

# MARK S. GIBLIN, JR.

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Dear Hiring Professional,

Palm Coast's recent job posting for a City Manager caught my attention because my experience, training, and passion for excellence appear to parallel your requirements and expectations. With this in mind, I have attached a resume that outlines and highlights my professional history.

I am a forward-thinking, dependable, top-performing individual and do not hesitate for a minute to roll up my sleeves in order to get the job done – whatever it takes!

Some of the key capabilities that I can bring to this new opportunity include:

- Over 15 years of experience within the Florida Park Service in the capacities of Park Manager, Assistant Park Manager, Park Services Specialist, and Park Ranger.
- Analytical and strategic thinker, extremely well organized, detail oriented, with the ability to simultaneously manage multiple tasks in ever-changing environments.
- Passionate about developing and promoting unified culture and work environments.
- Skillful communicator and team builder with the talent to influence and motivate others to perform at their highest potential.
- Quickly grasp new concepts and ideas with the capacity and capability to take on increased responsibilities.
- Comfortable and able to effectively interact with people from all organizational levels, cultures, and backgrounds.
- Maintain a high level of personal and professional integrity; punctual, articulate, and highly professional in conduct and demeanor.
- Strong work ethic with the drive and desire to produce exceptional results.

I am very enthusiastic about the potential this position has to offer and welcome the opportunity to meet with you to discuss my qualifications. I am confident that I possess the skills, training, and experience necessary to be an asset to your team.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Mark S. Giblin, Jr.





## Objective

To effectively utilize my skills, education and experience to help other managers effectively manage their park and be a leader in the district office.

## Experience

### Anastasia State Park/Fort Mose Historic State Park – Park Manager III 06/2016 – Current

- Direct Management of middle management staff including: Hiring, scheduling, performance appraisals, discipline, managing personnel files.
- Management of 130+campground with almost 1 million visitors and more than 2,000,000 in revenue
- Manage and oversee historical resource management and resource management activities.
- Overall responsible for 2 different parks, 2 different budgets and staff.
- Management of contracts, vendor permits and other business-related activities.
- Management of all resource management activities including 1000+/- acres of prescribed fires, exotic plant removal, exotic animal removal, native and exotic species surveying.
- Management of all recreational and interpretative activities
- Responsible for setting park specific guidelines and rules
- Ensuring all rules/laws set by the State of Florida, The Department of Environmental Protection, and The Florida Park Service are followed and enforced.
- Overall responsible for all community outreach, media coverage and programs
- Maintain important community partnerships and special events
- Customer service – Deal with visitor complaints, problems and issues preventing further escalation
- Provide positive leadership and build team morale among staff
- Overall responsible for visitor, volunteer and staff safety
- Continuous monitoring of infrastructure and grounds. Recommend funding request to maintain park
- Project management – large project and small project management

### Ravine Gardens, Dunns Creek and the Palatka-to-St. Augustine State Trail – Park Manager 12/2012 – 05/2016

- Direct Management of middle management staff including: Hiring, scheduling, performance appraisals, discipline, managing personnel files.
- Overall responsible for 3 different parks, 3 different budgets and staff.
- Management of contracts, vendor permits and other business related activities.
- Management of all resource management activities including 1000+/- acres of prescribed fires, exotic plant removal, exotic animal removal, native and exotic species surveying.
- Management of all recreational and interpretative activities
- Responsible for setting park specific guidelines and rules
- Ensuring all rules/laws set by the State of Florida, The Department of Environmental Protection, and The Florida Park Service are followed and enforced.
- Overall responsible for all community outreach, media coverage and programs

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## Gamble Rogers State Park – Assistant Park Manager

02/2010 – 12/2012

- Direct Management of staff including: Hiring, scheduling, performance appraisals, discipline, managing personnel files, daily assignments, training, payroll, timesheets, leave requests, ensure good customer service by all staff, staff morale and other management duties.
- Develop Emergency action plans and coordinate with local emergency operations and other local government
- Management of 34-site campground including: Reservations, customer complaints, customer requests, guest relations and ensuring guest's safety.
- Park Operations Management including: Budget management, purchasing, daily, monthly, yearly reports, Park maintenance, Park safety, reservation systems, running all financial reports.
- Management of the Parks Natural and Cultural Resources.
- Managed records of employees.
- Handles all media requests, press releases and media visits to the Park.
- Manage and coordinate all special events and educational programs for the Park.
- Manage all aspects of daily operations

## Washington Oaks Gardens State Park - Park Services Specialist

08/2008 – 02/2010

- Managed Park volunteers: Assignments, schedules and proper reporting and paperwork for more than 300 volunteers, volunteer recruitment.
- Management of the Parks Citizen Support Organization which includes: Filing all proper Paperwork with the IRS, Budget, scheduling, money handling, ensuring all volunteers complied with the State of Florida guidelines,
- Special event planning: scheduling, setting up, and managing staff and volunteers for multiple special events that draw in thousands of visitors. Booking weddings and ensuring guests are happy.
- Handle all media releases, interviews and other media contact for the Park

## Tomoka State Park – Park Ranger

07/2006 – 08/2008

- Customer Service and Guest Relations: Checking in campers, checking out campers, making reservations, handling of customer complaints and concerns, explaining Park rules and regulations for a 100-site campground
- Park Maintenance: Plumbing, electrical, lawn maintenance, facilities maintenance, construction projects.
- Interpretation: Giving programs to Park Visitors, gaining voluntary compliance to State Park rules, providing quality customer service.
- Conducting educational programs
- Wild land Firefighting/Prescribed burns.
- All aspects of the daily operations of the Park

## The Villages Media Group (several different positions)

06/1998 – 07/2006

- Journalist: finding, scheduling, writing and editing news stories
- News Anchor: Writing script for daily show, hosting daily news show.
- Assignment Editor: Managing the daily news reporters and videographers, scheduling news stories, finding new leads, holding two daily meeting to coordinate news coverage.

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## Education

Central Florida Community College	06/1998 – 06/2002
Associates in Arts	
Western International University	01/2007 – 12/2007
Associates in Science Business Administration	
Daytona State College	01/2010 – 08/2012
Bachelor's in Supervision and Management	(Dean's List)

## Recognition

- District 3 employee of the month - 2012
- District 3 employee of the month - 2016
- Florida Park Service employee of the year - 2016
- DEP Star Award - 2017
- St. Johns County Tourism Partner of the Year - 2018

## Certifications/Training/Committee

- OneDEP Award committee chairperson – 2021
- OneDEP Award committee member – 2020
- FRPA Conference – 2018, 2019, 2021
- Professional Park Management Leadership Certification Training - 2019
- Certified Park and Recreation Professional – 2019 to current – National Recreation and Parks Association
- Park Business System scope of work committee – 2019
- DEP Leaps - 2018
- RPI facilitator training – 2014 – DEP
- FPS Revenue process Improvement committee – 2013
- Host of multiple conferences and meetings from Division Management meetings, ASSPD Conference, Ranger Association annual meeting etc.
- Many other management/leadership trainings: SkillPath, College Courses, DEP, FSU, UF etc.

