

# JOHN S. ROSTASH

• rostash.john@gmail.com •

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November 5, 2020

Liz Mathis  
Human Resources Manager  
City of Flagler Beach  
105 South 2nd Street  
Flagler Beach, FL 32136-0070

Dear Ms. Mathis,

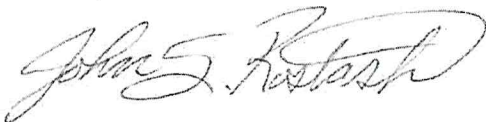
As an accomplished municipal management professional with extensive experience in administration of municipal departments, budget preparation and mission execution, I understand and possess the knowledge and skills necessary to move forward with the City of Flagler Beach as your next City Manager.

My strengths range from fostering an environment of cooperation within municipal government and the community to strategic planning and execution of the mission and vision set by city leadership. Highlights of my qualifications include:

- Instilling belief in a vision for a community and fostering a team identity to execute the mission of achieving that vision.
- Strict financial management to maximize limited budget resources.
- Setting course corrections within water and sewer departments to achieve compliance with state and federal agencies.
- Utilizing technology to achieve excellent organizational and financial management.
- Managing a FEMA grant-funded \$1.9M hazardous mitigation project that was brought in 48% below budget and relocated many families into safe housing.

For a more detailed presentation of my skills and background, please review the enclosed resume and feel free to contact me at your earliest convenience. Thank you in advance for your consideration, and I look forward to your call.

Sincerely,



John S. Rostash

Enclosure

# JOHN S. ROSTASH

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## VILLAGE ADMINISTRATOR

Accomplished municipal management professional with 20 years of experience guiding municipal comprehensive planning, zoning, and code enforcement operations. Adept at leading teams and committees for code development, Zoning Board of Appeals, Planning Commission, economic development, and strategic planning. Proven history managing sizeable facility projects and completing them on time and under budget. Excellent communicator and innovative problem solver; skilled negotiator with a unique ability to navigate the political environment.

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Team Leadership • Zoning & Building Code Compliance • Strategic Planning • Economic Development Presentations • Comprehensive Plan Development • Research and Analysis • Project Planning • Project Management • Operations Management/Facility Management Process Improvement • Data Analysis • Budgeting Safety & Regulatory Compliance • Engineering • Resource Management • Contract Administration

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## PROFESSIONAL EXPERIENCE

**VILLAGE OF CRESTLINE** – Crestline, Ohio  
*Crawford County and Richland County, Ohio 4,600 residents.*

9/04/2018-11/6/2020

### **Village Administrator**

Recruited by the Village of Crestline to lead the departments in corrective actions and process improvements. Perform highly responsible management, administrative and professional duties as Chief Executive Officer of the Village. Under general guidance from the Mayor and Village Council, exercised a high degree of independence, initiative and professional expertise in the administration and day-to-day management of the Village in accordance with policies set forth by Council as well as Village, State, and Federal laws, regulations and guidelines.

- Development and Administration of \$6.5 million-dollar annual village budget.
- Creation of the Comprehensive Economic Development Strategy for Crestline with assistance from Bowling Green State University.
- Achieving compliance with Ohio EPA Findings & Orders for the Wastewater Treatment Plant & Collection System. Hired engineers utilizing the Quality Based Selection process to design a new WWTP and Collection System Improvements.
- Implemented asset management programs for Water & Sewer Departments unitizing GIS web-based program.
- Development of a street and alley rehabilitation program.
- Attends and participates in all City Council meetings, presents information, provides reports and makes recommendations deemed necessary or as Council Members request.
- Research, planning, and preparation of grant applications and proposals to obtain outside funding.
- Overseeing and directing Department Heads on execution of the Village of Crestline mission to provide great customer service utilizing new Team Values.
- Work with Management Team to develop and retain highly competent, diverse, public-service oriented staff through selection, training, and day-to-day management practices that support the Village's mission of Excellent Customer Service.
- Personally, and through appropriate staff, maintains strong media relations and oversees regular preparation of press releases, social media posts, promotions, and materials for dissemination to the media and the public.

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• Page Two •

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**CITY OF BUCYRUS** – Bucyrus, Ohio

2007–2018

*Crawford County, Ohio seat with more than 40 thousand county residents.*

## **Administrator of Planning, Zoning, Code Enforcement, Floodplain Compliance, Website and IT Director (2007–2018)**

Lead all aspects of strategic planning, zoning, and code compliance for the City of Bucyrus in a dynamic role. Coordinate development and implementation of planning and zoning codes in conjunction with the Planning Commission and Bucyrus City Council. Advisor to elected officials, appointed directors, and municipal staff on regulatory and compliance matters. Direct building code and permit approval processes, ensuring adherence with state and federal regulations. Provide ongoing technical support to internal teams.

