



COLBY HILL

ASSOCIATE DIRECTOR OF PARKS & RECREATION

OBJECTIVE

To provide world class parks and recreation opportunities to our residents by utilizing my skills, abilities, and passion for parks and recreation

SKILLS & ABILITIES

- Excellent verbal and written communication skills
- Ability to conceptualize ideas and think visually
- Precise attention to detail
- Ability to see the broader picture
- Diplomacy and sensitivity when working with others
- Initiative and problem solving

VITALS

E.cohill@sjc.utah.gov

EXPERIENCE

CITY OF SOUTH JORDAN, SOUTH JORDAN, UT

ASSOCIATE DIRECTOR OF PARKS & RECREATION OCTOBER 2007 - PRESENT

Support and implement the City’s vision with respect to parks and recreation. Prepare and administer department strategic goals. Develop and monitor multiple division budgets. Ensure Parks and Recreation Master Plan and recommended capital projects align with City’s vision. Manage parks and recreation capital projects.

COTTONWOOD HEIGHTS PARKS & RECREATION, COTTONWOOD HEIGHTS, UT

PARKS MANAGER

OCTOBER 2002 – OCTOBER 2007

Support the elected Board of Trustees vision and mission of parks and recreation. Manage the park operations and park programs. Recommend and monitor the fiscal year division budget. Supervise parks maintenance workers and the operations of the parks division.

EDUCATION

WESTERN GOVERNOR’S UNIVERSITY, BACHELOR OF SCIENCE, BUSINESS MANAGEMENT

CURRENTLY ENROLLED

VOLUNTEER

Volunteered as a member the Parks & Open Space board for the City of West Jordan for 3 years.

REFERENCES

MAYOR DAWN RAMSEY, CITY OF SOUTH JORDAN

CONTACT INFORMATION

[REDACTED]

GARY WHATCOTT, CITY OF SOUTH JORDAN

CONTACT INFORMATION

[REDACTED]

SPENCERY KYLE, CITY OF SOUTH JORDAN

CONTACT INFORMATION

[REDACTED]

MARTIN J. JENSEN

Chronological Employment History

Salt Lake County, Director

Parks and Recreation, Salt Lake City, Utah April 2014 to Present. 50 hours per week

Lead the planning, administration, operation and maintenance of various facilities of the division including 6 golf courses, 22 recreation centers, 3 ice centers, 18 swimming pools, 105 parks and over 100 miles of trails. Responsible for an \$82 million-dollar annual budget and investment of \$150 million in capital projects.

- Leads the organization in the development of effective strategic plans and annual performance measures to achieve department and county-wide goals.
- Leads and manages the planning, administration, operation and maintenance of various facilities of the division including parks, golf courses, recreation centers, swimming pools and playgrounds; ensuring consistency with division policies and community needs.
- Develops division policies, safety rules and regulations. Ensures and encourages compliance with Salt Lake County adopted policies and procedures.
- Prepares and submits reports and recommendations providing technical advice to the Salt Lake County Mayor's Office, County Council and Community Services Department.
- Represents the division with community groups and other agencies.
- Establishes and maintains effective working relationships with officials of federal, state, regional and local agencies, community leaders and the general public.
- Develops and coordinates collaborative partnerships among county and external agencies, municipalities, school districts and interest groups.

Accomplishments

- *Secured \$11 million dollars in donations and matching funds from outside funding sources for 2 major projects.*
- *Implement on an annual basis a \$82+ million budget from of several funding sources with multiple reporting requirements*
- *Instituted division-wide zero-based budgeting reducing subsidy of facilities*
- Lead complex multi-million-dollar contract negotiations for large recreation facilities
- Ensure all division activities are following bonding requirements and other financial constraints

