

Howard F. Campbell Jr.

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City of Palm Coast

Attention: Human Resources

Dear Sir/ Madam,

I am interested in the position of City Administrator. I learned about the job posting on <https://govhrusa.applytojob.com> and found my talents and experience to match your requirements for the position.

I have an extensive knowledge on the day-to-day operations related to administrations. I can prepare a city budget which is effective, monitor it and execute it in the proper manner. Furthermore, I am capable of conducting public meetings with all types of group of people such as stakeholders, businessmen and the general crowd. My past experiences will indicate my leadership qualities and how I have handled difficult and challenging situations.

My experience and knowledge to carry out the responsibilities makes me an ideal candidate for the position. Please do call me at 470-420-5467 or email me at HowardCampbell1313@gmail.com

Best Regards,

Howard F. Campbell Jr.

HOWARD F. CAMPBELL, JR.

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Covington, GA 30014
(470) 420-5467

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SUMMARY OF QUALIFICATIONS

Leadership	Business Acumen	Economic Development
Cross-Functional Communication	Grant/Budget Management	Public Policy Development
Team Coalition Building	Contract Management	Citizens Inquiry
Strategic Planning	Integrating Technology/Solutions	Community Outreach

Highly motivated, results-oriented, and decisive Manager with over 20 years' specialized experience in community relations building, urban and economic development. A keen focused approach to developing integrating strategies to steer and achieve organizational objectives. A verifiable record of success defining and driving process improvements in all areas of Community Services to include procuring grants for housing programs and community development. Experienced as a skilled trainer, coach, and mentor in leading functional teams to achieve quantifiable results. Fosters relationships with community organizations, management, and employees through outstanding oral and written communication skills. Recognized for integrity, honesty, flexibility, resilience, decisiveness, and outstanding problem-solving skills.

PROFESSIONAL EXPERIENCE

Clayton County Community Services Authority, Forrest Park, Georgia May 2021– Present
Community Services Block Grant Program Manager

- Directs a diverse staff of 7 employees responsible for a \$5 million dollars Community Services Block Grant Program and an operational budget of \$6 million dollars.
- Administers the intergovernmental (State, Federal) Community Services Block Grant fund providing fiscal accountability to assist in the reduction of poverty, revitalization of low-income communities and the empowerment of families.
- Utilizes the grants management and project management systems and tools to track and monitor project performance and expenditure of grant funds.
- Fosters and establishes relationships with other Human Service Agencies, local clubs, civic organizations, church groups, municipal groups, and apartment managers.
- Plans, develops, and implements various support, awareness, and educational activities for the agency's public relations purposes.
- Partners with internal and external government agencies to ensure the Program Offices meet them organizational goals by providing technical advice and assistance to management.

Atlanta-Fulton Policing Alternatives & Diversion, Atlanta, Georgia November 2020-Present
Care Navigator

- Facilitates clients centered care plans to link the clients to the Policing Alternatives and Diversion (PAD) Program to assist in providing housing, behavioral health, employment, legal and other services.
- Orchestrated community events with emphasis on awareness of Harm Reduction and Housing First principles by providing education to social service agencies and advocating for PAD clients if/when issues arise.

- Oversees active caseload of 25 clients using PAD's core values of Housing First, Harm Reduction, and Social Justice. In addition, maintains all client's charts and records according to established standards And document care progression within the electronic data management system (HMIS/Client Track).
- Assists clients in obtaining documents required for housing placement to include addressing barriers that may prevent successful housing placement.
- Conducts ongoing community outreach to provide awareness to the PAD program with emphasis on locating new and re-engage former program participants.
- Analyzes, develops, recommends, and assists the organization with implementation of procedures/work methods that will result in sound management principles.

Fatherhood Solutions, Inc, Conyers, Georgia November 2015-November 2020
Executive Director

- Responsible for the programmatic and administrative management of an operational budget of \$500,000 for marketing, networking, recruitment, and training.
- Developed and implemented strategies through Fatherhood Solutions, Inc by collaborating with Local and State governments to ensure disbursement of agency funds were distributed prudently to assist clients with education/counseling for fathers to engage with their children.
- Collaborated with stakeholders, local officials, and non-profit organizations to promote, preserve, and communicate the importance of fatherhood and its impact on the lives of citizens by providing a stable environment for families to grow and improve their community.
- Implemented organizational bylaws and Article of Incorporation to ensure compliance with state regulatory requirements were adhered to with emphasis on the mission/vision of the organization.
- Supervised the administration of grants to include grant writing, implementation, evaluation, and distribution of funds for clients and outsourced resources.
- Prepared detailed written financial monthly reports for the State of Georgia documenting the services administered to the clients and the use of resources (grant/funding) to enhance the program.

