

William H. Kerbin Jr.
10791 Foreston Road
Chestertown, MD 21620
(410) 778-1698
wkerbin@yahoo.com

August 28, 2013

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

Dear Ms. Bolser:

Please consider this cover letter, resume, and list of references as an application for the position of City Manager for the City of Bunnell. I have reviewed the position profile, researched the community and believe this to be a fit.

For the past 7 years, I have served as the Manager of the Kent County, Maryland Housing Division including supervising employees, preparing budgets, and securing and administering community development grants in the amount of \$2 million. Furthermore, I worked for the City of Pocomoke for 5 years managing economic development, community development and housing projects. From this work experience, I also gained thorough knowledge of municipal operations. I have excellent problem solving and organizational skills. I can make decisions independently, but I also work well in a team environment.

My salary requirement is \$80,000. Should you need additional information, please feel free to contact me at 410-778-1698. I sincerely look forward to hearing from you soon and I am most interested in this position.

Thank you for your consideration of my application.

Sincerely,

William H. Kerbin Jr.

William Howard Kerbin Jr.
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(410) 778-1698; wkerbin@yahoo.com

SUMMARY QUALIFICATION

Public Service Professional, who is a proven leader, works well with people and has extensive experience with municipal government.

EMPLOYMENT EXPERIENCE

County Commissioners of Kent County; Chestertown, MD
Department of Planning, Housing and Zoning
Housing Planner (October, 2006 – Present)

- Secured over \$1.1 million in Community Development Block Grants (CDBG) for the Housing Improvement Program;
- Administered CDBG Job Readiness Program and Kent Center Construction Project totaling over \$500,000;
- Coordinated with the Department of Tourism and Economic Development to assist with \$700,000 Community Development Block Grant for potential relocation of business;
- Managed Housing Division including supervising employees, preparing budgets and providing recommendations to the County Commissioners;
- Monitored grant expenditures and program requirements for Housing Improvement Program, Emergency Solutions Grant and Job Readiness Program;
- Prepared staff reports for Planning Commission to respond to requests for variances, subdivisions and lot line adjustments;
- Reviewed building permits for compliance with critical area program to protect Chesapeake Bay;
- Collaborated with nonprofit organizations, community groups and governmental agencies to organize housing summit to focus on affordable housing strategies.

CACI, Inc./United States Department of Justice; Civil Rights Division;
Special Litigation Section; Washington, DC
Paralegal (October, 2004-October, 2006)

- Provided technical assistance for investigations of jails and prisons, juvenile justice facilities and mental health facilities;

EDUCATION

Juris Doctor

Thomas M. Cooley Law School; Lansing, MI
(September, 1999 - May, 2002)

Master of Arts in Political Science

American University; Washington, DC
(September, 1991 - May, 1993)

Bachelor of Arts in History

Washington College; Chestertown, MD
(September, 1986 - May, 1990)

COMMUNITY EXPERIENCE

Member, Family and Community Partnerships of Kent County
Chestertown, MD (October, 2006-Present); Vice Chair, (July, 2011-Present)

Member, Kent County Workforce Housing Task Force
Chestertown, MD; (November, 2006-November, 2007)

Member, Chestertown Rotary Club; Chestertown, MD
(March, 2007-Present); President, (June, 2010-Present)

Member, Salisbury Jaycees; Salisbury, MD
(October, 1997-August, 1999);
Ways and Means Director (April, 1998-April, 1999)

MEMBERSHIPS

ICMA Affiliate Member; February, 2012 - Present

List of References for
William H. Kerbin Jr.
August 28, 2013

Russell W. Blake
City Manager
City of Pocomoke
P.O. Box 29
Pocomoke City, MD 21851
(410) 957-1333

Harvey Davis
Housing and Zoning Coordinator
City of Pocomoke
P.O. Box 29
Pocomoke City, MD 21851
(410) 957-1633

George Podelco
Executive Director (retired)
Eastern Shore Area Agency on Aging/Community Action Agency
3 Lee Street
Onancock, VA 23417
(757) 787-2984

Christopher Cheng
Attorney
United States Department of Justice
Civil Rights Division
Special Litigation Section
950 Pennsylvania Avenue, NW
Washington, DC 20530
(202) 514-6255

Kevin Havens
Senior Real Estate Attorney
Autozone, Inc.
1835 Front Street, 3rd Floor
Memphis, TN 38103
(901) 495-6932