

Ms. Liz Mathis  
Human Resources  
City of Flagler Beach  
105 S 2<sup>nd</sup> Street  
Flagler Beach 32136

November 28, 2020

Dear Ms. Mathis,

I would like to apply for the position of Chief Administrator, which was advertised on the ICMA website. Please find my resume attached.

I would be an excellent fit for this position because of my previous experience leading organizational and strategic initiatives while serving as county, city and village administrator, respectfully. I am confident my proven leadership skills as well as my strong commitment to high ethical standards and demonstrated experience handling complex matters would allow me to make a significant contribution in Flagler Beach.

I am very enthusiastic about the role of Chief Administrator because it will enable me to apply my thorough knowledge of the principals of public administration with particular reference to a full-range of municipal services and utilize my ability to maintain effective working relationships with diverse groups of department and elected officials, other employees, consultants, community groups and the public. This is the right time in my career to return to public service.

I can discuss my sabbatical in greater detail and learn more about the position and my qualifications with you during an interview. I am now ready to return to public services and take on this new challenge. Thank you for your consideration.

Yours Truly,

Martin Murphy

# MARTIN MURPHY, MPA, ICMA-CM, AICP

[mdmurphy1259@yahoo.com](mailto:mdmurphy1259@yahoo.com)

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## EXPERIENCED, LOCAL GOVERNMENT LEADER

### CORE COMPETENCIES

Public Safety, Emergency Management, Solid Waste Management, Water/Wastewater Treatment, Public Works Functions, Building, Zoning, Planning Strategic Planning, Financial Administration, Policy/Program Facilitation, Service Delivery, Human Resources, C

### EDUCATION

- **State University of New York**
  - Master of Public Administration Degree, MIS
- **State University of New York**
  - Bachelor of Science Degree, Business Administration

### PROFESSIONAL EXPERIENCE

SABBATICAL 2019-2020

#### Caregiver for Ailing Parent

- Responsibilities including scheduling and coordinating medical and physical therapies, in-home services, financial custodianship and estate executor.

CITY OF NEW PORT RICHEY, FL 2017-2018

#### Assistant City Manager

- Performed high level administrative work of considerable difficulty and responsibility in coordinating a variety of assigned projects designated by the City Manager.
- Assisted in the development and implementation of an active growth plan.
- Administered City's Amnesty Program.
- Authored Annexation and Feasibility & Strategic Study RFQ.
- Prepared reports by gathering research and evaluating alternate courses of action.
- Drafted proposed policies, procedures and ordinances.
- Coordinated activities with other governmental agencies.

CITY OF ONEONTA, NY 2015-2016

#### City Manager

- Chief Executive Officer responsible to a nine-member City Council for the daily administration and overall supervision of 13 city departments and over 125 employees.
- Provide overall executive management and organizational leadership.
- Successfully negotiated three expired union contracts in first 6 months.

- Prepared \$15.5 million operating budget, \$4.5 million water/sewer budget.
- Enhanced operating procedures and organizational protocols in the departments of Code Enforcement, Parks & Recreation and City Clerk.
- Implemented a data-driven analysis of the Fire Department to identify optimal staffing levels, deployment protocols and most efficient organizational structure.

COUNTY OF CORTLAND, NY

2010-2015

**County Administrator**

- Chief Administrative Officer accountable to a 19-member County Legislature for the daily administration and overall supervision of 30 departments and over 650 employees.
- Provided highly strategic direction and organizational leadership.
- Prepared annual operating budgets in excess of \$125 million.
- Established new finance department and assumed responsibility for all accounting functions, reporting, reconciliations and requisitions.
- Lead negotiator for county-wide sales tax distribution agreement.
- Oversaw the development and acquisition of a \$16 million, county-wide, interoperable emergency communications system.
- Created new Emergency Communication and Response Department.
- Successfully negotiated 5 separate labor contracts.
- Profitability transferred county-operated home health agency, enhanced efficiency and eliminated \$100k annual operating losses.
- Implemented County fleet vehicle leasing program.

VILLAGE OF SARANAC LAKE, NY

2007-2010

**Village Manager**

- Chief Executive Officer responsible to a 5-member board for the daily administration and supervision of 10 village departments and over 60 employees.
- Budget Officer responsible for the development, implementation of \$4.3 million annual operating budget.
- Developed and implemented first ever employee handbook with employee policies and procedures as well as performance appraisals.
- Developed and implemented Alternative Drinking Water Source Project, including system-wide water meter project and Supervisory Control and Data Acquisition System.

CITY OF OGDENSBURG, NY

1989-2007

<b>Director of Planning &amp; Development</b>	1993-2007
<b>Executive Director OGF Development Corp.</b>	1993-2007
<b>Director NYS Empire Development Zone</b>	1989-1993

## **PROFESSIONAL DEVELOPMENT**

- **ICMA-Credentialed Manager (ICMA-CM)**
  - International County/City Management Association
- **American Institute of Certified Planners (AICP)**
  - American Planning Association
- **Economic Development Finance Professional (EDFP)**
  - National Development Council