Salt Lake County

Associate Division Director, Community Services

Salt Lake City, Utah January 2014 to June 2014, 50 hours per week

Implement the vision, mission and values of Salt Lake County through strategically aligning those objectives with the responsibilities of the Department. Works in partnership with department director to manage and provide leadership for all Community Services functions including budgeting, operations, maintenance, human resource management, planning and development for Salt Lake County;

- Salt Lake County Parks & Recreation, Clark Planetarium, Center for the Arts, Zoo, Arts & Parks, Salt Palace Convention Center, South Towne Exposition Center, Discovery Gateway Children's Museum and Visit Salt Lake.
- Monitors and evaluates Department performance and seek organizational efficiencies including process improvements and organizational planning.
- Prepare and monitor department budget to ensure fiscal responsibility and implementation of strategic goals.
- Serve as a member of the Mayor's Executive Cabinet and contribute to the administrations' strategic plan and direction.

Accomplishments

- *Successfully transitioned SLCO Equestrian Park from government management to private contract management. Estimated savings of \$80,000 in first year.*
- *Successfully completed RFP process for Calvin Rampton Salt Palace Convention Center and South Towne Expo Center. Prepared RFP, selected contractor and awarded multimillion dollar contract to private management company.*

Salt Lake County

Public Information Officer/Marketing & Public Relations Manager

Parks & Recreation, Salt Lake City, Utah July 2007 to Jan 2013, 40-45 hours per week

Responsible for leadership and management of all communications efforts, strategies, tactics and policies in relation to the operation and management of Salt Lake County Parks and Recreation. Advise, monitor and direct 250 employees' efforts of communicating internally and externally.

- Conduct and manage governmental relations for Parks and Recreation issues with 15 cities and community councils in Salt Lake County.
- Responsible for management and leadership of community relations, marketing and public relations efforts of 20 recreation centers, 3 ice arenas, 18 swimming pools, 6 golf courses.
- Manages community needs assessment surveys, studies of local conditions and community demographics.
- Assists division director in preparation and submission of reports and recommendations providing technical advice to the Salt Lake County Mayor's Office, County Council and Community Services Department.
- Respond directly to media inquiries for Salt Lake County facilities, policies or programs.
- Authorized to speak on the record to reporters and public on all aspects of County policy related to management of Parks and Recreation.
- Design, manage and implement division wide communications policies and standards related to public and media relations. Provide annual training and facilitate employee communication with external and internal partners.
- Direct preparation of program budget. Monitor budget to ensure funds are used according to spending plan.
- Direct and supervises assigned staff, which includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline. Direct supervision of 1 employee and provide oversight to interns.

Accomplishments

- *Named 2012 Outstanding Professional in Management by Utah Recreation and Parks Association.*
- *Presented with Innovation of the Year Award 2012 for Development of Parks and Recreation Mobile APP*
- *Successfully campaigned for the passage of Regional Parks and Trails Bond during 2012 general election with little to no resources.*
- *Successfully designed, implemented and conducted a full Needs Assessment for Parks and Recreation Division surveying 20,000 SLCO residents during 2012.*
- *Designed, built and led the construction of 30 plus websites within the division. Created website for each recreation center and Wheeler Farm.*
- *Implemented use of Social Media as a strategic tool to promote division programs, facilities and services.*
- *Created and set communication standards and policies for one of SLCO's largest divisions.*

US Forest Service, Deputy Director Strategic Communications

Intermountain Region, Ogden, Utah – November 2005 – July 2007, 40-50 hours per week

Works in partnership with Director to lead and manage all aspects of legislative and governmental affairs for the US Forest Services 6 state Intermountain Region overseeing day-to-day public affairs activities on 13 National Forests.

