

Adam Gitter, MPA

November 25, 2020

Liz Mathis, Human Resources Director, Project Manager
City of Flagler Beach
105 S 2nd Street
Flagler Beach, FL 32136

With a proficiency in public administration paired with a strong background in economic development, I am writing to apply for the City Manager position with the City of Flagler Beach, FL. After viewing the job posting I believe my skills and background make an excellent fit for this position. More importantly it is clear this is an excellent opportunity to serve.

My approach is team oriented as my leadership philosophy is built on teamwork, communication and trust. The value I can provide will be apparent early on with my relationship building and grant writing skills. Within my role as the Economic Development Manager with the City of West Bend I have demonstrated a proficiency in recruitment, retention and downtown redevelopment. These skills among others include:

- ⇒ Budgeting and financial management
- ⇒ Economic development and community engagement
- ⇒ Working collaboratively with agency staff, system partners and residents
- ⇒ Strong communication, customer service and organizational skills
- ⇒ Proven leadership and management ability

Local government is a passion of mine and the City of Flagler Beach presents itself with an amazing opportunity to apply that passion. My core values of honesty, integrity and respect will be a great fit on the Flagler Beach team. It is because of this I believe the City Manager position presents itself with a long bright future.

I look forward to learning more about this position and discussing the possibility of joining the City of Flagler Beach, FL. Please contact me at [redacted] : by email at ajgitter@gmail.com. Thank you for your time and consideration.

Respectfully,



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Summary of Qualifications

- Highly motivated professional dedicated to fostering collaboration and building relationships among Municipality Departments and within the community
- Skilled at using strong interpersonal communication skills to navigate and manage the intricacies of organizational and intergovernmental dynamics
- Strengths in strategic program development, organization, and budgeting and financial management; knowledge of tax increment financing, and ability to prioritize and make appropriate decisions regarding agency

Work Experience

Town of Buchanan, WI

Town Administrator

June 2020 – September 2020

- Oversee all town functions, implementing Town Board policies, administering town services, and coordinating town functions and operations with other agencies and units of government
- Serve as the utility manager responsible for the town's storm water system while monitoring privately maintained storm water facilities
- Serve as town zoning administrator, responsible for planning and economic development
- Develop and recommends policy for providing town services
- Develop and review the annual budget. Prepare budget reports, monitor expenditures, recommend staffing and expenditure levels.
- Prepare grant applications and administer grants
- Manage public works projects
- Obtain and review insurance proposals and other service contracts
- Attend and participate in Town Board and other constituted town commission, board and committee meetings
- Oversee engineering services while implementing a 10 Year, \$30 million road reconstruction plan which includes a transition from drainage ditches to curb and gutter storm water management
- Oversee contracted law enforcement services as well as the Town of Buchanan Fire and Rescue

City of West Bend, WI

Economic Development Manager

October 2017 – June 2020

- Coordinate activities relating to economic development: monitor, plan and prepare activities relating to property acquisition, environmental assessment and remediation, demolition, land sale, business development agreements, design guidelines, public relations, RFPs, final approvals and grant writing
- Assist with Tax Incremental District (TID) administration, preparation of TID budgets and plans, and manage developer agreements
- Provide staff support to Redevelopment Authority (RDA): organize meetings, complete reports; and act as a liaison between the City of West Bend and the RDA
- Implement and maintain workforce development strategies to address both short and long term needs of key stakeholders
- Provide information and assistance to community organizations, including the Downtown West Bend Association, West Bend Area Chamber of Commerce, Economic Development Washington County

- (EDWC) and West Bend Economic Development Cooperation
- Serves as the Downtown Business Improvement District Executive Director: create agendas, organize meetings, coordinate projects, prepare and submit annual BID operating plan to city council, manage the budget, prepare annual property assessments, complete minutes and reports, integrate downtown projects with other city planning efforts and act as liaison between BID and city
- Identify industry clusters for business development and targeted marketing. Manage social media tools, update city website, select and award Business of the Month and Business of the Year awards and write press releases
- Complete and sustain aggressive business retention meetings with employers, assist with business attraction, marketing, incentive preparation and management of three loan funds
- Research, prepare, submit, administer and follow grant opportunities and reporting requirements. Track and submit appropriate reports in a timely manner to state, federal or other agencies as required

