada, Mexico, and as required, the Caribbean and other Latin American countries of energy sector projects in the country of assignment or neighboring countries.
- Created and managed a binational energy education working group to support Presidential initiatives, which brings together key Government of Mexico partners with U.S. industry and university representatives to work together in creating a dynamic regional workforce in the energy sector.
- Provided advisory services to management and technical staff in various departments of the Department on the preparation of energy operations including policy, Intel, and regulatory issues.
- Led complex policy analysis and briefing materials on current developments in energy markets in the region to support policy-making officials and ensure implementation of decisions reporting to the Energy Diplomacy Director.
- Drafted, edited, and continue to implement objectives for the North American Energy Strategy, which targets the creation of onshore oil and gas regulations; assisting Mexico's energy reform in their education, petroleum, natural gas, and electricity sectors; coordinated actions to reduce greenhouse gas (GHG) emissions; and methods to attract investment to increase access to finance and donor coordination.
- Received, processed, discussed, and approved Presidential Permits for the construction, modifications, operation, and/or maintenance of liquid pipelines at the Canadian and Mexican borders of the United States.

### The U.S. Department of the Treasury

2013 — Present

Departmental Offices (DO)/Office of Emergency Preparedness

Project Manager (Presidential Management Fellow), Washington, DC

- Communicate, coordinate, and collaborate with project planning in functional areas including continuous process improvement and streamlining, business process analysis, business continuity planning, organizational management, asset management, Federal policy development, and external relations.
- Improved the data delivery process for the Treasury's Operation's Center to identify personnel who are overseas on official business with greater speed and accuracy, which will improve personnel safety and accountability.
- Apply Lean Six Sigma project management tools to reduce failure, control costs while reducing waste, and increase of overall quality of policy and programs; for over 30 projects working with numerous public and private entities.
- Created and coordinated numerous Intel Treasury emergency functions and programs, in order to effectively initiate continuity of operations for Senior Leadership, their staff, and their essential functions.
- Developed recommendations and work products that increased departmental-wide operational efficiency resulting in an average operating cost savings in excess of \$820,000.

### The Florida Senate

2011 — 2012

Committee on Energy, Communications, and Public Utilities

Legislative Analyst, Tallahassee, FL

- Prepared major objective oral and written reports to senators regarding improving Florida's declining space industry, and was successful in the reclassification of State legal definitions; as well as researched, tracked, and recommended actions on committee and floor amendments.
- Analyzed and summarized over 20 proposed bills to determine its effectiveness, and the fiscal and regulatory impacts of its passage on state, county and local entities.

- Communicated and created positive working relationships with legislators, state agency liaisons, lobbyists, local organizations, the media, and the general public on various industry trends.
- Worked directly with the Deputy Chief of Staff, Press Team, attorneys, and professional staff on issues such as the Energy Policy Act of 2005, NEPA, state renewable portfolio standards, and confidential proprietary information.
- Assisted in the drafting and successful passage of SB 2094 (2012), Florida's ENERGY Bill, by adding factors for the Public Service Commission to consider combating climate change.

#### Leon County Administration

2010 — 2011

Economic Development Assistant for Green Initiatives, Tallahassee, FL

- Created the sustainable business portion of the County's Economic Development Workshop for elected officials to consider for possible future County development.
- Analyzed and interpreted proposed legislation and other intergovernmental initiatives in terms of impact on the County development, service development strategies, programs, policies, activities, and sources of revenue and recommended appropriate courses of action.
- Coordinated and successfully attracted business to the County by utilizing state, local, and Federal hiring incentives, as well as obtaining variances for construction; saved businesses \$30,000 over 5-years.

#### Institute for Energy Systems & Economic Sustainability

2008 — 2010

Program Planner in Smart Grid & Building Technology, Tallahassee, FL

- Responsible for research and grant writing proposals to the Florida Legislature & the Department of Energy to fund academic research and development for sustainable energy projects.
- Defined complex State and Federal legislative and regulatory issues, performed difficult and complex analyses and research, and evaluated sustainable alternatives in developing conclusions and recommendations.
- Prepared and delivered oral presentations to academia, and local government officials summarizing key elements of analyses and recommendations to modernize Florida's electrical grid, & methods to fund the infrastructure.

