
Jonathan H. Lynn

3924 Brookton Pass • Powder Springs, GA • 30127
678-618-5406 • jonathanhlynn@outlook.com

PROFESSIONAL PROFILE

An unflappable, innovative and affable leader with outstanding organizational, analytical, communication and presentation skills. Focused and results-oriented with vision, foresight and an exceptional work ethic. A dedicated loyal team player who encourages creativity, responsibility and accountability within a collaborative work environment. Experienced in managing organizational change with more than 14 years of local government experience and demonstrated subject matter expertise in the following areas:

- Strategic Planning, Goal Setting and Resource Allocation
- Budget, Accounting and Finance
- Forecasting and Statistical Analysis
- Capital Improvement Planning and Project Management
- Operations Analysis and Systems Design
- Organizational Change and Development
- Growth Management, Comprehensive Planning, Community Development and Redevelopment
- Bond and private placement projects
- Public Pension Administration/Reform
- Community engagement and collaboration

EDUCATION

Bachelor of Arts
Political Science

Georgia Southern Univ.
Statesboro, Georgia

Master of Public Administration
MPA

Georgia Southern Univ.
Statesboro, Georgia

PROFESSIONAL EXPERIENCE

Town of Tyrone, Georgia
Town Manager

June 2017 – Oct. 2018

A destination community within the Atlanta metropolitan area with a primarily residentially-based economy home to nearly 7,500 permanent residents with more than 50,000 travelers commuting through Town each day. Town features abundant natural resources and offers a wide variety of activities including sponsored special events, festivals, fishing tournaments, amusement activities, golf courses, restaurants, and an active community.

Duties and Responsibilities

- Served as organization's Chief Executive responsible for development and oversight of annual work programs designed to implement the legislative policies and priorities of the Mayor and Town Council
- Served as the point of contact for all Town matters for each Town Department and public inquiries.

Accomplishments

- Initiated organizational Five-Year Strategic Plan establishing annual Policy and Management Priorities including a comprehensive Action Item Agenda and reporting format
- Established comprehensive Annual Budget Calendar/Process providing specific direction to departments and a written recommended balanced budget to the Mayor and Town Council
- Managed and resolved a number of sensitive, complex employee/employment issues involving diverse topics
- Responsible for implementation of new Legislative/Agenda Management initiatives for increasing municipal transparency
- Responsible for implementation of new online customer service systems for non-emergency requests (ORR, code enforcement, work orders, etc.)

- Created a weekly report to Mayor and Town Council to keep an accurate and timely flow of information
- Initiated an employee wellness program providing incentives to employees who meet their personal goals
- Completed comprehensive evaluation of Solid Waste Collection Services – resulting in increased revenues through lowering rates and maintaining all staff levels.
- Identified, through site selection process, a location for a new municipal complex to house public safety and general services staff of the Town. Project will be completed in early 2020.
- Completed comprehensive evaluation of Planning and Community Development – restructured the development review/permitting process to improve efficiency, provide better dependability and internal accountability

City of Douglasville, Georgia

Community and Development Services Director

April 2015 – June 2017

Historic metro Atlanta city and the western most city included in the Atlanta statistical area, which is the 9th largest MSA in the nation. There were three (3) direct routes to the busiest airport in the world with logistics supporting cargo and rail commerce in those areas. The City provided all required municipal services and utilized third-party services for fire and emergency services.

Duties and Responsibilities

- Responsible for management and oversight of the City’s Community Redevelopment Agency including the agency’s tax increment financing funds and public projects funded by bond revenues
- Maintained and cultivated a positive relationship with the City Manager and the eight (8) members of the City Council, including the Mayor.
- Provided executive level leadership by assisting City Manager in directing the operations of a diverse urban City with roughly 300 employees and total budget of approximately \$30 million.
- Provided direct oversight of Planning, Zoning, Inspections, Permitting, Development Services, Tourism, Community Development, Economic Development, Main Street, a Regional Welcome Center, and a 37,000 square foot Conference Center

Accomplishments

- Initiated a new downtown planning effort to spur revitalization and visioning for the Downtown Douglasville area, including redevelopment of a 10-acre site previously used as a county jail facility
- Developed and enhanced the permitting and plan review process to become more efficient while providing the highest level of customer service
- Established a Community Constituency Group with the local building and real estate industry to evaluate and provide feedback on the City’s building permit process
- Oversaw large state-funded transportation projects for the City with budgets ranging from \$600,000 to a comprehensive road realignment project with a budget of \$111 million
- Restored employee morale and built a high performance departmental Management Team by reorganizing and developing existing staff
- Established a professional business-friendly organizational culture through articulated expectations and improved internal communication and coordination between divisions and external customers
- Utilized a consensus approach methodology with all division heads to develop vision and mission statements and created SOPs for the entire department

WFN Consulting, Inc.

Project Consultant/Affordable Housing Manager

2012-2014

Through my experience in grant management and financial administration, I was fortunate enough to join W. Frank Newton [WFN], Inc., where I was an integral part of a team that handled complete staffing for the Cobb County CDBG office and its over \$7 million annual HUD allocation. I was also able to be a project consultant for this growing sector of the company that conducted plan development projects through the entirety of the United States.