Wisconsin Community Services, Sheboygan, WI

Assistant Program Director

February 2012 – October 2017

- Supervise staff and student interns on a daily basis and manage work schedules
- Assist the Administrator with various reports and funding proposals upon request
- Manage relationships between the organization and system partners including county officials, Sheriff's Office personnel, administrators, and community-based organizations
- Provide the highest level of customer service for system partners
- Year-to-date and monthly report preparation, completion, and report to the Administrator
- Lead Continuous Quality Improvement efforts to improve the efficiency, effectiveness, quality, or performance of daily services, processes, capacities, and outcomes; this may include data management and collection and tracking of program fees
- Meticulously maintain all client hard and electronic files
- Assist the Administrator with all personnel issues, including hiring, training and performance evaluations
- Attend Judges' meetings, and other criminal justice system committees as needed
- Manage a caseload and provide referrals for support services in the community
- Serve as a Motivational Interviewing Champion for the Court Service Division, including conducting Peer Learning Groups and direct observation of staff, as well as developing Learning Plans to ensure fidelity to this evidence-based practice

Wisconsin Community Services, Waukesha, WI

OWI Caseworker

May 2011 – February 2012

- Monitored bail conditions of defendants ordered by the Court into the Intoxicated Driver Intervention Program to include scheduling and providing weekly supervision
- Provided reports of compliance and non-compliance to the Courts and appeared at Intake Court weekly
- Conducted and recorded random alcohol and drug testing of clients
- Maintained accurate client records including documentation of all contacts with clients and collateral contacts, verification of all client information, referrals to community resources and treatment providers

Community Impact Programs, Kenosha, WI

Child Care Certification Specialist

July 2010 – May 2011

- Conducted certification home visits and ensured that applicants are in compliance with State of Wisconsin Chapter DWD 55
- Coordinated and facilitated new provider orientation and provide application materials, as needed
- Investigated day care rule and regulation concerns
- Reported updates regarding providers to Kenosha County Child Care Coordination Unit and the Wisconsin Department of Workforce Development – Office of Child Care
- Conducted announced and unannounced monitoring visits to ensure providers are in compliance with Ch. DWD 55 and DCF 202 (State of Wisconsin rules and regulations regarding child care)
- Maintained professional and productive relationship with child care providers, Kenosha County Child Care Coordination Unit, Wisconsin Department of Workforce Development – Office of Child Care

- and other agencies
- Maintained files on all child care providers in Kenosha County
- Entered and received data from the State of Wisconsin Child Care Provider Certification web-based program
- Completed and distributed proper documentation on a timely basis
- Assisted child care providers in maintaining their child care business as well as staying in compliance with all rules and regulation per The State of Wisconsin and Kenosha County via phone and in-person.

Foster Care

- Assisted in the recruitment and retention of foster parents in Kenosha County
- Contacted and built relationships with local businesses and organizations in an effort to increase homes and funding within foster care

Military Experience

United States Army – Sheboygan, WI

Military Police

June 2006 – December 2013

- Conducted Military Police operations in support of Operation Enduring Freedom, Afghanistan
- Participated in Warrior Leadership Course to strengthen and develop skills pertaining to Non- Commissioned Officers and Leadership
- Continually train and refine skills as the trainer and trainee during military police drills with the 330th Military Police Detachment

U.S. Military Awards

- Awarded 14 medals, including Army Commendation Medal; Army Good Conduct Medal; Afghanistan Campaign Medal; and Global War on Terrorism Medal

Knowledge and Skills

- Strong background in organizational policy and procedure
- Budgeting and financial management
- Applied research methods
- Organization theory and practice
- Ability to prioritize and make appropriate decisions regarding agency and client needs
- Strong public speaking and interpersonal communication skills
- Transformational leadership and management
- Continuous quality improvement
- Strong oral and written communication skills
- Human resource management

Education

University of Wisconsin Oshkosh
2017

Master of Public Administration
GPA: 4.0

University of Wisconsin Oshkosh
2010

Bachelor of Science in Criminal Justice

University of Wisconsin Washington County
2006

Associate of Arts and Science Degree