- Sourcing a new server-based, document management process for the City of Bucyrus allowing for digitizing historical documents and electronic document retention and expediting document retrieval.
- Developed a new city website utilizing current resources to save the City of Bucyrus thousands of dollars annually.
- Directed Neighborhood Stabilization Program (NSP) initiative to demolish blighted properties, completing project at 42.3% under a combined \$205K budget.
- Spearheaded city engineering services procurement selection committee to source and engage engineering firms using the Quality Base Selection Process to assist with multi-million-dollar street reconstructions and sewer repair projects.
- Secured Targeted Brownfield Revitalization Grant on behalf of the Bucyrus Community Theater, a recently donated and abandoned performing arts center that required a Phase I Environmental Assessment to commence operations.
- Led floodplain remediation project when major Sandusky River flooding devastated residential properties just 3 months after becoming Floodplain Administrator.
  - Completed massive building inspection initiative in just 1 day, compiling field data on 80+ structures.
  - Authored grant requests that secured \$1.9M in FEMA Hazardous Mitigation Grant funding of up to \$21K above pre-flood market price for each residence, enabling purchase and demolition of 28 homes, which was delivered at 48% under budget, and seamless relocation of citizens.
  - Coordinated comprehensive floodplain regulation update for the City of Bucyrus, integrating it with the National Flood Insurance Rate Map to enable GIS-based digital flood maps to streamline permit request analysis and approval processes.

## **Operator-In-Charge—City of Bucyrus Water Treatment Plant (2000–2007)**

Directed all facets of facility operations during third shift to ensure safe, clean drinking water for Bucyrus residents. Managed production activities, monitoring chemical feeder equipment to achieve appropriate mix of lime, alum, carbon, hexametaphosphate, carbon dioxide, chlorine, and permanganate for optimal water filtration quality. Oversaw 2, 500K-gallon elevated storage tanks and maintained distribution system pressure levels.

- Hand-picked to serve on Citywide Vulnerability Assessment Team to identify risks and devise remediation strategies for city water treatment and other facilities stemming from 9-11 attacks. Developed enhanced security measures and strengthened city policies and employee management practices.
- Earned Class III Operator's License in just 2 years versus 3–5-year average.
- Prepared and delivered comprehensive Consumer Confidence Report (CCR) 4 consecutive years, providing detail on drinking water safety and contaminant levels to constituents, meeting strict state EPA guidelines.

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• Page Three •

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**AQUA TECH ENVIRONMENTAL LABORATORIES, INC.** – Marion, Ohio

1997–2000

*Provider of environmental chemistry laboratory analysis, mobile lab, and field services.*

## **Analytical Chemist**

Coordinated mobile laboratory operations, traveling to appointed locations to perform on-site collection and analysis of air, soil, and water samples. Leveraged EPA methods, including 502.2, 524.2, 8015 GRO, 8020, 8240, and 8260, to identify contaminants. Authored and published findings meeting strict legal requirements. Oversaw management, maintenance, and repair of analytical equipment and tools.

- Facilitated at least \$100K in incremental annual revenue growth through mobile lab activities.

## **EDUCATION & CREDENTIALS**

### **Bachelor of Science in Biology**

#### **Marine Biology Focus and Chemistry & Oceanography Minors**

Palm Beach Atlantic University – West Palm Beach, Florida

*Training & Certifications:* HTML, CSS, PHP, Database Management, Dreamweaver, Website Strategy and Planning, HTML Email Newsletter, Web Design, Outlook Certified, Leadership Fundamental, Sales Skills Fundamentals,  
Ohio EPA Class III Water Supply Operator Certified  
Ohio EPA Laboratory Operations Certified  
Ohio EPA Drinking Water Analysis Certified  
OSHA 40-Hour HAZWOPER Training Certificate (29 CFR 1910)

*Affiliation:* Crawford County Quality of Life Action Team (2015 – Present)  
  
President & Executive Committee Chair  
Crawford County Regional Planning Commission (2008–2012)

*Technical Skills:* Microsoft Office Suite, Website Design, Website Development, Website Maintenance, HTML, CSS, JavaScript, jQuery, Municipal Code Development, GIS, Data Query and Management