

City of Key West Screening Committee-City Manager
 May 14, 2012

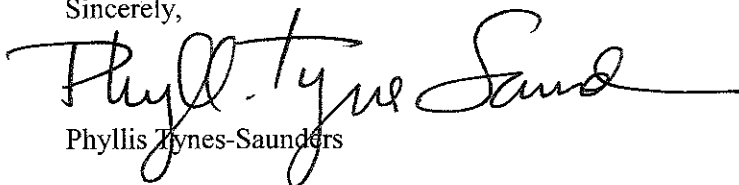
Dear Advisory Screening Committee Chairperson and Members:

This letter serves to highlight my credentials as they relate to the minimum qualifications for the position of Key West City Manager. Upon review of my resume, you will note that my education and experience is commensurate with the qualifications set forth for the position. Also enclosed, are copies of letters of Key West residents requesting that I be granted an interview, based on my qualifications.

Required Minimum Qualifications	Phyllis Tynes-Saunders Qualifications
Bachelor's degree or Master's degree (preferred) in Public or Business Administration or Finance	Master's Degree, Public Administration Florida International University
Minimum five (5) years of local government management experience preferably at the Deputy/Assistant City Manager or City Manager level in a comparable organization	27 years of experience of local government experience, 8 years specifically at the Deputy/assistant City or City Manager level.
Experience in disaster management/hurricane evacuation, collective bargaining and labor relations preferred.	Coordinated and implemented Miami-Dade County's Help Us Help You Campaign after Hurricane Rita, extensive experience with AFSME and GSAF Unions.
Certification by NIMS or able to obtain	Able to obtain NIMS certification
Strong financial planning and management skills, must have demonstrated experience in finance, budgeting, cost control, infrastructure and maintain an efficient organization	Successfully developed, implemented and managed department's operations and capital budget in excess of \$260 million dollars. Successfully negotiated multi-million dollar contracts for Miami-Dade.
Strong executive leadership, administrative, consensus building, listening, delegation, public relations, oral and written communication and problem solving skills and demonstrated integrity	Over 25 years as an executive leader in Miami-Dade County, completed the Harvard University, John F. Kennedy School of Government Executive Education program "Driving Government Performance". Effective team builder and communicator (oral and written).
Experience with sustainable communities and tourism based economy	Assisted in the development of Miami-Dade sustainability and tourism plans.
Must have strong communication skills and be committed to and enjoy being a part of and working with the Key West community, also have Florida experience	Strong interpersonal and communication skills. Experience in working with elected officials, public residents, employees and appointed officials. Conch native, with family ties in Key West. Entire professional career based in Florida. Understand "sunshine and public records laws"

Your favorable consideration for an interview is appreciated.

Sincerely,



Phyllis Tynes-Saunders

Phyllis Tynes-Saunders

6450 S.W. 144th Street • Miami, FL 33158 • 305.514.6133 (w) • 786.293.5656 (h)

EXPERIENCE SUMMARY

- Over Twenty-five years experience as executive and senior level manager in the public sector
- Fifteen years progressively responsible experience in human service delivery
- Successful grant writer and program planner in the areas of social services and housing
- MPA and BA degrees, completed Executive Leadership Institute, National Forum for Black Public Administrators, Harvard University
- Excellent speaker and presenter
- Substantive familiarity and knowledge of community based organization network in Miami-Dade

EXPERIENCE

Director

March 2007 - Present

Miami-Dade Department of Human Services

Responsible for planning, directing and coordinating overall leadership for department-wide operations in finance, budget preparation, procurement, personnel services, administrative support services as well as direct day to day operations for all human service delivery components. Total budget is 206,711,000.

Acting Assistant Director

December, 2004 – December, 2005

Miami-Dade Department of Human Services

Responsible for planning, directing and coordinating department-wide operations in finance, budget preparation, procurement, personnel services, administrative support services, agenda coordination and contract monitoring. Responsibilities include supervising and directing personnel management functions, supervising accounting and financial reporting, directing purchasing and accounts payable activities and providing an array of department-wide administrative services. Assist department director with formulation of policies, procedures and the implementation of departmental programs which include: elderly services, subsidized child care, emergency housing programs, homeless outreach and placement, adult day care, substance abuse treatment programs, intervention and prevention services for families, mental health services for emotionally disturbed children and adolescents, and intervention and assistance to victims of violent crimes and domestic violence.