Duties and Responsibilities

- Managed the entire affordable housing grant portfolio for Cobb County, GA and its approximately 700,000 residents
- Served as project manager for property acquisition, construction, and housing rehabilitation projects funded through federal housing programs
- Conducted comprehensive land use and zoning analysis for planning engagement projects throughout United States including Nashville-Davidson County, TN; Mesa, AZ; Lehigh Valley, PA; and Wellington, FL
- Lead citizen engagement efforts on various projects including kick-off meetings, community input forums, and charrette style agency meetings

Accomplishments

- Responsible for structuring public-private collaboration efforts to build senior living complex in Marietta, GA, which provided for affordable rent limits on public funding while maintaining market rate rental units, which resulted in a \$30 million finished project
- Solicited efforts to utilize Habitat for Humanity to take over a failed development when the developer ceased operations. Through this collaboration, Habitat was able to construct a full residential subdivision with new homes and 100% sold during construction in 2012-2013
- Developed solar programming component for WFN that provided an alternative revenue stream for the company and integrated efforts to reduce homeownership costs for residential units under construction.
- Handled project presentations and partnership meetings for WFN Solar
- Created and served as the project director for the land-use planning division of WFN

City of Tybee Island, Georgia Planning and Zoning Manager

2009-2011

Joined this unique coastal community of less than 4,000 permanent residents, which is a number that swells to greater than 30,000 during peak summer season, as the Planning Zoning Manager. I was tasked with current and long-range planning, zoning, building inspections, code enforcement, business licenses, community development, solid waste planning, community development, and grant administration. Administered capital projects including community development software implementation, transportation enhancement improvement projects, pedestrian friendly activities, and park improvements.

Duties and Responsibilities

- Supervised all staff members in the Planning and Zoning Department and included responsibility of Planning, Zoning, Community Development, Economic Development, Main Street Program, Inspections, Permitting, Business Licenses, and GIS
- Developed strategies to ensure that Tybee would encourage economic development on the island while protecting the current built environment, including all issues related to the permanent resource carrying capacity
- Handled all departmental presentations to the Mayor and Council regarding ordinance revisions, sign permits, subdivision regulations, GIS Projects, and all other pertinent land-use matters
- Served as the city's representative on the regional planning organization's planning and transportation planning committee.
- Served as the acting City Manager during the manager's absence.

Accomplishments

- Formed the Bicycle and Pedestrian Committee and received a "Bike Friendly" designation for the City of Tybee Island (2009-2010)
- Completed a rewrite of the entirety of the City's Sign Ordinance that included environmental protections for endangered wildlife while protecting the Island's unique character (2009)
- Collaborated with the City's Emergency Management staff to draft and participate in the "Hurricane Gilligan" 171

exercise for hurricane preparedness (2010)

- Coordinated and implemented a wayfinding signage program for the island, which was completed through agency input and engaging local businesses to determine appropriate island destinations.
- Received and managed Energy Efficiency Conservation Block Grant [EECBG] to reduce overall energy consumption through municipal buildings

City of Waycross, Georgia

Community Improvement Director

2007-2009

Located in the largest county in the largest state east of the Mississippi, Waycross is a regional hub whose population of roughly 20,000 triples in size during the day as it draws in workers from all surrounding counties. It is home to a large rail hub as well as several regional higher education institutions. The City is uniquely positioned within an hour's drive to Jacksonville, Florida.

Duties and Responsibilities

- Supervised all staff members in the Planning and Zoning Department and included responsibility of Planning, Zoning, Community Development, Economic Development, Main Street Program, Inspections, Permitting, Business Licenses, and GIS
- Managed and balanced all budget matters for the department's division
- Directed city responsibilities for all economic development activities
- Increased and retooled departmental efforts to solicit public participation and information
- Staffed the joint city/county Planning and Zoning Commission and the City Board of Zoning Appeals

Accomplishments

- Restored the City to compliant status with the CHIP program after formulating an expenditure plan to provide over \$600,000 in homeowner rehabilitation and down payment assistance funds.
- Leveraged over \$1 million on local contributions for a \$500,000 Community Development Block Grant to begin a neighborhood revitalization project that included demolition of a dilapidated school and construction of a community multi-purpose facility.
- Created and implemented a neighborhood blitz campaign to assist code enforcement efforts where the City would inform residents that we would be in their area to document code violations. This notification created a 50% reduction through homeowner abatement.

OTHER PROFESSIONAL EXPERIENCE

- Development Services Supervisor, City of Woodstock, Georgia (2015)
- Financial Analyst II – Gwinnett County Government, Georgia (2011)
- Mitigation Manager/Grants Manager – State of Georgia (2004-2006)
- Regional Planner – Heart of Georgia-Altamaha Regional Commission (2004)

PROFESSIONAL & CIVIC AFFILIATIONS

- International City/County Management Association
- Georgia City/County Management Association
- Georgia Planning Association
- American Planning Association
- Georgia Association of Zoning Administrators
- Graduate, Leadership Tybee Island
- Graduate, Leadership Douglas County
- Graduate, Georgia Academy of Economic Development
- ICMA Emerging Leaders Development Program