

Dana L. Schoening

• Dana.Schoening@yahoo.com

November 11, 2020

Liz Mathis
Human Resources Manager
City of Flagler Beach
105 S. 2nd Street
Flagler Beach, FL 32136

Dear Ms. Mathis,

With my desire to reach new heights as a professional, I have reviewed the City of Flagler Beach, FL advertisement for the City Manager position. In leadership roles, I have directed important planning and community building processes, program improvements and customer service enhancements for municipal government. With applied knowledge, skills and problem-solving capabilities, I offer action-oriented approaches for implementation of strategic initiatives deemed important by the community, aimed to address priority needs.

As City Manager, I offer the following leadership attributes gained from professional experience:

- Experience: Over twenty years of municipal government experience in municipal government, extending acquired knowledge, practical application and leadership in programming functions associated with formulation and implementation of policy and program administration
- Future Orientation: Promote forward-looking perspectives through planning and programming initiatives with objectives designed for persistent progress in addressing community needs
- Coordination & Facilitation: Mobilize community resources and build consensus with partnering organizations through collaborative process alignments, designed to establish effective community problem-solving capabilities
- Personnel Management: Advocate approaches employing effective recruitment, motivation and empowerment approaches in support of staff development and quality customer service

I welcome the opportunity to meet with you further to discuss specific needs of the City Manager position and my qualifications for the position. I have enclosed my resume to give you a more thorough account of my professional qualifications, experience and abilities. Thank you for your time and consideration. I look forward to speaking with you soon.

Sincerely,

Dana L. Schoening

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Enclosure

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SUMMARY OF QUALIFICATIONS

- Master of Public Administration Degree -
- Results-oriented leader in program development and project management initiatives -
- Advocate for team building with application to continuous customer service improvements -
- Strategist guiding future direction recognizing opportunities in community building -
- Organize partnership alignments for inspired collaborative-based programming opportunities -
- Demonstrate skill in high-level research-based analysis for problem solving -

PROFESSIONAL EXPERIENCE

City of Sweetwater, Texas

Director of Planning and Development Services

04/2019 - Present

Direct planning, development review, building inspections, code enforcement, municipal refuse collection and airport operations, with responsibility for policy development, program administration, and personnel management.

- **Privatization of Solid Waste Management Services.** Initiated program assessment, presented findings to City Council, managed Request for Proposals (RFP), assisted contract negotiations and wrote ordinance to provide for the outsourcing of residential and commercial refuse collection, and industrial roll-off container program services.
- **Manage Trustee Properties.** Implemented interlocal agreement approval process with taxing entities to grant city authority to solely manage trustee properties, with property resale proceeds utilized to cover city costs attributed to property maintenance.
- **Removal of Substandard Structures.** Program development for removal of substandard building structures, with secured funding from Sweetwater Municipal Development District, to support neighborhood and commercial corridor stabilization objectives and move community and economic development programming forward.

City of Wichita Falls, Texas

Director of Community Development

10/2017 - 02/2019

Directed planning services, development review, building inspections, tax increment financing, code enforcement, housing administration, neighborhood resources (CDBG/HOME Entitlement Grants), historic preservation, and property management functions, responsible for policy development, program administration and personnel management.

- **Downtown Revitalization.** Led downtown development strategies programming with focus on streetscapes, regulatory strategies and development incentives designed to revitalize downtown Wichita Falls.
- **Ordinance Amendments.** Coordinated efforts to amend the Subdivision and Development Regulations Ordinance and develop a Temporary Storage Units (i.e., PODS) Ordinance as approved by City Council.
- **Department Operations Management Plan.** Led development and implementation of customer service strategies with emphasis based on “Action Delegation” input sessions involving department stakeholder representatives.

City of Abilene, Texas

Director of Planning and Development Services

12/2015 – 10/2017

Directed planning services, development review, building inspections, tax increment financing, code compliance, neighborhood services (CDBG/HOME Entitlement Grants), historic preservation, and metropolitan transportation planning operations, with responsibility for policy development, program administration and personnel management.

- **Departmental Positioning.** Managed department staff re-structuring of Planning and Development Services Department, improving capability to align with higher-level customer service programming objectives.
- **Neighborhood Improvement.** Guided neighborhood improvement process initiative, promoting relationship building with neighborhood groups to identify issues and provide resources for improvement. FY 2017 CDBG funded two additional Code Enforcement Officer positions and \$150K for demolition of dilapidated structures.

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- **New Software and Mobility Initiative.** FY 2016/17 funds approved for new internet-based tracking software and mobility initiative for Code Compliance Division. Funding approved to expand software utilization to Building Inspections and Planning Services Divisions to improve program efficiency in application review processes

City of Duncan, Oklahoma

Director of Community Development

09/2000 – 12/2015

Directed community planning, development review, code enforcement, building inspections, parks and cemetery operations, with responsibility for policy development, program administration and personnel management.

- **Retail/Office Market and Housing Impact Strategies Study (2012).** Directed study designed to identify recommendations to complement economic development programming with commercial retail, affordable housing and neighborhood development opportunities.
- **Duncan 2030 Comprehensive Plan (2011).** Managed planning process utilizing stakeholder assessment, community trends analysis, issue identification techniques, public listening sessions and general public input forums to identify community building and economic development strategies.
- **Highway 7 Corridor Land Development Plan (2002).** Directed process to develop future land use and development recommendations associated with the State Highway 7 Bypass transportation corridor. Code amendment and annexation recommendations identified for corridor-specific land development standards.
- **Priority Actions Planning Process (2002).** Facilitated planning process toward development of successful public vote that approved a redirection of sales tax funding for government operations and capital improvement programming items for FY 2003-2007.
- **Affordable Housing.** Managed local government application processes to support private investment affordable housing development applications. Assisted developers to procure local government funding match to support applications submitted to the Oklahoma Housing Finance Agency (OHFA), Tax Credit Incentives Program.
- **Program Development, Removal of Blighted Residential Structures.** Structured nuisance abatement program to include significant removal of dilapidated residential structures. Local program funding was supplemented with CDBG Small Cities Set-A-Side Program funding to expand program reach to remove blighting influences.
- **Geographic Information System (GIS).** Initiated development of GIS mapping program to improve municipal planning, land subdivision and building permit review capabilities.

University of Wisconsin-Cooperative Extension

Department Head/Community Resource Development Agent, Langlade County, WI

10/1995 – 09/2000

Responsible for community development-based education and technical assistance programming for local government.

- **Economic Development.** Led economic development programming in a natural resource, tourism-based economy.
- **Housing Rehabilitation.** Led initial development of \$1M CDBG Housing Rehabilitation Assistance Program.
- **Strategic Planning.** Designed, organized and facilitated strategic planning processes for governmental entities.

EDUCATION/CERTIFICATION

Master of Public Administration, 2013

Midwestern State University, Wichita Falls, TX

Master of Science in Environmental Science and Policy, 1995

University of Wisconsin, Green Bay, WI

Bachelor of Science in Environmental Planning, 1992

University of Wisconsin, Green Bay, WI

Certified Planner

American Institute of Certified Planners

Executive Certificate in Negotiation

Mendoza College of Business, University of Notre Dame, IN