#### United States Navy

U.S.S. Rodney M. Davis (FFG-60)

Third Class Petty Officer (SW), Seattle, WA

2002 — 2006

- Coordinated and supervised crew in multi-vessel complex ocean-maneuvers; free from errors.
- Organized and facilitated training programs that enabled cross learning, improved group readiness, and divided talent throughout the department, which improved morale and readiness.
- Served as the chief operating officer in ensuring that daily functions were delivered efficiently and collaboratively in domestic and foreign seaports.
- Supervised, trained, and evaluated 20 personnel; supporting more than 200 sailors in eight countries, with an inventory list over 1,000 line items, and assets valued over \$80M.
- Managed and administered the Division's \$7M budget, designed and coordinated staff, and ordered equipment, materials and supplies for mission essential intel functions.

#### EDUCATION

- 
- |      |  |
|------|--|
| 2012 | Florida State University, Tallahassee, FL <ul style="list-style-type: none"> <li>• Master of Public Administration</li> <li>• Thesis: An Analysis of Real Estate Taxes: Budget Shortfalls for Municipalities, and the Competitive Disadvantage to the Business Sector</li> </ul> |
| 2012 | Florida State University, Tallahassee, FL <ul style="list-style-type: none"> <li>• Master of Science in Urban &amp; Regional Planning</li> <li>• Capstone: Florida's Wakulla County 10-year Economic Forecast</li> </ul>   |
| 2010 | Florida State University, Tallahassee, FL <ul style="list-style-type: none"> <li>• Bachelor of Science in Political Science and Urban Economics</li> </ul>   |

#### SKILLS, AWARDS, AND ACTIVITIES

- 
- Current and active TS/SCI; Accounts: TFIN and TSDN
  - Microsoft Office Suite, SharePoint, and Adobe CS6 Design Suite
  - Navy & Marine Corps Achievement / Navy Unit Commendation / and Navy Good Conduct Medals

**City of Flagler Beach**  
Human Resources Division



105 South 2nd Street,  
Post Office Box 70  
Flagler Beach, Florida 32136  
Phone (386) 517-2000 Fax (386) 517-2008

**INSTRUCTIONS:**

*Please print or type all information.* The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application; therefore, completeness and accuracy is of the utmost importance.

**OFFICE USE ONLY**

APPROVED

DISAPPROVED

REASONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BY:

Received: \_\_\_\_\_

Position Applied For: CITY MANAGER

Last Name: WILLAR First: DONALD Middle Initial: J

Street Address: 1832 N. CAPITOL ST.

City: WASHINGTON State: DC Zip Code: 20002

Home Phone: 425.754.3714 Work/Message Phone: 202.622.5861 E-Mail: DONALDWILLAR@gmail.com

**Please Check Appropriate Response**

1. Have you ever worked for the City of Flagler Beach?  Yes  No  
If yes, please give date(s) of employment: \_\_\_\_\_

2. Are you a U.S. citizen?  Yes  No  
If no, are you authorized by Immigration and Naturalization to work in the U.S.?  Yes  No  
Alien #A: \_\_\_\_\_  
Admission #: \_\_\_\_\_

3. Will you work night shift?  Yes  No  
Will you work weekends?  Yes  No

4. Have you ever been fired, forced to resign, or resigned in lieu of termination?  Yes  No  
If yes, please explain below:  
Employer's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Reason: \_\_\_\_\_

5. Are you related to a City employee or is any member of your family employed by the City of Flagler Beach?  
 Yes  No If yes, please give the person's Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Department: \_\_\_\_\_

6. Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law?  Yes  No

If yes, please give details below:  
Date: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Offense/Charge: \_\_\_\_\_  
 Felony  Misdemeanor  Other

Explanation / outcome: \_\_\_\_\_

Note: A conviction does not automatically mean you cannot be employed by the City of Flagler Beach. The nature of the offense, how long ago it occurred, etc., are given consideration.

Attach additional sheets as needed.

7. Were you in the U. S. Armed Forces?  Yes  No  
Did you receive an honorable discharge?  Yes  No  
Do you claim veteran's preference?  Yes  No

If yes, a copy of your DD 214 must accompany this application.

8. DRIVER'S LICENSE INFORMATION

Do you have a valid Driver's License?  Yes  No  
 Driver's License Number: 3173407  
 State: Expiration Date: 06/7-25-2020  
 CDL Class: D  
 Endorsements: NONE

Has your license ever been suspended?  Yes  No  
 Has your license ever been revoked?  Yes  No  
 If yes, please provide dates and explain: \_\_\_\_\_

9. PLEASE LIST ALL TRAFFIC CITATIONS RECEIVED WITHIN THE LAST SEVEN (7) YEARS (driving under the influence, driving while intoxicated, etc., should be listed under number 6 on page 1).

Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Offense/Charge: NONE  
 Points: \_\_\_\_\_  
 Outcome: \_\_\_\_\_

Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Offense/Charge: NONE  
 Points: \_\_\_\_\_  
 Outcome: \_\_\_\_\_

Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Offense/Charge: NONE  
 Points: \_\_\_\_\_  
 Outcome: \_\_\_\_\_

Date: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Offense/Charge: NONE  
 Points: \_\_\_\_\_  
 Outcome: \_\_\_\_\_

If you have more than four citations within the last seven years, please attach a separate sheet in the same format.

10. EDUCATION AND SPECIAL TRAINING

Do you have a High School Diploma?  Yes  No Date Obtained: 5/02 GED?  Yes  No Date Obtained: \_\_\_\_\_  
 If not, highest grade completed: \_\_\_\_\_  
 Name and location of last High School attended: FLAGLER PALM COAST H.S. BUNNELL FL  
 Name City State

List Special Training (Business, Trade, Vocational, Armed Forces Schools, etc.) Below:

Name and Location	Total Hours Completed	Hours Required for certification	Course/Subject Taken	Certificates Received

List Colleges and Universities Attended Below:

Name and Location	Credit Hours Received		Did you graduate?		Major/Minor Degree Field of Program of Study	Type of Degree Received
	Sem.	Qtr.	Yes	No		
Fsu/Tallahassee	120	-	X	-	POLITICAL SCIENCE	B.S.
Fsu/Tallahassee	60	-	X	-	URBAN PLANNING	M.S.
Fsu/Tallahassee	60	-	X	-	PUBLIC ADMINISTRATION	M.P.A.

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include Military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

(Job 1) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
7	13	9	15	2	2

Hours per Week \_\_\_\_\_  
 Starting Salary \$ 53,000 per Year  
 Last Salary \$ 74,000 per Year

Employer: U.S. Treasury DEPARTMENT  
 Address: 1500 Pennsylvania AVE WASHINGTON, DC 20002  
 Telephone Number: 202.622.5861  
 Your Job Title: MANAGEMENT ANALYST  
 Supervisor's Name and Title: MICHAEL THOMAS, DIRECTOR  
 Reason for Leaving Position: STILL EMPLOYED  
 May we contact your present employer?  Yes  No

Specific Duties: please see resume

Number of Employees supervised (if applicable): \_\_\_\_\_

**BETWEEN THESE JOBS (if applicable):**  UNEMPLOYED  IN SCHOOL FROM (mo/yr): \_\_\_\_\_ TO (mo/yr): \_\_\_\_\_

(Job 2) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
12	14	8	15	-	9

Hours per Week \_\_\_\_\_  
 Starting Salary \$ 63,000 per Year  
 Last Salary \$ 63,000 per Year

Employer: US DEPARTMENT OF STATE  
 Address: 2007 C STREET WASHINGTON, DC 20220  
 Telephone Number: 202.487.5229  
 Your Job Title: FOREIGN AFFAIRS OFFICER  
 Supervisor's Name and Title: DIRECTOR, CHRIS DAVY  
 Reason for Leaving Position: CAREER OPPORTUNITIES  
 May we contact your present employer?  Yes  No

Specific Duties: please see resume

Number of Employees supervised (if applicable): \_\_\_\_\_

**BETWEEN THESE JOBS (if applicable):**  UNEMPLOYED  IN SCHOOL FROM (mo/yr): \_\_\_\_\_ TO (mo/yr): \_\_\_\_\_

(Job 3) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
8	11	7	13	1	11

Hours per Week \_\_\_\_\_  
 Starting Salary \$ 45,000 per year  
 Last Salary \$ 50,000 per year

Employer: The Florida Senate  
 Address: 404 S Monroe Street Tallahassee, FL 32304  
 Telephone Number: 850.477-5722  
 Your Job Title: LEGISLATIVE ANALYST  
 Supervisor's Name and Title: MATTHEW CARTER  
 Reason for Leaving Position: CAREER OPPORTUNITIES  
 May we contact your present employer?  Yes  No

Specific Duties: please see resume

Number of Employees supervised (if applicable): \_\_\_\_\_

**BETWEEN THESE JOBS (if applicable):**  UNEMPLOYED  IN SCHOOL FROM (mo/yr): \_\_\_\_\_ TO (mo/yr): \_\_\_\_\_

(Job 4) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
4	10	8	11	1	4

Hours per Week \_\_\_\_\_  
 Starting Salary \$ 34,000 per year  
 Last Salary \$ 34,000 per year

Employer: LEON COUNTY GOVERNMENT  
 Address: 400 S. MONROE ST.  
 Telephone Number: 850.606.5300  
 Your Job Title: ECONOMIC DEVELOPMENT PLANNER  
 Supervisor's Name and Title: KEN MORRIS, DIRECTOR OF ECON. DEV.  
 Reason for Leaving Position: CAREER OPPORTUNITIES  
 May we contact your present employer?  Yes  No

Specific Duties: please see resume

INSTRUCTIONS: Beginning with your present or most recent job, describe your paid work experience for the past ten (10) years and list a minimum of three (3) employers. List each promotion or transfer as a separate job even if they were with the same employer. Include Military, part time, and self-employment. List all gaps in work history in spaces provided. If you have more than four (4) separate periods of employment, sign and attach sheets in the same format as below. Resumes will not be accepted as official applications.

