

Doug Finch
166 Deseyn Drive
Canandaigua, NY 14424

August 20, 2013

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

RE: City Manager

Dear Ms. Bolser & Search Committee:

It is with great interest that I write to you today, regarding your search for a City Manager for Bunnell.

In pursuit of my goal of becoming City Manager, I offer my education (Master's degree – Public Administration) and demonstrated proficiencies in communication, organizational leadership, operational management, budgeting, strategic planning, economic development, and policy analysis implementation for your consideration.

My personal experience includes municipal and government administration, public relations, public speaking, marketing, constituent services, working with elected officials, networking, personal contact with community members and leaders, conflict resolution, sharing information, reporting, presentations, many different computer and software programs (Microsoft Office, Quicken, Quick Books, and others), economic development, grant research, working with other levels of government and elected officials, strong communication, and follow up.

I look forward to communicating with you further to discuss how I might serve Bunnell.

Sincerely,



Doug Finch

DOUG FINCH

Cell Phone: (585) 329-7278

(Douglas E. Finch)

Email: dfinch88@yahoo.com

GOVERNMENT ADMINISTRATION (MANAGER/ADMINISTRATOR)

*Expertise in operations, government, finance, budgeting, and business development
Proven ability to quickly analyze key drivers and develop growth strategies*

EDUCATIONIONAL BACKGROUND

Master's degree in Public Administration / Bachelor's degree in Business & Marketing

MPA, Master of Public Administration - Ashford University

Public Policy Development; Negotiation, Bargaining, & Conflict Management; Urban Planning / Redevelopment; Government Budgeting; Public Financial Management; Foundations of Public Administration; Contemporary Issues in Organizational Leadership; Business Ethics & Social Responsibility; Human Resources Management; Organizational Management; and Management Communication with Technology Tools

BA & AA, Business Administration & Marketing - American InterContinental University

PROFESSIONAL EXPERIENCE

CHIEF OF STAFF, STATE OF NEW YORK ASSEMBLY, Minority Leader (2003 – Present)

- Directs, supervises and coordinates the operations and functions of the offices of the NYS Assembly Minority Leader in order to ensure the smooth, effective municipal and government related operations by the elected official.
 - Consults routinely with department heads, state agencies, commissioners, governing boards, legal staff, Congressional Representatives, NYS Senators, NYS Representatives, other elected officials, and their staff members as needed.
 - Makes on-site visits to observe activities in order to facilitate efficiencies, as well as to meet regularly with community residents and stake holders.
 - Regularly conducts research and puts together information packets for elected official in order to present options to assist in decision making.
 - Serves as a project administrator for all grant applications, letters of support, and economic development projects coming through the office.
 - Acts as an agent on behalf of the elected official (NYS Assembly Leader, 131st Assembly District) in developing, interpreting, and implementing public policy.
 - Represents the Elected Official in interaction with the citizens, agencies, counties, local towns and cities, media, private businesses, and other governmental units at the federal, state, and local levels including public speaking at events and functions.
 - Develops and recommends policy alternatives to the Elected Official.
 - Reviews administrative practices and coordinates the need for modifications.
 - Works with local elected representatives when needed to help facilitate information or questions relative to budget development, budget analysis, presentation of such information, and the identification of alternative resources.
 - Human Resource management for the office of the Elected Official, working in conjunction with the HR offices available for consultation.
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PROFESSIONAL EXPERIENCE (continued)

ON-AIR/PROGRAM DIRECTOR, FINGER LAKES RADIO GROUP (1998 – 2003)

- ON-AIR, demonstrated ability to engage audience in a fun and improvisational manner during a variety of on-air positions/shifts including: morning show host, mid-day host, and afternoon drive host.
- Proficient in board operations and control managing operations to the second.
- Proven interviewer skills as both a news reporter and host, including news maker local guests along with celebrity interviews: Peter, Paul, & Mary; Anne Murray, Kenny Rogers, B.B. King, and others.
- Program Director operations include the ability to develop a proven lineup of programs focused on news/talk for adult listeners.

LOAN OFFICER/MORTGAGE ORIGINATOR, U.C. LENDING (1996 – 1998)

- Identify customers and financial situations relevant to finance/refinance.
 - In depth knowledge of mortgage products and regulations.
 - Skilled in evaluating loan requests and submission, packaging.
 - Demonstrated ability to handle confidential material and records.
 - Excellent customer service skills.
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COMMUNITY INVOLVEMENT

COUNCIL MEMBER AT LARGE, City of Canandaigua (1996 – 1999)

- Elected Canandaigua City Council during special election 1996
- Re-Elected to my own two year term in November 1997
- Did not seek re-election in November 1999 in order to pursue MPA
- Chairman, Main Street Traffic Calming Committee
- Member, Finance Committee
- Member, Ordinance Committee
- Member, Planned Unit Development Committee / Large Project Planning

SMALL BUSINESS OWNER, Eagles Nest Family Fun Center (1997 – 2011)

- Founded small family fun center dedicated to a community of less than 1,000 people
 - General management and operations of both the ice cream shop, and arcade
 - Grew business from complete startup, expansion to include mini golf, water wars, arcade redemption center, and birthday facilities.
 - SOLD business and property in 2011.
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EXECUTIVE HIGHLIGHTS / KEY QUALITIES

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| • Government | • Public Relations | • Management/Change Management |
| • Staff Motivation | • Strategic Planning | • Public Administration |
| • Public Speaking | • Comprehensive Planning | • Budgeting - Finance |
| • Marketing | • Six Sigma | • Fundraising |
| • Negotiating | • Media / Relations | • Organizational Effectiveness |
| • Public Policy | • Political Management | • Higher Education / Instructor |
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REFERENCES

Hon. Robert Green, Supervisor & Vice Chairman
Town of Bristol / Ontario County Board of Supervisors
6557 County Road 32
Canandaigua, NY 14424
Phone: (585)229-5244 Email: ragreen@frontiernet.net

Hon. Richard Russell, Supervisor
City of Canandaigua
251 Prospect Street
Canandaigua, NY 14424
Phone: (585)721-4698 Email: richardsteverussell@gmail.com

Ms. Jakki Bruce, Administrative Assistant
NYS Assembly
607 West Washington Street, Suite 2
Geneva, NY 14456
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Ms. Alison Grems, President
Canandaigua Area Chamber of Commerce
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