- Develops and executes strategic communication plans supporting media activities, education, internal policy changes, and national policy changes.
- Provides leadership and expert advice as programs develop communication plans. Recommends approaches, specific topics or aspects to be emphasized, the most effective media to use for intended audiences.
- Serve as key advisor on management and policy decisions to senior staff and key contact with management on matters related to communicating with the news media and US Forest Service stakeholders.
- Directly respond to congressional, public and media inquiries.
- Provide leadership and policy guidance to senior executive officials on highly controversial issues.
- Direct the preparation and administration of budget. Monitor budget to assure funds are utilized according to annual spending plan. Ensure consistency with regional and national budget guidelines, ensures responsible methods of fiscal responsibility.
- Supervises a group of employees from mid-level management to support staff including, public affairs officers, information technology, records database and printing specialists.
- Establishes work guidelines, work plans and training plans for employees.
- Direct and supervises assigned staff, performs human resource management functions for staff supervised, includes hiring, promoting, orienting, training, assigning and reviewing work performance, annual work performance appraisal and discipline. Direct supervision of 5 employees and provide oversight to 15.

Accomplishments

- *Completed USDA Forest Service and FEMA Crisis Communication Training and Fire Information Officer Training.*
- *Facilitated media coverage and special events (funerals) surrounding death of 5 Forest Service employees during 2006 fire season.*

NASA – Space Shuttle Program – Public Affairs Officer

National Aeronautics and Space Administration (NASA), 40-50 hours per week

Marshall Space Flight Center, Huntsville, Alabama – January 2001 – November 2005,

Provide leadership and management of communications efforts NASA's Space Shuttle Program including but not limited too, plan for and conduct news events and produce media products, act as agency spokesman with internal and external audiences. Served as Public Affairs Officer for Space Shuttle Propulsion Elements during loss of Space Shuttle Columbia and crew.

- Develop and apply new approaches for communicating with media representatives about spaceflight missions and Space Shuttle Propulsion, some of the most difficult and complex public affairs programs in the agency.
- Provide leadership and management in the design and creation of communication plans, media plans, press releases, feature articles to promote NASA's activities to the public. Craft broad themes and unifying messages to be conveyed throughout varying media events and products.
- In support of media plan conceive, design, produce and manage products with complex multi-media applications, including video.
- Regularly brief senior leaders on trends in media coverage and make recommendations on agency response.
- Provide leadership in recommendations to top management involving highly significant policy matters leading to the development of an agency position. Establish precedents or provide guidance for field activities on public affairs issues.
- Serve as recognized internal expert to agency's top propulsion officials participating in program development; integrate public affairs issues into overall plan.

- Organize, facilitate and reinforce media training, provide leadership and management in message development and communication strategies.
- Public speaking – represent the agency in interviews to television, radio, print and electronic media utilizing knowledge of agency policies, technical developments and political climate.
- Explains agency positions and policies while not criticizing other views or arousing damaging hostility.
- Responsible for oversight of program budget including, preparation and monitoring of funds to ensure spent in accordance with agency policy.
- Direct and supervises assigned staff, performs human resource management functions for staff supervised; establishes work guidelines, work plans.

Accomplishments

- *Public Affairs Officer for Space Shuttle Propulsion Elements during loss of Space Shuttle Columbia and crew.*
- *Facilitated 1,800 media requests within 6 months of accident.*
- *Helped implement newsroom to handle large volume of requests.*
- *Facilitated astronaut interviews and requests.*
- *Acted as spokesman for agency during heightened period of attention.*
- *Supported “Return to Flight” of Space Shuttle Discovery at Kennedy Space Center after accident. Explained changes made to Space Shuttle to over 2,000 accredited members of media at launch.*
- *Recipient of 2005 Harry Kolcum Memorial News and Communications Award for Space Shuttle Return to Flight Mission STS-114 Public Affairs campaign.*
- *Advised and counseled NASA Executives on Public Relations Strategies.*
- *Extensive experience in crisis communications gained during this period of difficulty.*

