

CARL E. GEFFKEN

Mountain Home, AR • (347) 200-4598 • cgeffken@gmail.com

TOP-PERFORMING CHIEF EXECUTIVE OFFICER

Senior City Administrator • Senior City Manager • Executive Vice President • Director of Operations
Strategic Planning • Financial Control • Key Relationship Building • Interdepartmental Collaboration
Collaborated on Economic Development • Managed Day-to-Day Operations • Righted City Finances
Earned Performance-Based Bonuses • Served on Nonprofits • Directed Human Services Contracts

WORK EXPERIENCE

City of Fort Smith, AR

May 2016 – December 2024

City Manager/Administrator

- Increased the balance from \$7M in 2016 to \$45M in 2024 for the General Fund balance, showcasing exemplary financial stewardship and strategic leadership.
- Secured \$500,000 to \$1M in annual contributions through successfully addressing chronic underfunding of the public safety pension and ensuring long-term financial stability.
- Pursued comprehensive renegotiation of the EPA/DOJ wastewater consent decree to align with Clean Water Act goals and strategically cut costs through innovative funding.
- Instituted an annual budget review and strategic planning workshop for the Board, enhancing goal-setting and influencing budget allocations for essential services.
- Mentored emerging managers and deputy directors as part of succession planning efforts aimed at boosting team morale and professional development opportunities within city leadership.
- Organized regular meetings with all members of the Board of Directors (City Council), facilitating open dialogue on pressing issues facing the city while actively seeking feedback.

County of Berks, PA

March 2012 - April 2016

Chief Operating Officer, Interim Director of Children & Youth Services

- Optimized operations for 1,800 employees, ensuring seamless service delivery and excellence.
- Developed effective relationships with Department Heads, Agency Directors, local and state officials, contractors, media, and the public to foster collaboration.
- Led annual performance evaluations for Department Heads, meticulously ensuring their staff received timely assessments, thereby enhancing overall organizational performance standards.
- Implemented strategic initiatives closely aligned with the Board of Commissioners' policies while rigorously enforcing compliance with all applicable regulations and ordinances.
- Advised the Board on long-term staffing needs and policy for future growth.

City of Reading, PA

April 2009 - March 2012

City Managing Director / Director of Administrative Services

- Reduced costs from \$450M to \$120M for wastewater treatment plant and sewer system project expenses through steering strategic project management and accountability.
- Steered a \$120M rehabilitation and transformation capital project for the City of Reading's wastewater treatment plant, effectively executed under a stringent Federal consent decree.
- Oversaw funding totaling \$71M for the General Fund and \$50M for the Enterprise Fund, preparing comprehensive municipal budgets while forecasting revenue and expenditures.
- Turned around the City budget from a \$15M deficit in 2010 to an impressive year-end surplus by 2012, showcasing fiscal responsibility and strategic planning.

- Directed 42,000 calls in 2009 with record service levels by launching the Citizen Call Center.
- Spearheaded recruitment initiatives that enhanced selection processes, retention rates, training, development opportunities, and performance evaluations in city departments.
- Led operations of the Information Technology division including planning enhancements for citywide applications and initiating targeted computer training sessions.

Brooklyn Botanic Garden, Brooklyn, NY

July 2008 - Nov 2008

Interim Chief Financial Officer/VP of Finance

- Optimized a robust \$50M capital budget and an operating budget of \$17M, meticulously ensuring fiscal responsibility and strategic allocation of essential resources.
- Oversaw a \$30M portfolio, optimizing investment strategies to enhance growth.
- Supported a \$17M nonprofit organization, leading financial strategy as Chief Financial Officer while elevating its status as one of the premier botanic gardens in the United States.
- Identified and successfully secured \$170,000 in previously unsubmitted capital project invoices that were eligible for reimbursement, significantly boosting overall cash flow.
- Drove projected revenue up 5% to 10% via reviewing and negotiating the largest contract.
- Supervised Finance (3), HR (3), IT (4), and Support Services (3) teams through regular strategic meetings to effectively articulate clear expectations and provide oversight.
- Interfaced with key stakeholders including internal management, Board of Trustees members, state officials, and local government agencies to foster transparency and collaboration.

National Association on Drug Abuse Problems

July 2006 - Jan 2008

Director of Finance and Human Resources

- Spearheaded a \$16M non-profit as CFO, ensuring comprehensive financial stability and growth.
- Supervised a team of 6 Finance professionals and 3 Human Resource staff through regular meetings focused on support, leadership development, and teamwork growth.
- Ensured compliance with government regulations by preparing A-133 reports for audits.
- Prepared the annual budget in seamless collaboration with senior management and program directors to strategically align financial goals with overarching organizational objectives.
- Collaborated closely with program staff to meticulously identify fiscal requirements for grants and contracts, ensuring strict adherence throughout all project lifecycles.

Prior Experience: Dept. of Health & Mental Hygiene of the City of NY, Executive Director for Finance, IT, & HR; Dept. of Investigation, City of NY, Asst. Commissioner for Administration

EDUCATION

City University of New York, Bernard M. Baruch College

Master of Business Administration, Finance & Investments, *magna cum laude*

Binghamton University, State of New York

Bachelor of Arts, Economics, *magna cum laude*

TECHNOLOGIES

Enterprise Resource Planning (ERP) System • Thin Client Computing • E-Government Planning & Implementation • Webpage Development & Publishing • Microsoft Office Software Suite • Zoom QuickBooks • SharePoint • DocuSign • Microsoft Teams • Google Workspace