

JAMES D. BURSICK

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CAREER SUMMARY

A proven professional with nearly 30 years of progressively responsible experience in public management, most recently as Town Manager for the Town of Melbourne Beach. Significant operating experience in budgeting and fiscal controls, human resources, purchasing, grant writing and administration, and information communication systems. A hard working public official with strong analytical skills, and an impeccable reputation for professionalism and integrity.

EXPERIENCE

June 2006 - Present

TOWN MANAGER – Town of Melbourne Beach, Florida (\$73,528)

Founded in 1883, Melbourne Beach is the oldest beachside community in Brevard County. As such, residents exert considerable effort to maintain the character of the Town and sense of community. Melbourne Beach is one square mile in size, containing approximately 3,300 residents. Community-based policing activities help make the Town one of the safest in central Florida.

Accomplishments as Town Manager include:

Successfully represented all referendum initiatives proposing Charter Amendments (building height limitations, and cash management), and voted millage rate for stormwater system improvements and street resurfacing.

Received grants totaling over \$775,000 for stormwater systems improvements and recreation development projects.

Strengthen Town's financial position by increasing General Fund reserves by 33%, representing 65% of the annual operating budget, and maintaining the total General Fund budget increase at 10.5% over four years.

Maintained community individuality through height limitation Charter amendment, preparation of Ocean Avenue development guidelines, completion of first ever community visioning process, and development of Evaluation and Appraisal Report with associated Comprehensive Plan amendments.

January 2006-
June 2006

INTERIM TOWN MANAGER – Town of Melbourne Beach, Florida (\$63,364)

Includes all responsibilities prescribed to the Town Manager through the Charter and Town ordinances.

June 2004-
January 2006

ASSISTANT CITY MANAGER/PUBLIC WORKS DIRECTOR – City of North Port, Florida (\$87,000)

As a bedroom community to Sarasota, North Port was one of the fastest growing communities in the nation. With approximately 40,000 residents, North Port added over 3,000 residential housing units each year during my tenure.

Promoted to Assistant City Manager/Public Works Director with responsibility of Road and Drainage, Solid Waste, and Parks and Recreation Divisions under the Public Works Department, and the Engineering and Utility Departments. Secured, coordinated, and administered hurricane debris removal contracts for Hurricane Charley.

January 2004-
June 2004

SUPPORT SERVICES DIRECTOR – City of North Port, Florida (\$74,000)

Responsible for the administration of the Human Resources, Purchasing, Public Information, Fleet Maintenance, Management Information Systems, Building Maintenance and Social Services Divisions. Served as Chief Negotiator during negotiations with the International Association of Fire Fighters. Initiated integrated equipment repair parts system through NAPA.

March 1997 -
January 2004

ASSISTANT CITY MANAGER - City of Vero Beach, Florida (\$85,000)

Direct line supervisory responsibility of the Airport, Marina, Recreation and General Maintenance Services (Building Maintenance, Central Garage and Solid Waste) Departments consisting of 122 employees and a combined total budget of \$10.5 million.

Other responsibilities and accomplishments include:

- Special events coordinator for Boston Pops concert (11,000

spectators) and Royal Palm Pointe grand opening (\$7 million redevelopment project with 5,000 in attendance).

- Administration of Community Development, Cultural Facilities, Florida Inland Navigational District, Historic Preservation, and Florida Recreation Development Assistance Program grants totaling \$1.4 million.
- Environmental remediation of old diesel power plant and administration of city-wide fiber optic network in conjunction with Indian River County and Indian River County School District.
- Served as Interim Water & Sewer Director (1/98 - 3/99). and Interim Human Resources Director (5/99 - 11/00, 10/02 - 2/03, 11/03 - 01/04).
- Served as member of the Labor Management, Disaster Preparedness & Response Committee and as Chief Negotiator or Bargaining Team member during negotiations with Teamster and Police Benevolent Association bargaining units.

August 1996 -
March 1997

DEPUTY CITY MANAGER - City of Leesburg, Florida
(\$64,000)

Includes all responsibilities of Budget Director, as well as, management of all operations at the Municipal Airport and Acting City Manager in his absence.

February 1987 -
August 1996

BUDGET DIRECTOR - City of Leesburg, Florida (\$42,000)

Supervise the development of \$78 million operating and capital budget. Developed the first formal Capital Improvement Plan for the City.

Assisted the City Manager with general administrative functions. Responsibilities and accomplishments include:

- Administration of property and liability insurance programs. Developed formal procedures for accepting and evaluating insurance proposals.
- Responsible for the purchase, installation and maintenance of the city-wide telephone network. New system paid for itself in 3-1/2 years, while replacing antiquated equipment.
- Prepared and administered grant applications resulting in awards of nearly \$350,000 for historic preservation projects. Other grant applications, totaling \$223,250, were successful under the State's Alternative Fuel Vehicle and Disaster Preparedness Programs.
- Served as Interim Human Resources Director (12/93-1/94).

February 1986
February 1987

**BUDGET ANALYST - Office of Management and
Budget, Palm Beach County, Florida (\$27,000)**

Assisted with the transition from a line item to a program based budget. Newly developed budget received the Distinguished Budget Award as presented by the Government Finance Officers Association in the initial submittal. Prepared the first five-year projections of future operational funding requirement.

February 1984 -
February 1986

**SENIOR BUDGET/MANAGEMENT ANALYST - (\$16,000)
Office of Management and Budget,
Lee County, Florida**

Involved development and implementation of the annual operating and capital program based budget. Received the Distinguished Budget Award for the 1984-85 and 1985-86 fiscal years.

February 1981 -
February 1984

FINANCE CLERK - City of Alma, Michigan (\$12,000)

Responsible for the administration of the purchasing system, municipal cemetery, and Central Store Office Supply System. Assisted in the development of a computerized voter registration system and community newsletter.

EDUCATION

BACHELOR OF SCIENCE IN BUSINESS, 1980

Ferris State College; Big Rapids, Michigan

18 semester hours completed towards Master of Science in Business; Central Michigan University; Mt. Pleasant, Michigan

**PROFESSIONAL
AFFILIATIONS**

International City/County Management Association
Space Coast Public Management Association

REFERENCES

Mr. Chad Tennant
Vice Mayor
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