Education

University of Utah

Master’s of Public Administration,

Executive Program, Pi Alpha Alpha Honor Society, September 2012

Utah State University

Master’s of Science, Corporate Communication

Magna cum Laude 2003

Utah State University

Bachelor’s of Science, Journalism and Communication

Emphasis in Public Relations and minor in Sociology 2000

National Recreation and Parks Association

Certified Parks and Recreation Professional

Passed national certification exam, April 2014

Achievements/Recognition

- Outstanding Professional of the Year 2012 – Utah Recreation Parks Association.
- Innovation of the Year 2012, Mobile App, Utah Recreation Parks Association.
- Recipient of 2005 Harry Kolcum Memorial News and Communications Award for Space Shuttle Mission STS-114 Public Affairs campaign.
- Selected for NASA’s Graduate Co-operative Education Program.
- Masters Thesis – “Neutralizing Negative News, A Public Relations Strategy.” 2003. Utah State University.

- MPA Research Project - "Community Needs Assessment of Salt Lake County Residents – asking 1.2 million people how to spend their tax dollars." 2012. University of Utah.
- Management Certificate, Salt Lake County Employees University, 2009.
- Responsible for Public Relations for City of Logan, Utah - Office of the Mayor, 1999.

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Wayne C. Johnson

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[REDACTED]
[REDACTED]
[REDACTED]

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[REDACTED] Parks and Recreation professional with 40 years of experience who is interested in using my expertise to continue to support indoor and outdoor opportunities that improve lives through people, parks, and play.

Qualifications

- Government and public relations
- Budget planning, implementation, and management
- Park construction and operations
- Board representation and involvement
- Former Sugar House Park Authority member

Professional Experience

Salt Lake County Parks & Recreation
1980–2020

Assistant Division Director (and many other roles)

- Work with other members of leadership team to guide the overall direction, growth, budget, and culture of the division.
- Responsible for personnel and initiatives for park operations and lead the strategic planning process to meet goals and objectives.
- County Mayor's representative on the Sugar House Park Authority from 2000-2020.
- Provide leadership in new park development and recreation facility planning, functions, and upgrades and renovations of existing parks, trails, open spaces, and facilities.
- Assist with the development of and ensure compliance with policies, procedures, laws, and regulations.
- Administer the enforcement of safety standards within the Park Operations team, ensure facilities and personnel comply with applicable county and division safety requirements.
- Adjust facilities, equipment, and maintenance programs methods and procedures as needed to ensure proper functioning and effective use of taxpayer dollars.

VERSATILE SEASONED LEADER

STRATEGIZE & COMMUNICATE VISION & IDEAS

Leader, problem solver and crisis resolution expert, experienced in conflict mediation and organizational change management with a grounded and professional style. Knowledgeable, patient and honest supervisor and mentor who brings together people, ideas and vision.

Associate Director for Parks, Trails & Open Space, Salt Lake County Parks & Recreation 2020 – Current

Directs all daily operations for 104 parks, hundreds of miles of trails and 9,000 acres of protected open space. Directs 70+ employees, volunteer organizations and related boards and commissions.

Chief of Staff/Deputy Mayor, Office of the Salt Lake City Mayor 2016 - 2020

Served as Chief of Staff and Deputy Mayor to the Salt Lake City Mayor, serving 200,000 residents and a workday population that doubles that number. Direct supervision of City Operations, including sixteen (16) direct reports from public safety (police, fire, 911 and emergency management), public utilities, airport, community and public services, justice court, attorneys’ office, etc. With a combined budget of \$1.95 billion dollars and a workforce of over 3,300 full-time employees, Salt Lake is a city that punches above its weight limit regularly as evidenced by its identity as Olympic city, and America’s choice to host a future Winter Olympics, as well as our hosting the historic 68th Annual United Nations Civil Society Conference.

Township Executive – Salt Lake County Office of Township Services 2013 - 2016

Provided executive management of the 2nd largest municipal government in the state of Utah – the unincorporated areas of Salt Lake County – with over 400 square miles of area, 160,000 residents, 6 townships and unincorporated communities. Served as a Cabinet member to the County Mayor, directly supervises communication efforts, economic and community development efforts, constituent matters and the Redevelopment Agency for Salt Lake County. Responsibilities include management of the budget, capital infrastructure, planning, licensing, permitting, parks, animal services, public works, sanitation, public safety and emergency response.

