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Dear City of Palm Coast Administration:

I am excited to express my interest in the City Manager position for the City of Palm Coast. With a successful track record as the County Administrator for San Joaquin County, CA and over 20 years in private sector management positions, I am well-prepared to bring my leadership and expertise to this role.

I have over a decade of local government executive experience, where I managed budgeting, strategic planning, community engagement, and interagency collaboration. I also focused on developing organizational leadership. These experiences have equipped me to effectively address the challenges and opportunities in city government.

Key reasons supporting my move to City Manager include:

- **Local Government Dynamics:** My deep understanding of local government operations is directly transferable to the municipal level, enabling me to navigate complex issues effectively.
- **Leadership:** I am a skilled leader who enhances organizational culture, builds trust, and champions innovation and creativity.
- **Financial Management:** My experience in managing County budgets has honed my skills in maintaining structurally-balanced budgets and ensuring fiscal responsibility.
- **Stakeholder Engagement:** I build strong relationships with elected officials, community leaders, and civic organizations, fostering transparent communication and collaborative decision-making. I have a proven ability to align organizational objectives with community needs, driving sustainable growth and enhancing residents' quality of life.
- **Crisis Management:** My experience in crisis management, demonstrated during the COVID pandemic and 2023 California flooding, ensures swift and effective responses to protect the community.

I am confident that my background in county administration enables me to make a seamless shift to City Manager and deliver tangible results for Palm Coast. I am immediately available, having already transitioned out of my previous position.

Thank you for considering my application.

Sincerely,

Jerome C. Wilverding

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ACHIEVEMENTS

- Extensive administrative, accounting, operations, and internal auditing background.
- Experience in local government, technology, telecommunications, and manufacturing.
- Effectively manages executive, high-level professional, and clerical staff.
- Experience with mergers and acquisitions, tax revenue negotiation, and union labor negotiations.
- System implementation leadership including Workday, PeopleSoft, and Oracle.

PROFESSIONAL EXPERIENCE:

SAN JOAQUIN COUNTY, Stockton, CA
Central Valley local government

Mar 2021 to Mar 2024

County Administrator

- Chief Administrative Officer for this \$2.9 billion county with an employee base of nearly 8,000.
- Reporting directly to a 5-member Board of Supervisors, responsible for implementing policy direction and accomplishing the Board's Strategic Priorities.
- Responsible for the County's annual budget, capital planning, Information Technology programs and initiatives, and human resource utilization.
- Directly responsible for five central service divisions and administrative oversight for the 20 operational departments within the County, including a County hospital and clinic system.
- Managed the day-to-day operations of a County executive team of 16 with an operating budget of over \$6 million.

SAN JOAQUIN COUNTY, Stockton, CA
Central Valley local government

Apr 2013 to Mar 2021

Auditor-Controller

- Chief Financial Officer for this \$2.9 billion county.
- Responsible for all centralized countywide accounting operations which include property tax, general ledger, accounts payable, payroll, auditing, the cost plan, and intergovernmental transactions.
- Provided centralized accounting services for 26 County departments and over 200 Special Districts.
- Responsible for Internal Auditing of the County departments and affiliated organizations.
- Key interface between the Assessor and Treasurer for billing and allocation of all property taxes.
- Worked closely with the County Administrator and Board of Supervisors on projects and initiatives.
- Managed a department of over 30 staff with an operating budget of over \$6 million.

CONTRA COSTA COUNTY, Martinez, CA
East Bay Area local government

Nov 2010 to Mar 2013

Chief Accountant

- Division financial manager for this \$4.5 billion public sector operation. Responsible for revenue accounting, district apportionments, cash accounting, and division revenue budgets.
- Responsible for funding county operations and affiliated cities, schools, special districts.
- Reporting to the County Auditor-Controller, responsible for coordinating tax-related functions with the Offices of the Assessor and Treasurer-Tax Collector.
- Supervise eight professional accounting staff.

EAST BAY MACHINE AND SHEET METAL, Concord, CA

Dec 2009 to Oct 2010

Specialty metals manufacturer and fabricator

Consultant

- Support the President and CFO in day-to-day financial operations of this \$5 million company, including accounting, reporting, and special projects.
- Perform analysis regarding capital equipment and raw materials procurement.
- Assist in preparation of budgets and forecasts for the company.
- Provide any recommendations to management regarding improvements in efficiency and control.