(Job 1) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
2	08	4	10	2	2

Hours per Week \_\_\_\_\_  
 Starting Salary \$ 37,500 per Year  
 Last Salary \$ 37,500 per Year

Employer: INSTITUTE FOR ENERGY SYSTEMS, ECONOMIC, & SUSTAINABILITY  
 Address: 2000 LEVY AVE  
 Telephone Number: 850.645.4232  
 Your Job Title: PROJECT MANAGER  
 Supervisor's Name and Title: MELANIE SIMMONS, DIRECTOR  
 Reason for Leaving Position: CAREER OPPORTUNITIES  
 May we contact your present employer?  Yes  No

Specific Duties: Please see Resume

Number of Employees supervised (if applicable): \_\_\_\_\_

**BETWEEN THESE JOBS (if applicable):**  UNEMPLOYED  IN SCHOOL FROM (mo/yr): 12/06 TO (mo/yr): 2/09

(Job 2) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.
11	02	11	06	4	-

Hours per Week \_\_\_\_\_  
 Starting Salary \$ 22,700 per Year  
 Last Salary \$ 24,000 per Year

Employer: United States NAVY  
 Address: USS ROBERT M. DAVIS (FFG 60) FPO-AP 96663-1514  
 Telephone Number: N/A  
 Your Job Title: Third CLASS PCITY OFFICER  
 Supervisor's Name and Title: COMMANDER GORVINEK  
 Reason for Leaving Position: END OF CONTRACT  
 May we contact your present employer?  Yes  No

Specific Duties: Please see Resume

Number of Employees supervised (if applicable): \_\_\_\_\_

**BETWEEN THESE JOBS (if applicable):**  UNEMPLOYED  IN SCHOOL FROM (mo/yr): \_\_\_\_\_ TO (mo/yr): \_\_\_\_\_

(Job 3) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.

Hours per Week \_\_\_\_\_  
 Starting Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
 Last Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_  
 Supervisor's Name and Title: \_\_\_\_\_  
 Reason for Leaving Position: \_\_\_\_\_  
 May we contact your present employer?  Yes  No

Specific Duties: \_\_\_\_\_

Number of Employees supervised (if applicable): \_\_\_\_\_

**BETWEEN THESE JOBS (if applicable):**  UNEMPLOYED  IN SCHOOL FROM (mo/yr): \_\_\_\_\_ TO (mo/yr): \_\_\_\_\_

(Job 4) Present or most recent Employer

From		To		Total Time	
Mo.	Yr.	Mo.	Yr.	Yrs.	Mo.

Hours per Week \_\_\_\_\_  
 Starting Salary \$ \_\_\_\_\_ per \_\_\_\_\_  
 Last Salary \$ \_\_\_\_\_ per \_\_\_\_\_

Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Your Job Title: \_\_\_\_\_  
 Supervisor's Name and Title: \_\_\_\_\_  
 Reason for Leaving Position: \_\_\_\_\_  
 May we contact your present employer?  Yes  No

Specific Duties: \_\_\_\_\_

Number of Employees supervised (if applicable): \_\_\_\_\_

**Did You:**

- Answer all questions completely?
- Cover a full 10-year employment history?
- Explain all gaps in employment?
- Complete application supplement, if applicable?
- Submit copies of documents requested, if applicable?
- Sign and date the application?

**Please read this statement carefully before signing below:**

The City of Flagler Beach is an Equal Opportunity Employer.

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Flagler Beach is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time.

Copies of Education Documents, Birth Certificate, Photo Identification, and Social Security Card must be submitted prior to employment. All information is subject to investigation and verification.

Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of urine, which may be tested for use of drugs and/or controlled substances.

**My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.**

SIGN YOUR NAME HERE

DATE

*Donald J. Willson*

9-2-2015

**NOTES:**

- Applicants must provide copies of documents required with application. Please include your full name on number on all documents submitted.
- If you require special testing accommodations due to a disability, please notify the staff BEFORE the test date.