Director, Salt Lake County Public Works Department 2011 - 2013

Responsible for directing seven (7) agencies in the public works’ portfolio of responsibilities – Addressing Services, Animal Services, Municipal Engineering & Countywide Flood Control Services, Planning & Development Services, Public Works Operations, Sanitation Services and Solid Waste Management (Landfill) – 400 employees and a budget of almost \$100,000,000; director report to the Chief Administrative Officer and County Mayor.

Instructor, University of Utah Department of Continuing Education 2009 – 2015

Associate Director, Salt Lake County Department of Administrative Services 2007 - 2011

Assisted the Director in the administration of and policy implementation for 9 internal service agencies with approximately 240 employees in Salt Lake County government, including Contracts & Procurement, Employees’ University, Facilities Management, Fleet Management, Human Resources, Information Services, Print and Digital Copy Services, Real Estate, Records Management. Served as the interim director for nine (9) months.

Chief Administrator/Senior Policy Advisor, Office of the District Attorney 1999 – 2006

Executive Assistant, Office of the Salt Lake County Clerk 1995 – 1998

Administrative Assistant, Salt Lake County Attorney's Office

1991 – 1994

COMMUNITY ACTIVITIES

- Sugar House Park Authority 2020 - Present
- Board of Directors, Utah's Hogle Zoo 2016 – Present
- Board of Directors, The Eccles Theatre 2016 – 2020
- Board of Directors, The Leonardo Museum 2016 – 2019
- Chief Administrative Officer, Salt Lake County Redevelopment Agency 2013 – 2016
- Board of Trustees, Valley Emergency Communication (VECC) 2013 – 2016
- Board of Directors, Wasatch Waste & Recycling District 2011 – 2016
- Board of Directors, Salt Lake County Housing Authority 2011 – 2015
- Salt Lake City Commission on Human Rights, Chair of Board 2005 – 2009
- Utah State University Alumni Board, Salt Lake Chapter
- Ulster Project of Utah, Board of Directors
- Rape Recovery Center, Board of Directors 2001 – 2007
- State Host *Australia Political Exchange* 2004
- State Host *National Movement of Youth Leaders of the Philippines* 2003
- State Host *All China Youth Federation* 2002
- State Host *Japan Center for International Exchange* 2001
- Delegate to Bulgaria, *American Council of Young Political Leader* 2000
- Volunteer, "Booked" Program, Salt Lake County Jail 1999
- Board of Directors, Utah Progressive Network (UPNet) 1997 – 1998
- Board of Directors, Friends of Great Salt Lake 1994 – 1996

EDUCATION

- MPA, Masters of Public Administration – University of Utah Course Work Completed
- Deep Ecology – A Philosophical Approach to Ecologically Based Decision-Making 1995
An International Centre for Ecological Study, Schumacher College, Devon, England
- BA, Liberal Arts & Sciences & History – Utah State University 1991

HONORS & PROFESSIONAL ASSOCIATIONS

- Society of Human Resource Management
- Association of Legal Administrators, Beehive Chapter
- Gary L. McPherson 2005 Alumni of the Year Award Recipient
American Council of Young Political Leaders – Washington DC
- Wendy Rice 2003 Volunteer of the Year Award
- Phi Alpha Alpha National Honors Society for Public Affairs & Administration

SKILLED IN

- Leadership
- Fundraising
- Non-Profit Operations
- Human Resource Theories & Management Techniques
- Organizational Dynamics – Change, Management, Theories
- Budget & Fiscal Management
- Policy Development & Implementation
- Oral & Written Communication
- Public Speaking & Presentation
- Project Management



ANGELA MCGUIRE

COMMUNITY BUILDER

ABOUT ME

I love the outdoors and our open spaces. I spent my childhood hiking, camping, and exploring. I am a problem solver and am passionate about the activities, events, and places that build and strengthen our communities.

