

Scott Morris Moye

SUMMARY QUALIFICATIONS

General

Management: Twenty-four (26) years of diversified analytical and comprehensive managerial skills in both the public and private sectors. Managed multi-million dollar projects with a pre-allocated annual budgets of various sizes (\$1.2M - \$76M), and achieved directed and personal goals. Innovative, results-oriented leader in coordination of organizational efforts, including: goal setting, budgeting, employee motivation, labor relations, and human resources administration. Strong interpersonal relations skills and customer service ethic.

Finance: Proficient in the preparation and administration of organizational budgets and grants.

Communications: Outstanding interpersonal skills. Very strong oral and written communication skills. Effective in fostering cooperative relationships with citizens, staff, elected officials, and the media.

Planning: Comprehensive understanding of land use and community development issues, including building/zoning code enforcement.

Human Resources: Experience in recruiting, hiring, training and motivating staff.

EDUCATION

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| Georgia Southern University | Master of Public Administration | Statesboro, Georgia |
| Georgia College | Bachelor of Business Administration | Milledgeville, Georgia |
| University of Oklahoma | Economic Development Institute | Norman, Oklahoma |
| Georgia State University | Certified Public Finance Manager (July 2021) | Atlanta, Georgia |

PROFESSIONAL EXPERIENCE

County Manager

August 2016 to Present

Ware County Board of Commissioners

Serve as the chief administrative officer for County and see that the ordinances, resolutions, and regulations of the Board of Commissioners and the laws of the State of Georgia are faithfully executed and enforced; exercise managerial authority and supervision over the County Manager's staff and 15 all department heads under the jurisdiction of the Board of Commissioners, including delegation of duties to subordinates without relieving burden of responsibility from the County Manager. Supervise the preparation, certification, and maintenance of county records such as: minutes of commission meetings; ordinances; agreements; personnel files; general correspondence; resolutions; contracts; and licenses.

Arrange appointments and screen calls for county commissioners. Provide background information, financial status updates, and policy recommendations to the Board of Commissioners to aid in making decisions. Monitor financial status of county, include preparing preliminary budget and compiling information from department heads relative to budget requests. Oversee general maintenance of county buildings and assure proper insurance coverage on building and vehicles. Correspond with the general public on requests for information and complaints. Serves as liaison for county commissioners and other departments.

Procure-to-Pay (P2P) Operations Coordinator

May 2013 to August 2016

MCHS in Waycross

Manage all departmental facets of the P2P Supply Chain division of the Mayo Clinic Health System in Waycross, Georgia. Responsible for local contract administration for identified commodities and projects. Formulate analytical reports and Supply Expense updates to department and institutional leaders, customers and colleagues. Participate in

selecting suppliers and continuing business relationships on the basis of the value analysis principal. Provide customer service related functions to all MCHS departments and customers. Collaborate with Sourcing and Contracting and committees to identify supply expense reduction opportunities.

Achievements: Implemented the first P2P division for MCHS Waycross. Developed and implemented the Travel/P-card system for MCHS Waycross. Assisted Mayo Clinic Florida staff with recognizing and implementing a \$2.5M annual expense savings for MCHS Waycross.

City Administrator

April 2004 to May 2013

City of Blackshear, Georgia

Managed municipal government with a staff of 42 FTE's in a full-service southern Georgia community. Reported to a seven-member board elected by districts with mayor elected at-large from a community of 3,483 full-time residents. Managed the following departments: Public Works-Streets, Sanitation, Water/Sewer & Fleet Maintenance, Finance, Human Resources, Police, Fire, City Clerk, Information Technology, and Economic Development. Provided guidance and oversight with City's grant administration for community and economic development projects. Prepared and presented the annual City Budget and the Capital Improvement Plan totaling \$4.8 million. Served as the City Clerk and Treasurer.

Achievements: Served as the first city administrator for Blackshear. Spearheaded many administrative improvement projects such as city property tax collection agreement with Pierce County, industrial park infrastructure improvement project (water tower/water & sewer installation), information technology conversion for document imaging, council agenda packet structure,

Adjunct Instructor

September 2005 to Present

Coastal Pines Technical College, Waycross GA

Provide instruction for Interpersonal Relations (Personal and Professional Development - EMPL 1000) in traditional classroom setting and online setting (BlackBoard). Provide advisement to students on human relations, employability, job search, and job advancement. Prepare and submit administrative documentation on students via Banner Web. Responsible for overall classroom instruction including: preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and work ethic appraisals, and interacting with other faculty.

