

JOSEPH HACKNEY

- jthackney65@gmail.com

November 22nd, 2020

To whom it may concern,

I am writing in response to your job posting for the position of City Manager. After reading your job description, I am confident that my skill set and my passion for local government would be a great match for this position.

My time working in local government has resulted in experiences which will help me excel in this position. During my three years working in local government, I have been given the responsibility of supporting City Management by spearheading the restructuring of areas of an organization which need attention. This has led to assuming the position of City Administrator of Valley Falls, Kansas. I've been placed in the position to lead an organization through a federally declared disaster, and political turmoil, while still advancing my professional goal of making the organization more effective and able to provide better service to the community. In addition to this, the organization has had significant development accomplishments in the midst of an uncertain economy.

The prospect of joining a progressive organization to serve in a capacity that I'm passionate about is exciting. If selected for this position, I will bring a mixture of experiences that will be an asset for Flagler Beach. These experiences have helped shape me into a public servant who will carry out his duties as assigned and always with integrity.

I firmly believe that this experience with Flagler Beach will allow me to continue to build upon the foundation I have been working on, while having the opportunity to help take an organization to the next level. I would welcome the opportunity to further discuss this position with you. If you have questions or would like to schedule an interview, please contact me by phone at _____ or by email at jthackney65@gmail.com.

Sincerely,

Joseph Hackney

Professional Summary

Consistently prioritizes and efficiently handles situations, often in a high-stress environment. Proven flexibility to work as part of a team and take a leadership role when necessary. Customer-service mentality with good working knowledge of municipal practices and procedures. Proven ability to research organization issues compared with industry best practice, and provide recommendations for corrective action.

Relevant Work Experience

City of Valley Falls, Valley Falls, Kansas.

June 2019 – Present

City Administrator, Zoning Administrator, Code Enforcement Officer

- Responsible for the day-to-day operation of the City. Supervises various City employees, works with the public, provides input to the City Council, and represents the City at meetings, conferences, and other various events.
- Directly supervises four department heads, and indirectly supervises 8 full-time employees and over 30 seasonal part-time employees. Responsible for ensuring good production from contracted personnel and vendors.
- Responsible for the maintenance of financial records and reports. Provides monthly financial analysis for City Council consideration.
- Creates and maintains purchase orders, bids, bid proposals, contracts, and other documents for the purchase or acquisition of materials or supplies, goods and services, or other necessary items for the smooth operation, maintenance, improvement, and general operation and upkeep of the City.
- Initiates and maintains short term and long term planning schedules for City operations.
- Acts as the City Nuisance Enforcement Officer and Zoning Administrator. Provides decisions in both areas, which are reflective of City Ordinances. Responsible for the timely enforcement and review of cases.
- Led redevelopment and redesign of City Website. Worked to improve other methods of improving communication with citizens, including social media, Administrator’s narratives, etc.
- Prepared, presented, and published FY20 Budget in accordance with State Statutes. Took input from Department heads, Council members, and Mayor to create a budget that is complimentary to those perspectives. Identified post-COVID-19 revenue loss projections, and developed FY21 budget proposal accordingly. Created phased options for City Council consideration if revenue declines dramatically; including rolling furloughs, etc.
- Identified legal mishaps in real estate contract with a development firm. Presented the problem, clarified a professional response, and sought out proper legal representation on behalf of the City Council. Guided the City through the process of renegotiating the contract, ultimately resulting in a \$1.6 million investment of new single family housing. This restructured contract resolved legal questions, as well as completed the development of the first phase of City-owned subdivision development.
- Interacted with the newspaper editor, citizens, fellow city government officials, administrator peers (i.e. School District Superintendent), County officials, and state representatives and Senators.
- As the result of severe flooding, guided the City through two Presidential Disaster declarations. Prepared damage assessments for FEMA, and worked with Emergency Management Director of Jefferson County and KDHE representatives to ensure maximum reimbursement.
- Created a Community Survey which is aimed to gather data for the City Council which will demonstrate strengths and areas where the organization needs to be improved.
- Served as primary Human Resources representative of the City. Completed Unemployment, KPERS, and other various information requests. Ensured that all City hires were completed correctly with all reporting completed timely. Led interview and selection process, and ultimately filled City Attorney and Public Works Director positions.
- Assessed inner-organization evaluations and recommended changing the structure of supervisor-employee evaluations. Transitioned the organization from a points-based system, to a format conducive for fostering a coaching relationship between supervisor and employee.