EDUCATION

UNIVERSITY OF UTAH

1995 - 1999 | BS Civil Engineering

CONTACT



WORK/VOLUNTEER EXPERIENCE

- 1999-2011 **WesTech Engineering, Inc**
Project Manager
- Designed and project managed structural and mechanical equipment.
 - Created estimates, drawings, and design review submittals.
 - Fabrication inspections and equipment testing and training.

- 2014-2015 **Daybreak Common Area Review**
Committee Member
- Reviewed and analyzed parks within the Daybreak Community.
 - Made recommendations for modifications.

- 2016-Current **LiveDaybreak Volunteer Activities**
Committee Member
- Work closely with the LiveDaybreak team to organize festivals, activities, and community enhancement projects.

- 2016-Current **Daybreak Arts Council Member**
- Analyze locations for art placement.
 - Review, select, commission, and acquire public art for community enhancement.
 - Assist with community art projects.

- 2021 **Daybreak Farmer's Market**
Assistant Market Director
- Assist with the organization, set-up and implementation of the Daybreak Farmer's Market

WENDY M. THOMAS



CANDIDATE OVERVIEW

Over fifteen years of experience working in a variety of public agencies has provided me with a broad-based foundation of skills and expertise in public administration. My current position has provided experience in planning fun and exciting projects, collaborating with stakeholders on programs and services and working with cross functional teams to solve problems and make policy recommendations. I value hard work and am internally motivated to exceed the expectations of those I work with and serve.

PROFESSIONAL EXPERIENCE

Herriman City

Assistant City Manager

April 2020 – Present

- Coordinates the operations of specific city departments in accomplishing city objectives, plans, and policies.
- Coordinates assigned activities with other City departments and outside agencies. Assists in the development and implementation of the City's strategic plans as well as strategies to achieve stated goals.
- Provides leadership in the long- and short-term goals of the city while overseeing implementation projects. Serves as project manager for a variety of special projects, facilitating project activities and resolving issues.
- Makes recommendations and facilitates city information, reports, policy, etc. to the City Manager.
- Manages, coordinates, formulates, and monitors internal operating policies.
- Expected to participate in community activities and attend morning, noon and night meetings both in the City and in surrounding communities.
- Defines and evaluates the operational performance of specific City departments.
- Oversees the development and dissemination of public information. Responds to public inquiries, complaints, and concerns in a tactful, timely and effective manner.
- Works with legal counsel in any legal issues involving the city.
- Participates in and/or manages specific programs/special projects as assigned by the City Manager, including complex research of new programs and services, budget analyses and preparation, and feasibility analyses.
- Develops policies and procedures designed to facilitate the effective and efficient conduct of city business.
- Represents the interest of the City before federal, state, and county agencies and community organizations.
- Monitors operations to ensure compliance with applicable laws, regulations, rules, policies, and ordinances.
- Oversees administration portion of all improvement projects; reviews plans and specifications, advertisement for bid notices, contracts, pay requests, change orders, etc. returns bid bonds.