MOZZARELLA FRESCA, INC., Concord, CA

May 2007 to Feb 2008

National producer of fresh mozzarella, ricotta, and mascarpone cheeses

Corporate Controller

- Chief financial manager for this \$60 million unit. Reporting directly to the President, responsible for all accounting, reporting, treasury, and audit functions of the company.
- Responsible for budgets and forecasts of the company, including plans for achieving corporation financial and operational goals and objectives.
- Primary financial liaison between the company and its \$900 million parent, Sorrento Lactalis American Group.

ROBERT HALF INTERNATIONAL, Oakland, CA

Mar 2008 – Dec 2008 &

International agency for staffing finance and accounting professionals

Oct 2004 – May 2007

Recruiting Manager

- As a former client of this \$3 billion service organization, successfully shifted into a sales environment by becoming one of the division's top producers in the Bay Area for 2005 and 2006.
- Built networking relationships with a wide range of client organizations ranging from \$5 million private firms to Fortune 500 companies in industries.
- Experience evaluating, interacting, and placing finance and accounting professionals at all levels, from Financial Analysts and Staff Accountants to Finance Directors and CFOs.

TEMPLE-INLAND CORPORATION, Antioch, CA

Mar 2001 to Jul 2004

Northern California District of the Temple-Inland Packaging Division

District Controller / Plant Controller

- Directed all financial and various operational functions of this \$250 million District using JD Edwards ERP applications and Hyperion Essbase.
- Managed plant Controllers and accounting staff at four separate manufacturing facilities.
- Responsible for managing standard cost system and managed capital expenditure project accounting.

RESOURCEPHOENIX.COM, Alameda, CA

Jan 2000 to Jan 2001

Outsourced financial services provider

Controller

- Built a new accounting department serving five client companies using a virtual private network.
- Led the migration process of converting clients onto Oracle financials which included development of the financial reporting package, chart of accounts, and the close routine.
- Directed multiple accounting professionals reporting through three accounting managers.

AIRTOUCH COMMUNICATIONS, San Francisco, CA
Wireless Telecommunications Service Provider (Now part of Verizon Wireless)

Sept 1996 to Nov 1999

Manager, Financial Operations

- Directed the finance functions over Corporate Headquarters and Domestic Cellular Operations for this \$30 billion organization.
- Progressive responsibilities included all corporate general ledger activities, implementation of complex GAAP accounting (FX translation, hedging, equity accounting), and various financial reporting using Oracle financials and Hyperion for consolidation.
- Reengineered the corporate headquarters accounting department, as well as designed and implemented company-wide finance processes for budgeting, inter-company transactions, and pensions.

FIBREBOARD CORPORATION, Walnut Creek, CA
Building Materials Manufacturer (Now owned by Owens Corning)

Jan 1990 to Sept 1996

Internal Audit Manager

- Implemented a new internal audit department within this \$400 million company which planned and performed audits and analysis for manufacturing operations and corporate administrative functions.
- Proposed and initiated an enterprise-wide conversion of Fibreboard's general ledger system to JD Edwards. Led the migration effort along with the Corporate Controller and IT Director.
- Reported directly to the CFO, while making periodic presentations to the Board of Directors.

FOSTER FARMS, Livingston, CA
\$4 billion poultry and turkey producer

Oct 1985 to Jan 1990

Senior Internal Auditor

- Planned and performed a wide variety of operational audits and special reviews, including manufacturing, distribution, and inventory management.
- Also performed year-end financial audits of the consolidated financial statements.
- Worked on design and development of a new machine center driven standard cost system.

AMERICAN SAVINGS & LOAN, Stockton, CA
\$10 billion financial services institution (formerly State Savings)

Dec 1981 to Oct 1985

Internal Auditor

- Performed all phases of financial and operational audits covering corporate operations, branches, construction lending, real estate, and foreclosure.
- Participated in enterprise data conversion programs.

EDUCATION AND CERTIFICATIONS:

- **Wilkes University**, Wilkes-Barre, PA **Certified Internal Auditor** 1984
Bachelor of Science in Business/Accounting 1980 **Certified Fraud Examiner** 1994

COMPUTER SKILLS:

PeopleSoft, Oracle, JD Edwards, QuickBooks, Hyperion, Advanced Excel/Word/PowerPoint