

R. SCOTT TIPTON

Address: 4 Squire Court, Palm Coast, Florida 32164 ▪ Phone: 904.477.5741 ▪ E-mail: rstipster0358@gmail.com

CITY ADMINISTRATOR

CITY OF INTEREST: BUNNELL, FL

QUALIFICATIONS SUMMARY

Analytical, dedicated, and people-focused professional and Master of Public Administration graduate; seeking a challenging yet rewarding career within the city government to effectively utilize unique abilities and strong educational background. Enthusiastic to apply hands-on leadership experience in administration, program and budget management, public relations, personnel training, human resources, grant writing, supervision, policy development, "new normal" methods and implementation. Conversant in the Spanish language.

Core Competencies

- Broad knowledge of administrative law, constitutional law, U.S. history, executive orders, policies, procedures, and regulations
- Proven capacity to stimulate team effort, lead working teams, and maintain positive and constructive working relationships with management and individuals through communication and interpersonal skills
- Solid professional standards; excellent track record of dependability; and effectiveness in handling extreme pressure without compromising service
- Analytical and critical problem-solving skills in capturing important issues and championing appropriate methods as well as data collection and analysis to secure positive outcomes

EDUCATION

Master of Public Administration (2013); *Graduated Summa Cum Laude* | BARRY UNIVERSITY ▪ SOUTH MIAMI, FL
Bachelor of Public Administration (2012); *Graduated Cum Laude* | FLAGLER COLLEGE ▪ SAINT AUGUSTINE, FL
Associate of Arts (General) | BREVARD COMMUNITY COLLEGE ▪ COCOA, FL

SELECTED PROFESSIONAL TRAINING

- *Productivity Improvement/Public Sector*
- *Public Planning/Growth Management*
- *Leadership \ Public Purpose/Organizations*
- *Public Law/Administration*
- *Public Financial Administration*
- *Emergency Management*
- *Accounting for Public Administrators*
- *Grant Writing and Finance Development*
- *Public HR Administration*
- *Public Policy Evaluation and Administration*
- *Theories, Principles, and Practices in Administration*
- *Applied Research Methodologies*
- *Fiscal Administration*
- *Program Evaluation*
- *Politics in the United States*
- *Principles of Public Relations*

PROFESSIONAL EXPERIENCE

FLORIDA HIGHWAY PATROL ▪ TALLAHASSEE | MIAMI | TITUSVILLE | COCOA | PALATKA | ST. AUGUSTINE, FL

Master State Trooper

1983–Present

Take full responsibility in implementing state laws as an appointed officer by the governor of the state.

- Established reputation for demonstrating exemplary performance, dedication, leadership, and work ethic
- 8 years of supervisory experience

UNITED STATES ARMY ▪ FORT BRAGG, NC

Specialist 4th Class (E-4)

1979–1982

Served as military policeman and enforced military laws on military bases.

- Earned numerous awards, including but not limited to: *Expert Marksmanship Medal, Humanitarian Service Medal, Good Conduct Medal, and Honorably Discharged*

TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, and PowerPoint) and IBM SPSS 21

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August 16th, 2013
City Commission
City of Bunnell
1769 East Moody Blvd.
Bunnell, Florida 32110

Dear Commissioners:

Please accept this letter and my résumé as an expression of interest in joining your organization in a City Manager of Bunnell, FL position that I am qualified for based on my leadership experiences and skills that contributed to the success of the organization I have worked for.

I believe that the requirements of your organization strongly parallel my qualifications and competencies in administration, program and budget management, public relations, personnel training, finance, human resources, grant writing, supervision, policy development, "new normal" methods and implementation. This being said, I am confident that you would quickly realize my ability to make major contributions to the city's program efforts upon reviewing the enclosed résumé.

My background includes blending innovative and traditional methods through leadership to produce a collaborative method of leadership. Throughout my career, I have gained broad knowledge of administrative and constitutional law, U.S. history, executive orders, policies, procedures, and regulations. I am a highly skilled and knowledgeable with adeptness in working with diverse groups of people. I am also expert at developing and implementing successful strategies and plans. I take pride in working hard and enjoy challenges and demands.

I have been commended numerous times for my outstanding performance both as a team player and an individual contributor. The accomplishments mentioned in my résumé provide evidence of my dedication to succeed and work toward outstanding results. My goal is to help you meet your overall objectives in any way I could. What I would bring to this position includes effective communications and interpersonal skills; the ability to acquire and keep individual's attention; and a strong desire to provide the highest quality of services.

A letter and a résumé can convey only a limited sense of a person's qualifications. I am sure it would be beneficial for us to meet in person so I could explain my credentials in depth. I appreciate you taking time to review my credentials and I look forward to the opportunity of discussing my skills and expertise in greater detail.

Sincerely,

R. Scott Tipton /s/

Enclosure: Résumé

R. SCOTT TIPTON

Address: 4 Squire Court, Palm Coast, Florida 32164 ▪ Phone: 904.477.5741 ▪ E-mail: rstipster0358@gmail.com

Professional References

Name: Joseph R. Saviak, PhD
Job Title: Associate Professor
School: Flagler College
Address: 74 King St, St Augustine, FL 32084
Phone Number: (904) 599-5678
Email Address: jsaviak@flagler.edu

Name: Eric Smith, PhD
Job Title: Professor
School: Barry University
Address: 11300 NE 2nd Ave, Miami, FL 33161
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Name: Emanuel Okafor, PhD
Job Title: Adjunct Professor
School: Barry University
Address: 11300 NE 2nd Ave, Miami, FL 33161
Phone Number: (305) 899-3000
Email Address: EOkafor@mail.barry.edu

Name: David Motes, MPA
Job Title: Deputy Chief of Operations Clay County Fire Department
Address: 2519 State Road 16, West Green Cove Springs, FL 32043
Phone Number: (904) 759-7956
Email Address: fire15@comcast.net

Name: Lenora Leddy, MPA
Job Title: Lieutenant - Quality Assurance and Training, St Johns County Fire Department
Address: 3657 Gaines Road St. Augustine, FL 32084
Phone Number: (904) 501-6502
Email Address: lleddy@sjcfl.us