

Brian Patrick

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If your senior leadership team could benefit from a vision-driven, goal-focused executive with a proven history of innovation and achievement, look no further than the enclosed resume. After reading your requirements for the City Administrator position with the City of Flagler Beach, I am certain of my ability to excel in this capacity and provide real value to the county due to having 30 years of public service experience with 17 of those years in an executive level leadership position.

Throughout my career, I have established a reputation as a transformational leader who is driven by challenge, undeterred by obstacles, and committed to furthering standards of excellence. My expertise encompasses all aspects of administration and leadership. I oversee a large, urban courthouse with over 225 employees and several multi-million dollar budgets. I am involved with the preparation and submission of the annual budget my direct elected officials and the County Commissioners. I also identify deficiencies in the Common Pleas Court operations and recommended changes to improve services. I maintain awareness of recent court cases and existing laws using legal resources in order to provide information to elected officials. I have been successful in looking for and submitting grant applications then providing required periodic reporting of financial requirements to the grant provider. Further, my ability to build consensus among executive teams and stakeholders in order to promote transparency and influence positive change has been repeatedly proven. I look forward to bringing these strengths and more to the team at the City of Flagler Beach.

Please consider the following highlights of my achievements:

- Saved Defiance, Henry, Fulton and Williams counties over \$100,000 annually through identification of new revenue streams.
- Awarded a \$500,000 federal grant to expand the Lucas County's specialty court.
- Implemented a new drug testing policy for court involved defendants saving Lucas County \$300,000.
- Saved the City of Union City over \$120,000 annually by creating user fee trust fund and starting an inmate public works work squad.

I look forward to meeting with you and learning about using my skills for the benefit of City of Flagler Beach. Until then, thank you for your consideration.

Sincerely,

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Enclosure: Resume

City Manager

Well-organized and focused professional with hands-on experience in diverse administration capacities.

Proven track record of success in managing overall administrative operations, leading high-performing team, and maintaining relations with private/public agencies. Repeated success in appraising performance, making recommendations on hiring, promotions and firing, and resolving complaints by visitors and employees. Excellent knowledge of all pertinent federal, state and local rules, regulations, ordinance, and other regulatory standards applicable to the work. Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook); seamlessly manage multiple concurrent responsibilities, tight deadlines, and shifting priorities.

Areas of Expertise

- Administrative Support & Control
- Office Management & Operations
- Project Management
- HR Management
- Budgeting
- Capital Improvement Planning
- Problem Resolution
- Time Management
- Team Leadership

Professional Experience

Terra State Community College - Fremont, OH

2019 – Present

Adjunct Professor

Courses Taught: Business Ethics, Human Resources Management & Public Relations.

Rendered expertise in creating and revising/updating course materials. Formulated policies to disseminate the course content. Provided opportunities for in-class discussions. Ensured that the content and level of material asked in exams are adequately covered in classroom teaching.

- Received a 4 out of 5 rating from my students on exits surveys.

Lucas County Court of Common Pleas, General Division - Toledo, OH,

2017 – Present

Court Administrator

Manage work for nine departments, including appraising performance, making recommendations on hiring, promotions and firing, and resolving complaints by visitors and employees. Provide oversight of all grants, to include grant reporting. Identified deficiencies in the Common Pleas court operations and recommended changes to improve services. Maintain awareness of recent court cases and existing laws using legal resources to provide information to elected officials. Prepare financial reports and perform all public relations activities. Develop and submit the annual Court budget to elected officials, both judicial, and executive. Negotiated labor relations at the local level. Strong working knowledge of applicable local, state, and federal laws and regulations including but not limited to FMLA, ADA, OSHA, NLRA, Title VII/Civil Rights Act, Taft-Hartley, Ohio Workers' Compensation and Unemployment, etc. Led activities of 225 employees, to include an adult probation department with approximately 2400 probationers. Monitored the HVAC system for daily performance and indoor air quality. Coordinated with county officials for the recycling program. Oversee staff dedicated to the efficient operation of a 125-year-old courthouse, 3 additional physical plants as well as the buildings and grounds.

- Assigned as the court's project manager of several major courthouse renovations totaling close to \$3M.

- Saved Lucas County \$1.8M by decreasing the jail population through alternatives to incarceration.
- Awarded a \$500,000 federal grant to expand the county's specialty courts.
- Implemented a new drug testing policy for court involved defendants to save Lucas County \$300,000.
- Negotiated contracts with the Cities of Toledo and Sylvania to provide electronic monitoring services for their jurisdiction adding \$450,000 in annual revenue to Lucas County.

Northwest Ohio Juvenile Detention, Training & Rehabilitation District Stryker, OH

2004 – 2017

Superintendent

Delivered strategic leadership in developing and implementing budgetary/fiscal strategies that promote cost-effective approaches in the operation of the Detention District. Led operation of all facility programs, services, and financial operations to include developing the annual budget and oversight of all financial activities. Supervise all human resource functions and review and approve FML, compensation plans, benefits and performance management systems. Worked with and assisted the juvenile court of the member counties in their operations with caseload management. Developed and executed institutional policies, internal financial control procedures, and programs regarding the security, treatment, education, and rehabilitation of offenders as well as personnel policies for Ohio classified civil service employees.

- Successfully led the organization through the American Correctional Association accreditation process achieving compliance in the 98th percentile.
- Triggered 50% decrease in employee turnover.
- Increased revenue over \$100,000 annually through marketing and contracting of available detention beds.

South Fulton Municipal Regional Jail - Union City, GA

2003 – 2004

Jail Administrator

Chief Administrator for a maximum security regional correctional institution mainly housing federal inmates. Planned, organized, and implemented all operational policies, programs, and financial operations within the jail for city, county, and federal inmates. Negotiated, executed and enforced service contracts with other law enforcement agencies, vendors, and service users. Served as the jail representative to the city's elected representatives, Regional Jail Authority Board, United States Marshal's Service, Federal Bureau of Prisons, and local media.

- Initiated a user fee funded financial projects resulting in saving the city of \$100,000 annually.
- Created an inmate public works work squad which saved the city \$20,000 annually.
- Served as project manager for a \$300,000 upgrade to the jail's physical and electronic security measures.

Additional Experience:

Adjunct Professor, Defiance College – Defiance, OH

Sergeant, Florida Department of Corrections - Orlando, FL

Corrections Officer, Corrections Corporation of America - Panama

Military Police, United States Marine Corps - Camp Pendleton, CA

Education & Certifications

Bachelor of Arts, with Honors -Organizational Management

Bluffton University

Master of Business Administration - Public Administration

University of Findlay

Doctorate of Education, Leadership & Policy – All but Dissertation
Bowling Green State University

Certifications:

Certified Corrections Executive, American Correctional Association
Certified Court Manager, National Center for State Courts & the Ohio Supreme Court
Certified Advanced Verbal Defense & Influence Instructor, Vistelar, Inc
Certified Verbal Judo Instructor, Verbal Judo Institute