

# Jarvis R. Sims

\*Stockbridge, Georgia 30281 \*Cellular: 404-936-3065 \*Email: [sims.jarvis@gmail.com](mailto:sims.jarvis@gmail.com)

## PROFESSIONAL PROFILE

Proven leader with over 20 years of progressive experience in mid- to senior-level roles within municipal organizations. A results-driven professional with hands-on expertise in organizational development, budget management, customer service, project management, and process improvement. Recognized for strategic business acumen and a strong reputation for building and sustaining high-performing teams and lasting stakeholder relationships.

## SKILLS

\*Fiscal Accountability \*Public and Private Sector Leadership \*Strategic Planning \*Collaborative Management \*Meaningful and Effective Communication \*Innovative Growth \*Budget Management \*Innovation

## PROFESSIONAL EXPERIENCE

### Endyna

#### Technical Assistant Coordinator

06-2024- 02/2025

- Developed and managed pre-award and post-award technical assistance programs for EPA community change grants.
- Collaborated with employer-contracted professionals to design and deliver training for potential grantees.
- Assisted in recruiting technical assistance providers and community-based organizations to expand support networks.
- Created technical assistance success criteria and oversaw monitoring and reporting to ensure program effectiveness.
- Provided guidance and support to communities throughout the grant application process.
- Built strong relationships with community members and organizations to understand their unique challenges.
- Facilitated training sessions to equip communities with skills to implement environmental and climate justice projects.
- Applied strategic problem-solving to navigate complex projects and address challenges effectively.
- Collaborated with diverse stakeholders to develop projects targeting inequity, pollution, and environmental justice issues.

### City of Greensboro, GA

#### City Manager

05/2023- 02/2024

- Planned, organized, and evaluated operations across all City Departments to ensure compliance with policies set by the City of Greensboro Mayor and Council.
- Prepared, justified, and managed capital and operating budgets exceeding \$7 million.
- Provided direct project management for initiatives ranging from \$1,000 to \$20 million in value.
- Collaborated with community leaders to support city activities that improved quality of life for all residents.
- Directly managed 7 Directors and supervised daily activities of over 50 employees.
- Prepared and presented monthly agenda items for City Council meetings.
- Served as liaison to various civic and governmental organizations, committees, task forces, boards, and commissions.
- Facilitated communication internally and externally across all organizational levels; led meetings with department heads and key management staff.

**Newton County**  
**Interim County Manager**

**03/2022- 03/2023**

- Planned, organized, and evaluated operations across all County Departments to ensure compliance with policies set by the Newton County Board of Commissioners.
- Prepared, justified, and managed a capital and operating budget exceeding \$133 million.
- Provided direct leadership and management for projects ranging from \$1 million to \$20 million.
- Collaborated with community leaders on county activities that enhanced quality of life for all residents.
- Directly managed 18 Directors and supervised daily operations of over 700 employees.
- Prepared and presented monthly agenda items for County Commission meetings.
- Served as liaison to various civic and governmental organizations, committees, task forces, boards, and commissions.
- Facilitated communication internally and externally across all organizational levels; led meetings with department heads and key management staff.
- Led team supervision, performance monitoring, escalation handling, and provided technical guidance.