Park, Recreation and Event Director

July 2016 – April 2020

- Directed the work of department staff and aligned department objectives to City objectives. Ensures work is completed in a timely manner and completed with proper policy guidelines and procedures.
- Directed the budget and vision for City parks and park maintenance. Prioritized funding and projects to meet City parks objectives.
- Oversaw the framework of City Events. Coordinates with key businesses and stakeholders to ensure funding and budgets. Reviews the plans for major events and makes corrections and redirections as needed.
- Developed new parks and trails including design and project management. Oversaw the work of contractors and created a beneficial relationship to complete the project correctly and within City standards.
- Ensured correct planning and standards with governmental land borders, mountains, and military base buffer areas.
- Worked with the executive team and City Council to determine budget and allocate funds for events. Built relationships and works with community partners and sponsors to coordinate multiple facets of involvement for events.
- Oversaw and directed the marketing of City events.
- Partnered with other directors to prioritize equipment needs to meet City objectives when projects cross multiple departments.
- Directed and prioritized all park maintenance and schedules. Provided guidance and training as needed.
- Properly dealt with difficult or escalated issues or concerns of City residents and handled them with a professional demeanor.
- Directed procedures and policy to better ensure the welfare and safety of employees. Trained employees in safety protocol, required use of PPE, and supplies to keep employees safe and healthy according to safety standards.

City of South Jordan

Associate Director – Administrative Services

June 2011- July 2016

- Directed the design, promotion, implementation and evaluation of recreation programs, group fitness programs, special events and senior programs.
- Lead a staff of eight (8) full-time staff members and approximately fifty (50) part-time staff members.
- Hired, motivated, scheduled, and supervised aquatic staff, recreation staff and program coordinators in their assigned duties. Provided training opportunities to staff. Awarded or disciplined staff as needed according to City Policy.
- Reviewed, evaluated, and implemented program budgets, and made adjustments as needed.
- Provided budgets, reports, vision, and strategic planning recommendations to City Leadership and City Council.
- Oversaw all operations of the Fitness and Aquatic Center, Community Center, Recreation Programs and Senior Programs.
- Acted as Public Information Officer in print, news, and social media settings.
- Worked closely with the Parks Department on field use, scheduling, construction projects and in development of the Parks Master Plan.

- Shared in administration of Community Development Block Grant (CDBG) funding.
- Prepared Request for Proposals (RFP) and Requests for Bids (RFB) in accordance to City Policy. Worked with purchasing and legal to appropriately score and award proposals and bids.
- Prepared and executed contracts for programs, instructors, rentals, and construction projects.
- Acted as Liaison to various City Committees.
- Responded to customer concerns in a professional and courteous manner in accordance with City of South Jordan Service Values.

Community Center Manager

April 2008 – June 2011

- Directed the design, promotion, and implementation of a variety of activities for older adults.
- Acted as a City liaison to federal, state, county, and other governmental agencies in regard to senior services. Ensured appropriate and accurate record keeping and timely reporting to agencies.
- Prepared and administered program budgets, kept appropriate records, and performed cost analysis of programs for their effectiveness.
- Resolved conflicts and created solutions that addressed various problems and concerns of participants.
- Advised City Leadership and City Council on activities and events and made recommendations for future planning.
- Designed, edited, and distributed monthly newsletters.
- Marketed activities and events through various marketing channels including social media, local print and news media and public service announcements.
- Reviewed, analyzed, and evaluated administrative documents, policies, and procedures to determine if changes or updates would provide more efficiency, clarity or reduced liability to the City.
- Coordinated Congregate Meal Program, Meals on Wheels, and the RSVP Volunteer Program with the Area Agency on Aging.
- Coordinated City services and programs with other departments.
- Hired, trained, motivated, scheduled, and supervised employees, volunteers, coordinators, and instructors in their duties.
- Managed facility scheduling, rentals, and maintenance.

University of Utah

August 2009 – August 2011

Adjunct Instructor, College of Nursing, Department of Gerontology

- Planned college courses covering a wide range of aging topics. Created syllabi, course outlines and plan for assignments to enrich the course experience.
- Researched and gathered information pertaining to course lesson plans.
- Facilitated and instructed courses to diverse audiences.
- Assigned and evaluated assignments.
- Set up and monitored online courses.

**State of Utah, Department of Aging and Adult Services
Southeastern Regional Long-term Care Ombudsman**

January 2007 – April 2008

- Long-term Care (LTC) Ombudsman for the southeastern most 16 counties of the State of Utah.
- Provided oversight, coaching and monitoring of six local Area Agencies on Aging (AAA) Programs

and AAA staff.