City of Warrensburg, Warrensburg, MO.**May 2018 – June 2019***Special Projects/Public Information Officer (Management Internship), Interim Animal Shelter Manager*

- Prepared FY20 Animal Shelter Budget Proposal which is reflective of City Council priorities. Manages department budget, staff, and other resources. Responsible for making critical changes to department practices and procedures, and changing organizational culture to promote a healthy workplace for employees, and good practices to ensure morale levels are maintained.
- Conducted a study session with City Council designed to educate on common expectations of Animal Shelter facilities. Purpose of study session was to discuss current funding at the animal shelter, and what services those funding levels will permit. Set groundwork for future conversations about increasing funding to meet community expectations of Animal Shelter services.
- Prepared a business development plan for animal shelter services by analyzing information from professional humane organizations, on-site tours and interviews of reputable shelters, and inter-department assessments of operations. Business development plan resulted in restructure of duties shared between management and employees, retraining on cleaning protocol and other shelter operations, coaching of management aimed at achieving better department morale, and increasing volunteerism from within the community.
- Prepared RFP for animal shelter management services. Coordinated with City Attorney to ensure all needed functions are within the contract. Analyzed all relevant stakeholder contracts and mutual aid agreements to determine how to best exit.
- Investigates citizen, customer, staff and council concerns, researches issues involved, consults pertinent internal departments, analyzes and shares findings, coordinates and facilitates action taken by departments when necessary, directly communicates with the general public for identification of service needs and addresses concern with appropriate written, verbal or in-person follow-up on behalf of the City.
- Managed City website utilizing CivicPlus platform. Used this platform to update most features on City website, including but not limited to, developing employee intranet, maintained and updated links, modified website layout per request and self-initiated, posted press releases and funneled items through RSS feed to various social media platforms, and explored expanding and improving services based on the capacities CivicPlus offers.
- Assisted in developing a concept for an employee wellness program. Coordinated with Kansas City Blue Cross Blue Shield on implementing a program. At the direction of the City Manager, proposed incentives to encourage employee participation and manage the resulting data administratively.
- Participated in budget committees meeting, with goal of making alterations to be reflective of the stated priorities of City Council and City Manager.
- Applied concepts from graduate studies, conferences, and a grant writing workshop to complete special projects. Utilized this acquired knowledge to supplement the capabilities of various City departments.

City of Arcola, Arcola, IL.**January 2016 - August 2016***City Administration Intern*

- Assisted in preparation of FY 2017 Budget.
- Manipulated user rates along with historic customer data to identify specific water and sewer rate increases that were necessary to keep up with operating costs and maintenance.
- Compiled monthly water usage data by customer in preparation to complete a utility rate study, drafted the final ordinance for Council Approval increasing water and sewer rates based on the utility rate study.

Additional Work Experience**Office of the President at Eastern Illinois University, Charleston, IL; August 2016 - December 2017 ; *Special Assistant to the Executive Secretary*****Sarah Bush Lincoln Health System, Mattoon, IL; May 2012 – May 2018; *Security Officer***

Education

- M.A. in Political Science;** Option in Public Administration and Public Policy
Eastern Illinois University; Charleston, IL. Graduated December 2017
Capstone Project: *Downtown Redevelopment Efforts: Is Tax Increment Financing a Viable Option for Inducing Redevelopment Activity in Small to Mid-sized Cities?*
- B.A. in Political Science;** Sociology Minor
Eastern Illinois University; Charleston, IL. Graduated May 2016
- A.A. in Criminal Justice**
Lake Land College; Mattoon, IL. Graduated December 2013

Certificates

- University of Georgia, School of Continuing Education: Paralegal Certificate (08/2017)
- Grant Writing USA: Grant Writing Workshop (10/2018)

Relevant Coursework

Eastern Illinois University: Civic and Nonprofit Leadership, Cities Politics and Urban Policy, Public Policy Research and Analysis, Budgeting in Government and Nonprofit Organizations.

Research Experience

Tax Increment Financing Transparency: Increasing Accountability and Community Involvement in a Controversial Economic Activity Inducement Tool (2017); Tax Increment Financing Usage: Statewide Comparison of Practices and Measurement of Success of Arcola, Illinois TIF Program (2016); Tax Increment Financing Efficiency in Arcola, Illinois: Determining the Most Potent Revenue Generator between Existing and New Projects (2016)

Grant Writing Experience

- United States Department of Agriculture – Rural Development Program (City Administration Internship, Arcola, IL)
- Illinois Office of the Treasurer – Charitable Trust Grants Program (Volunteer, Coles County, Illinois Habitat for Humanity)
- Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA) – Assistance to Firefighters Grant (AFG) (Special Projects, Warrensburg Fire Department)
- Firehouse Subs – Public Safety Grant (Special Projects, Warrensburg Fire Department)

Professional Memberships and Participation

- International City and County Management Association (ICMA)** July 2018 - Present
ICMA Conferences: Baltimore 2018
- Missouri Municipal League (MML)** August 2018 – Present
MML Conferences: Branson 2018
- Illinois City/County Management Association (ILCMA)** February 2016 – February 2018

Joseph Hackney

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Professional References:

Mr. Bill Wagoner
City Administrator
City of Arcola, Illinois
114 N. Locust
Arcola, Illinois 61910

arcola-administrator@consolidated.net
Relationship: Internship Coordinator - Manager at City of Arcola from 01/2016 – 08/2016

Mr. Harold Stewart
City Manager
City of Warrensburg, Missouri
102 S. Holden Street
Warrensburg, Missouri 64093

harold.stewart@warrensburg-mo.com
Relationship: Manager at City of Warrensburg from 05/2018 – 06/2019

Mr. Matthew Lue
Director of Finance
City of Columbia, Missouri
701 E. Broadway
P.O. Box 6015
Columbia Missouri
816-728-3117
Matthew.lue@como.gov
Relationship: Finance Director at City of Warrensburg from 05/2018 – 06/2019