

ROBERT BOSWELL

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December 27th, 2024

Palm Coast, Florida

RE: City Manager

Dear Hiring Manager,

Please accept this letter as an expression of my interest in the City Manager position. I am a highly motivated and progress-focused Accounting Clerk with a long-standing background in public safety and government administration. With a track record of initiative and dependability, I have devised strategic initiatives which I believe will prove valuable to Palm Coast.

Throughout the course of my career, I have perfected my dispatching and communication center supervision. I am a capable and consistent problem-solver skilled at prioritizing and managing projects with proficiency. Both my Bachelor's degree in Public Administration and Master's degree in Homeland security have given me the knowledge to succeed in this position. I have operated in leadership roles for the last 15 years in the public safety and emergency communications sectors. While I might be younger than others, I have a lot of knowledge and always want to succeed in anything I put my mind to. Upon recently moving into my accounting position, I have found a love for government finances, payroll and administration.

In my previous and current roles, I contributed critical thinking, organization, technological advances, and innovation towards team efforts and business improvements. I am progressive minded and in tune with new developments in my field. I have proven to be effective and collaborative with strong decision-making talents. I enjoy collective brainstorming sessions with team members to coordinate activities to achieve a common goal. Everybody should feel part of the team and I truly value everyone's opinion.

Please take a moment to review my attached resume and credentials. I would greatly appreciate the opportunity to speak with you regarding my candidacy.

Thank you for your consideration.

Sincerely,

Robert Boswell

Robert Boswell

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Summary

Hard working and self motivated individual offering comprehensive background in public safety, project management, and emergency services.

Employment Experience

July 2024 - Present

North Huntingdon Township, North Huntingdon, PA - *Accounting Clerk*

-Accounting clerk responsible for maintaining and handling the finances of a 17+ million dollar budget. Performs a variety of routine and complex administrative tasks in assisting the Township Manager with the financial, accounting, budget management, investment management, debts management, and grant management of township business.

- Maintain accounting system (Accufund) with accurate line items and funds
- Input invoices, reimbursement requests for payments into accounting system
- Write checks and / or prepare EFT /ACH transfer of funds for invoices, etc.
- Prepare expenditure reports, treasurer's report, department reports, tax deposit reports, deposit reports, Payroll account reports, and Community Development receipts for the Township Manager, Assistant Township Manager and Board of Commissioners.
- Handle all bank deposits that are cash or check
- Reconcile bank statements and accounts for the township
- Prepare payroll reports in the accounting system and submit EFT payroll payments through the online banking system.
- Handle multiple payroll deductions (taxes, retirement, union dues, HSA, etc.)
- Handle paying employer taxes
- Handle quarterly and annual reporting for payroll taxes and pension reports.
- Handle all financial audits for the township

- Involved in budgeting, grants, reports, and cash bonds for escrow.

APRIL 2015 - JULY 2024

North Huntingdon Police Department, North Huntingdon, PA - Police
Telecommunications Officer

-Emergency police dispatcher responsible for radio dispatch of police and EMS units. Also responsible for answering emergency and non emergency phone calls. Administration duties are included in this position such as keeping paperwork and records of incidents.

- Certified 911 Telecommunicator Supervisor
- Dispatch Operations Supervisor (2018 - Present)
- NCIC Tac Officer (2018 - Present)
- NCIC Validations Officer (2017 - Present)
- JNET J-Tac Officer (2018 - Present)
- CJIS Compliance Officer (2018- Present)
- CJIS Training Officer (2018 - Present)
- Field Training Officer (2018 - Present)
- Field Training Officer Supervisor (2023 - Present)
- Responsible for payroll for 40 employees on a bi-weekly basis
- Responsible for scheduling and overtime scheduling for 8 employees.
- Computer Aided Dispatch (CAD) Systems knowledge and use
- Record Management Systems (RMS) knowledge and use
- GIS Mapping
- Motorola Radio Systems (including troubleshooting and repair)
- Draft monthly statistic reports for Township Commissioners
- Assist with budget planning as needed
- Dispatch Liaison to the township Emergency Operations Center (EOC)
- Wrote continuity of operations plans for emergency phones, radios, COVID-19 Pandemic
- Committee member for new township wide phone system
- Committee member for new emergency recording system (phone lines and radio communications)
- Committee member for new emergency radio system (dispatch consoles)
- Telephone Systems (including troubleshooting and repair)
- Mobile Command Post Operations
- Planning for untypical events (Example: Radio or phone outage)
- Customer Service

- Certified APCO Telecommunicator and National Academy of Emergency Medical Dispatch (EMD)
- Multiple certifications in Dispatching and Incident Management

AUGUST 2008 - APRIL 2015

**Westmoreland County Department of Public Safety, Greensburg, PA -
*Telecommunications Officer***

-Responsible for emergency dispatching of police, fire, and EMS units for the county of Westmoreland. Responsible for answering emergency and non emergency phone calls that came into the 911 center.