- Identified, investigated and resolved complaints from long-term care residents or on behalf of long-term care residents pertaining to quality of care, quality of life, abuse, neglect, or exploitation.
- Assisted in supervising volunteers.
- Provided information and referral services to seniors, caregivers and staff.
- Developed curriculum for trainings and round table discussions.
- Provided training for local Ombudsman and volunteers.
- Assisted in the development and facilitation of Resident and Family Councils.
- Assisted State Ombudsman in developing policies and procedures.

EDUCATION

Southern Utah University, Cedar City, Utah

Master of Public Administration 2018

University of Utah, Salt Lake City, Utah

Master of Science, Gerontology 2008

Bachelor of Science, Social Science 2006

Bachelor of Science, Economics 2005

TRAININGS AND CERTIFICATIONS

Southern Utah University

Systems, Agility and Innovation Management

National Park and Recreation Association

Certified Park and Recreation Professional (CPRP)

Director's School Graduate

AFFILIATIONS

Intermountain Healthcare Riverton Hospital Community Advisory Council

Utah Commission on Aging – Education Committee

National Recreation and Parks Association (NRPA)

Utah Recreation and Parks Association (URPA)

National Council on Aging (NCOA)

- National Institute of Senior Centers (NISC), Utah Delegate
- State Association and Membership Committee Member

Senior Centers and Nutrition Services Committee (SCANS)

Utah Aging Alliance (UAA), Executive Board

Don R. Tingey

Experience

Strategic Services Director

Parks & Recreation Director | Urban Renewal Director | Community Services Director
City of South Jordan

July 2014-Present
April 2006-June 2014
South Jordan, Utah

- Direct citywide strategic planning efforts assuring accountability of strategic initiatives and action items
- Administer citywide priority based budgeting program using appropriate analysis and program metrics
- Coordinate communications and relationships with governmental agencies and VP Daybreak Communities
- Assist City Manager and finance director in developing annual budget including 5-Year CIP Plan
- Listen to and effectively resolve resident concerns brought to the attention of elected officials or staff
- Coach and mentor leadership staff as well as front-line employees - motivating them to achieve goals
- Deploy effective team oriented lean and six sigma methodologies to improve quality as well as to encourage, motivate and ensure quality level of service deployment
- Assisted in creating Community Development Area (CDA) in Daybreak Commerce Park
- Established and implemented Parks, Recreation, Trails and Open Space Master Plan and associated Parks Impact Facilities Plan & Analysis for use of impact fees for park development

City Administrator

Brigham City

January 1998-April 2006
Brigham City, Utah

- Directed city-wide operations under direction from Mayor and City Council
- Managed the development and implementation of annual citywide budget (\$32 million)
- Implemented balanced scorecard strategic planning program with elected officials and staff
- Coordinated legislative policy issues with local, county, state, and federal officials
- Managed citywide human resource and risk management programs
- Performed policy and program analysis for elected officials and staff
- Facilitated the consolidation of a city and county Public-Safety Answering Service Point (PSAP)

Treasurer

Brigham City

July 1993-January 1998
Brigham City, Utah

- Responsible for the collection and administration of citywide revenue program

Management Analyst / Intern

City of Provo, Department of Utilities – Power Division

April 1992-July 1993
Provo, Utah

Education

Master in Public Administration, City Management and Public Finance
Brigham Young University, Romney Institute of Public Administration

April 1993
Provo, Utah

Bachelor of Arts, International Relations and Japanese
Brigham Young University, M. Kennedy Center for International Studies

April 1991
Provo, Utah

Honors

Rotarian, South Jordan & Brigham City Rotary Clubs (2002-present)

ICMA & UCMA Member (1998-2006)

Lean Six Sigma Black Belt Candidate (2014)

Malcolm Baldrige Award Examiner (2012)

Eagle Scout (1980)