Meals on Wheels/South Fulton Senior Services, Atlanta, Georgia August 2018-March 2019
Senior Center Manager

- Administered a \$100,000 dollar budget for all Senior Center expenses providing food and other resources resulting in cultivating a community relationship between the organization and its clients.
- Coordinated the daily activities and services of independent and semi-independent senior citizens to include planning and ordering of all meals for senior citizens online.
- Launched program design and implementation of multiple programs to include initiatives in wellness, Chronic Disease Management, Fitness, Creative Arts and Cross-Cultural learning.
- Cultivated meaningful relationships with community partners to help facilitate outreach opportunities to assists clients in meeting their everyday needs.
- Collaborated with governmental and non-profit entities regarding policy compliance.
- Maintained participant records as required by ARC and Fulton County to ensure accuracy of records.
- Approved all employee timesheets.

Atlanta Community Food Bank, Atlanta, Georgia
Agency Services Manager

August 2012-May 2014

- Lobbied intergovernmental (State and Federal) for increased funding for the Commodity Supplemental Food Program to feed families in the community.
- Developed and implemented Standard Operation Procedures for the Commodity Supplemental Food Program to comply with State and Federal regulatory compliance.

- Fostered partner agency compliance by conducting site visits, training, technical assistance, responding to customer complaints and reviewing partner agencies records.
- Cultivated relationships with community partnership for recruitment and retention with an emphasis on community outreach.
- Served on the advocacy team responsible for responding to public policy alerts.
- Investigated fraud against improper distribution of food products with community partners.
- Charter member of the organizations Toastmasters group and participated in fundraisers such as Can Can Ball and Walkathon.

Kent State University Center for Development of Minority Business, Kent, Ohio January 2005- January 2006

Program Manager

- Oversaw the design, implementation, and the evaluation of programs that assist small business owners with their business plans.
- Collaborated with the City of Cleveland, Ohio to place small businesses in the City of Cleveland's Economic Empowerment Zone.
- Assisted small businesses in acquiring funding from local banks by assisting in the writing of business plans and linking clients with local businesses for mentorship.
- Collaborated with Board of Directors to ensure the organizational vision and mission was prioritize within the organization.
- Developed written reports, oversaw fund development, and managed the budget for all organizational and program expenses.
- Prepared marketing materials and facilitated workshops to assist in the development of plans for small businesses owners.
- Recruited, hired, trained, supervised, and submitted payroll. In addition, attended departmental, organizational, and Board meetings, and cultivated relationships with community partners.
- Prepared written reports and articulated organizational vision to key stakeholders.

Cuyahoga Community College, Cleveland, Ohio

August 2002- May 2006

Adjunct Humanities Professor

- Promoted student success by demonstrating a flexible style and exhibit a passion for teaching by devoting time and energy to develop scholarly excellence.
- Participated in curriculum development discussions, support campus events including orientation and graduation, open houses.
- Enhanced the learning environment by engaging in research, scholarship, service, and academic advising. Created, distributes, and review the course syllabus. Utilizes a variety of instructional strategies to engage students, including cooperative and supplemental learning.
- Collaborated with academic department chair to develop courseware and curriculum.

EDUCATION

Cleveland State University, Cleveland, Ohio, 2004

Master's in Public Administration with Specialization in City Management and Non-Profit Management

Cleveland State University, Cleveland, Ohio, 2000

Master of Science in Urban Studies with Specialization in Urban Policy Analysis

Cleveland State University, Cleveland, Ohio, 1997

Bachelor of Art in Criminal Justice

SPECIAL SKILLS

Exceptional knowledge in the use of Microsoft Word, Microsoft Excel, Microsoft Power Point, Internet, Outlook Email, Social Media, HMIS/Client Track

VOLUNTEER/ACCOMPLISHMENTS

Volunteered as Distribution Leader at Intown Collaborative Ministries, Inc. in Atlanta, GA for 5 years
Served as a Thanksgiving Volunteer 4 years at St. John's Lutheran Church in Atlanta, GA
Served on the Board of The National Commodity Supplemental Food Program Association-
Subcommittee on Education
Served as a Board Member of Urban Recipe (Georgia Avenue Community Ministry)