**City of Augusta, GA**  
**Deputy Administrator**  
**Interim Administrator**  
**Deputy Administrator**

**11/2020-04/2021**  
**04/2019-11/2020**  
**08/2018-04/2019**

- Planned, organized, and evaluated operations of all consolidated City/County Departments to ensure alignment with the mission and core values of Georgia's 2nd largest city.
- Prepared, justified, and managed capital and operating budgets exceeding \$900 million.
- Provided direct leadership for projects ranging from \$5 million to \$20 million, consistently delivering on-time project completion.
- Collaborated with community leaders to support city activities that enhanced the quality of life for all citizens.
- Directly managed 16 Directors and supervised daily operations of 2,800 employees.
- Prepared and presented monthly agenda items for Commission meetings.
- Led policy development efforts, including updates to the Employee Handbook, Administrative Policies, and communication channels for city employees.
- Introduced the "See Click" Mobile App, enabling citizens to report non-emergency issues efficiently.
- Initiated research on the formation of the Community Improvement District to enhance local development.
- Implemented the Coronavirus employee safety plan and partnered with Augusta University to coordinate city-wide COVID-19 testing.
- Collaborated across all organizational levels to develop and execute continuous improvement strategies.
- Created and established performance metrics to identify and drive opportunities for operational improvement.
- Developed and maintained strong business relationships with existing vendors.
- Led initiatives in city planning and marketing, supporting sustainable growth and community engagement.
- Provided team supervision, performance monitoring, escalation handling, and technical guidance.

**City of East Point, GA City Manager's Office**

**Senior Management Analyst**

**Crime Analyst**

**04/2015-08/2018**

**06/2002-04/2015**

- Served as a trusted advisor to the Chief of Police on diverse city business matters.
- Developed strategies and implemented research studies that contributed to crime reduction.
- Conducted public safety organizational reviews and data analysis to improve efficiency and effectiveness of public safety initiatives.
- Managed and prepared annual budgets totaling \$15 million, covering E-911 Communications, Municipal Jail, and Police Administration.
- Authored and oversaw police grants, ensuring full compliance with federal and state regulations; successfully secured \$2 million in funding.
- Managed case and claims processes for over ten years.
- Acted as liaison between the police department and Economic Development/Main Street Coordinator, providing crime statistics and supporting planning efforts.
- Led the development and implementation of the city's three-year Strategic Plan.
- Provided team supervision, performance monitoring, escalation handling, and technical guidance

**Additional Professional Experience**

**2008- present**

***Adjunct Professor***

**Atlanta Metropolitan State College**

Taught Undergraduate Business-related courses

**Westwood College**

Taught Undergraduate Business-related courses

**DeVry University**

Taught Undergraduate Business-related courses

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**EDUCATION and CERTIFICATIONS**

- **Bachelor of Science in Criminal Justice**, Georgia State University
  - **Masters in International Business**, Mercer University
  - Completed a **Study Abroad Program in China**, Summer 2007
  - Awarded a **Certification of completion for the Digital Transformation in Government: Innovating Public Policy and Service**, John F. Kennedy School of Government at Harvard University, Executive Education, March 2020.
  - **Crime Prevention through Environmental Design** Professional Designation. November 2014.
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**PROFESSIONAL MEMBERSHIPS AND RECOGNITIONS**

- Leadership Augusta Executive Class, 2018
  - International City Manager's Association (ICMA)
  - Augusta Land Bank Authority Board
  - Georgia City County Management Association
  - Safe Summer Initiative East Point Police Auxiliary Foundation
  - Augusta Toastmasters
  - Greene County Chamber of Commerce
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## ACCOMPLISHMENTS

- Successfully prepared the fiscal year 2020 budget for Augusta, Georgia, maintaining high service levels without increasing taxes or fees.
- Brokered a multi-agency agreement between the City of Augusta, Richmond County Board of Education, and Georgia Department of Transportation to redevelop a major intersection, breaking years of project stagnation; construction scheduled to begin September 2020.
- Implemented a team-building program for Augusta's Department Directors and senior leadership through quarterly professional development events, enhancing interdepartmental collaboration and reducing territorial conflicts.
- Introduced professional training and development programs for directors in Newton County, resulting in improved overall operations.
- Established performance metrics in Newton County to drive operational improvements.
- Led the relaunch of the City of Greensboro's new website, scheduled to go live January 2024.
- Implemented a \$15.00/hour minimum entry-level wage in the City of Greensboro.
- Implemented a \$15.00/hour minimum entry-level wage in Newton County.
- Conducted an initial operational assessment in Greensboro, achieving \$150,000 in cost savings within the first four months.