- CAD Systems
- Motorola Radio Systems
- NCIC
- Computerized Telephone Systems
- Emergency Management experience and exposure on the county level including operating as a telecommunicator for the Emergency Operations Center
- Mobile Command Post Operations
- Customer Service

MARCH 2008 - JANUARY 2018

Irwin Volunteer Fire Department, Irwin, PA - *EMT / Vehicle Rescue Tech*

-Responsible for responding to emergency incidents as called upon by the public. Numerous certifications held in Emergency Medical Services.

NOVEMBER 2007 - AUGUST 2008

North Huntingdon EMS / Rescue, North Huntingdon, PA - *EMT / Vehicle Rescue Technician*

-Responsible for responding to emergency incidents as called upon by the public. Daily interactions with the public.

Also responsible for station duties during down time.

- Customer Service
- Microsoft Word
- Microsoft Excel
- Emergency Medical Reporting

OCTOBER 2005 - NOVEMBER 2007

US Security Associates, Pittsburgh, PA - *Firefighter / EMT*

-Responsible for providing security services, emergency medical services, and firefighting to a large steel mill. Also responsible for providing dispatching services of emergency units and controlling traffic flow in and out of the plant.

APRIL 2004 - SEPTEMBER 2005

L & B Quick Mart, Manor, PA - *Cashier*

-Responsible for operating the cash register, lottery machine and gasoline pumps.

Volunteer Experience

MARCH 2002 - PRESENT

Westmoreland City Volunteer Fire Department , North Huntingdon, PA - *Firefighter*

-Volunteer firefighter for a department that responds to an average of 250 incidents per year.

- Supervised and coached numerous new members
- Project Management
- Customer Service
- Exceptional Organizational Skills
- Strong working relationships
- Volunteer Position
- Held leadership positions of 1st Lieutenant (2006-2014), Assistant Chief (2014-2020), and Deputy Chief (2020-2023)
- Previously held the positions of Secretary and Vice President.
- Currently serve as a team leader of the township Type 2A Swift Water Rescue Team (2017 - Present)

FEBRUARY 2014 - FEBRUARY 2018

Penn Township, Penn Township, PA - *Emergency Management Coordinator*

-Emergency Management Coordinator of Penn Township which holds a population of over 20,000. The township includes rural, industrial, and suburban areas. Numerous certifications held in Emergency Management. Operated during numerous pre-planned incidents and emergency incidents.

- Emergency Management
- Stormwater Management
- Project Management
- Customer Service
- Exceptional Organizational Skills
- Strong working relationships
- Volunteer Position

MAY 2014 - JANUARY 2024

Manor Borough , Manor, PA - *Deputy Emergency Management Coordinator*

-Deputy Emergency Management Coordinator for Manor Borough. Operated during numerous pre-planned incidents and emergency incidents as part of the Emergency Management team for mitigation, planning, response, and recovery.

- Emergency Management
- Stormwater Management
- Project Management
- Customer Service
- Exceptional Organizational Skills
- Strong working relationships
- Volunteer Position

JULY 2010 - FEBRUARY 2014 & JULY 2020 - JANUARY 2023

Irwin Borough, Irwin, PA - *Deputy Emergency Management Coordinator*

-Deputy Emergency Management Coordinator for Irwin Borough. Operated during numerous pre-planned incidents and emergency incidents.

- Emergency Management
- Stormwater Management
- Project Management
- Customer Service
- Exceptional Organizational Skills
- Strong working relationships
- Volunteer Position

Education

APRIL 2019 - APRIL 2021

California University of Pennsylvania, California, PA - *Master of Science, Legal Studies*

-Master of Science, Law & Legal Studies: Homeland Security

AUGUST 2014 - APRIL 2018

Point Park University, Pittsburgh, PA - *Bachelor of Science in Public Administration*

-Concentration in Fire Service Administration. Graduated Cum Laude

AUGUST 2005 - JUNE 2006

Westmoreland County Community College, Youngwood, PA - *Fire Science - Deferred*

AUGUST 2001 - JUNE 2005

Norwin High School, North Huntingdon, PA - *High School Diploma*

Certifications

Over 270 Certifications in Emergency Services including Fire Service, Emergency Medical Service, and Emergency Management