**Deputy City Manager
Interim City Manager**

July 2000 to February 2004

City of Fernandina Beach, Florida

October 2001 to March 2002

Assisted with managing full-service municipal government with a staff of 204 full-time employees in a Florida coastal resort community with a rich, historic heritage. Responsible for development and administration of a \$19.5 million operating budget and a \$76 million total budget, which included a \$25million capital budget and three enterprise funds. City operations include a municipal airport, an 18-hole golf course, and a marina. Reported to a 5-member City Commission, elected at-large from a community population of 11,500 (20,000+ during the tourist season). Managed the following City Departments: Human Resources/Information Technology, Finance, Parks and Recreation, Public Works, Marina, Golf, Airport, Fire, and Police. Oversaw operations in various City facilities which included: three recreation centers, two municipal pools, two fire stations, a police station, a wastewater facility, and a vehicle maintenance garage. City Manager office was responsible for management/maintenance of 8-miles of Atlantic Ocean beachfront.

Achievements: Completed addition to City Marina. Oversaw site-selection/development and financing of a state-of-the art City Police Station. Opened first phase of the City's 225-acre Greenway. Assisted with developing City newsletter to improve communications with City residents. Initiated facility beautification program. Developed City Mission and Core Values Statement. Initiated: City Wellness Program and City Employee Orientation Program. Initiated development of two waterfront parks, and the rehabilitation of another. Assisted CM developing weekly project-tracking and current events reports to keep the City Commission better apprised of important community happenings-continued as Interim. Initiated developer workshops to better explain land-use regulations to prospective land developers. Implemented an organization-wide information technology program (voice mail, computer network, Internet presence), which modernized organizational communications and provided better, more timely customer service. To improve service and streamline operations, conducted performance audits of City departments, and restructured departments based on audit findings. Served on committee to negotiated two successful employee bargaining unit contracts for Police and Fire Departments. Worked closely with community groups (downtown merchants, service clubs, etc.) on various civic projects. Initiated anti-crime coalition task force (composed of City Public Safety staff and city residents) to reduce crime and drug trafficking in the community. Served as interim city manager to transition to new city manager during a tumultuous period.

Assistant to County Manager

August 1993 to July 1998

Ware County BOC, Waycross, Georgia

Provided assistance in county daily administration, financial forecasting/budgeting, local strategic planning, economic and community development, and project/grants management. Directed to manage daily activities and financial management for various County operations. Provided technical assistance to standing and formed committees of County/City, Chamber of Commerce, Waycross-Ware County Development Authority, and Okefenokee Area Development Authority with project management activities -- coordination, budgeting, administration, and consultation. Assisted Public Works Department with project concepts, designs, budgeting, facility development, and implementation in the areas of street and road improvements and paving, bridge replacement, and landfill operations.

Achievements: Coordinated and organized projects such as the Iron Bridge Road Landfill closure after 38 years. Successfully managed the capital project development and construction of the Tri-County Regional Landfill and Intermodal Surface Transportation Enhancement Act (ISTEA) projects which included concepts and design, funding applications, and administration to Federal and State agencies.

Administrative and Financial Director

August 1988 - August 1993

Southeast Georgia Reg. Dev. Center

Maintained sound administrative and financial policies and procedures in coordination with the Board of Directors of the Southeast Georgia Regional Development Center and Certified Development Corporation. Managed a regional commission staff of 45 FTE's in southeast Georgia to serve eight (8) counties and twenty-seven (27) cities. Provided technical assistance to local governments in all areas of general administration, financial management, economic development, and grant administration. Managed the Financial Management System of the SEGaRDC with a \$2.8M budget. Provided consultation to local governments in areas of data automation and processing, reviewed and recommended computer hardware and software proposals for various local government operations. Served as the administrator of the SEGaRDC Retirement Plan; maintain retirement system records; and serve as a member on the Trustee Committee. Ensured SEGaRDC complied with all federal, state, and local contracts.

References

Additional information furnished upon request.