

Jason Lawrence

October 30, 2020

City of Flagler Beach
PO Box 70
Flagler Beach, FL 32136-0070

RE: City Manager

Please accept my cover letter, and résumé for the position of City Manager advertised with the City of Flagler Beach.

If the City seeks a candidate with an extensive background in public administration including organizational management, public finance, strategic planning, human resource management, policy implementation, intergovernmental affairs, as well as experience working closely with elected officials and other senior managers, then it should closely examine my qualifications.

My career in public service includes several roles in local and state government. Currently, I work as the Finance Administrator for the City of Tallahassee's public transportation service, StarMetro. In this role, I am primarily responsible for the oversight of a \$22 million budget including state and federal grants, as well as a capital asset portfolio that exceeds \$100 million. Additionally, I am responsible for all administrative activities within the enterprise including human resources, information technology, and strategic planning. Within this role, I manage a team of eight financial and administrative professionals.

Prior to being promoted in my current role at StarMetro, I served as a Strategic Innovation Consultant within the City Manager's Office. In this role, I worked on a cross-functional leadership team tasked with developing Tallahassee's first five- year Strategic Plan. Additionally, I led teams of department heads and senior managers in completing large-scale projects including but not limited to procurements, and community engagement initiatives.

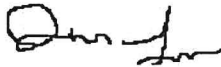
Before working for the City of Tallahassee, I served as the Commission-appointed Finance Manager for the City of Lake Helen. In this role, I managed all financial and administrative activities including accounting, budget development, capital planning, grant management, procurement, and payroll. In addition to these core duties, I managed the City's water utility billing and payment cycle, served as the administrator of Lake Helen's Police Pension Fund, managed the City's internship program, as well as its legislative advocacy initiatives.

Prior, I worked as a Management and Budget Analyst for the County of Volusia, where I was responsible for developing and monitoring budgets for several major funds including the Daytona Beach International Airport, Economic Development, and County Library System. Before transitioning into local government, I held subsequent roles in state government including the Florida House of Representatives and the Office of the Attorney General.

I am an active member of several professional organizations including the International City and County Management Association (ICMA), where I previously served on its Scholarship and Graduate Education committees; the Florida City and County Management Association (FCCMA), in which I serve on the Communications Committee; as well as the Government Finance Officers Association (GFOA), in which I review monthly submissions for the "Distinguished Budget Presentation Award," and serve as a temporary finance professional for other government finance departments experiencing leadership transition. In September 2020, I was accepted into the GFOA's Leadership Academy, which is designed to equip government finance professionals with leadership and management skills to better serve their communities. Finally, as part of my GFOA membership, I am pursuing designation as a Certified Public Finance Officer, which I expect to attain by December 2021.

My public finance and organizational management experience, I believe, well qualifies me for the City Manager position. Should my application be selected for further consideration, I can be reached by phone at _____ or via email at jjlawrence89@gmail.com.

Thank you,

A handwritten signature in black ink, appearing to read "Jason Lawrence".

Jason Lawrence, MPA

Jason Lawrence

jjlawrence89@gmail.com

Education: **Florida State University**
Master of Public Administration: December 2015

Florida Agricultural and Mechanical University
Bachelor of Arts, Political Science and Economics: December 2011

Certifications: **Government Finance Officers Association**
Certified Public Finance Officer (CPFO): *Expected, 12/2021*

Competencies: Public Finance, Organizational Management, Public Transit, Intergovernmental Affairs, and Strategic Planning

Professional Experience:

Transportation Finance Administrator

City of Tallahassee

March 2020 – Present

Tallahassee, FL

- Promoted to Finance Administrator of StarMetro, the City’s public transportation system, leading both the agency’s finance and administrative divisions
- Manage a \$22 million budget including General Fund proceeds, as well as state and federal grants
- Develops departmental strategic plan and dashboard; monitors and reports performance data
- Supervise eight financial and administrative professionals; serves as Director in absence of Chief Transit Officer

Strategic Innovation, Sr. Consultant

City of Tallahassee

January 2019 – March 2020

- Serve as in-house consultant for the City Manager’s Office to enhance strategic capacity and business performance throughout the organization
- Lead teams of department heads, and other management staff to implement new, design-led approaches to complex problems involving people, processes and systems
- Serve as lead in the compilation of the City’s first Strategic Plan; collaborate with departments to develop, track, and analyze performance metrics
- Serve as Acting Director of Office of Strategic Innovation, as required; assists City Manager in maintaining relations with elected officials and implementing Commission policy directives
- Complete special projects including the 2019 Municipal Broadband Assessment; interview process for Police Chief; as well as coordinating the Annual Commission Retreat and compiling the City’s first Annual Report
- Prepare policy memos, management reports, and Commission agenda items and presentations including the City’s ‘No-Gift’ policy as part of the 2019 Ethics Ordinance
- Represent the City Manager’s Office both internally and at public events

Finance Manager

City of Lake Helen

March 2017 – January 2019

Lake Helen, FL

- Commission-appointed Director of all City financial activity including a \$4.3 million budget and capital program, procurement, accounting and financial reporting, and grants; serve as administrator of police pension fund
- Manage finances for the City’s Water Utility Enterprise including quarterly billing and payment cycle; develop annual rate adjustments and capital plan; improve customer relations through enhanced business processes
- Redevelop the City’s annual budget document, earning its first “Distinguished Budget Presentation Award” from the Government Finance Officers’ Association
- Responsible for the supervision and professional development of City Hall staff including an internship program
- Represent the City in intergovernmental groups such as the regional transportation planning organization (TPO), local hazard mitigation strategy group, and cooperative purchasing groups
- Create the City’s Legislative Advocacy program through engaging its local, state and federal delegation

Management and Budget Analyst

County of Volusia

Feb. 2016 – March 2017

DeLand, FL

- Assist the County Council, and County Manager in the development and implementation of an \$800 million budget
- Provide technical assistance to departments in all aspects of the nine-month budgetary process including funding recommendations, capital planning, budget amendments and revisions, forecasting, and procurement
- Monitor over \$100 million in governmental, fiduciary, and proprietary funds including those for the Daytona Beach International Airport, Economic Development, as well as the County Library and Parks systems

Management Fellow

Leon County Government

Sept. 2015 – Feb. 2016

Tallahassee, FL

- Complete special projects related to Citizen Engagement, Economic Development, and Intergovernmental Affairs
- Represent the County Administrator’s Office at public events, and meetings of citizen groups

Grants Manager

Office of the Attorney General

May 2013 – Sept. 2015

Tallahassee, FL

- Manage federal grants exceeding \$2.5 million; performs monthly financial and annual operational audits

References: *Available upon request*