Chief, Employment Services Bureau

March, 1998 - December, 2004

Miami-Dade Department of Human Services

Responsible for direct supervision of adult and youth employment and training programs administered by the Department of Human Services. These programs include: Summer and At-Risk Youth Employment Program, Adult Migrant and Disabled Farmworker Training Program, Refugee Family Employment Services Program, Haitian Youth Program, Parenting Skills Training Program and Housing Empowerment Program. Direct supervision includes the following: preparation of grant applications; administration of contracts for all funding sources (i.e. local, state, and federal); review of fiscal reports; preparation of programmatic and administrative budgets and contact with interagency /intergovernmental representatives.

Acting Assistant Director

March, 1999 – September, 1999

Miami-Dade Department of Human Services

Responsible for planning, directing and coordinating department-wide operations in 12 neighborhood service facilities. Responsibilities include supervising and directing neighborhood center director and staff; budget development, grant implementation, procurement, personnel and facilities management. Also assist department director with formulation of policies, procedures and the implementation of departmental programs which include: elderly services, subsidized child care, emergency housing programs, homeless outreach and placement, adult day care, substance abuse treatment programs, prevention and intervention services for families, mental health services for emotionally disturbed children and adolescents, and intervention and assistance to victims of violent crimes and domestic violence.

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Assistant Administrator

March, 1994 - March, 1998

Miami-Dade County Manager's Office

Advanced management position responsible for assisting in the development and implementation of County administrative policies and procedures for human services and economic development. Liaison between the County Manager's Office and various County departments. Coordinated the daily management of several departments and agencies including: Community Action Agency, Department of Human Services, Office of Community & Economic Development, Miami-Dade Housing Agency, Homeless Trust and Department of Business Development. Prepare and review agenda items for above departments and coordinate the agendas for the Economic Development and Human Services committee. Provide support in the development/negotiation of County contracts. Work with public and private sector officials at executive management level. Interface with community based organizations and staff liaison for the South Florida Training and Employment Consortium.

Assistant to Director

July, 1985 - March, 1994

Miami-Dade Community & Economic Development

Assisted the Director and Deputy Director in overall project planning, program administration and proposal analysis for Dade County's (\$45 million) Community Development Block Grant (CDBG), and HOME Program. Responsible for the development and coordination of department budget, department standards and office management. Liaison for local, state and federal legislative initiatives. Coordinated compliance with CDBG regulations and U.S. HUD monitoring. Direct supervision of administration division (25 staff), responsible for personnel, budget, procurement and finance. Complete grant applications, responsible for administration of contracts with U.S. HUD and subcontractors, review of fiscal reports, preparation of programmatic and administrative budgets and contact with interagency/intergovernmental representatives. Development of detail and evaluation of program activities. Establish contact with community groups, subgrantees, private agencies and other governmental agencies. Represent Director and Deputy at various meetings with corresponding authority to make decisions.

Management Intern

June, 1984 - June, 1985

Miami-Dade County

Complete special projects in various departments as a management trainee. Specifically, Tourism, Energy Management, Police, Community & Economic Development and Transportation.

EDUCATION

Master of Public Administration, Florida International University, 1985
Bachelor of Science, Special Education, Florida State University, 1979

SKILLS

Excellent written and oral communication skills, good interpersonal skills; excellent administrative and management skills; good computer skills.

PROFESSIONAL TRAINING

Supervisory Training, Miami-Dade County
Investment in Excellence Productivity Analysis Training
Executive Leadership Institute-National Forum for Black Public Administrators
(Complete coursework at Syracuse University, Howard University, University of Louisville, Clark-Atlanta University, San Jose State University, University of Minnesota)

COMMUNITY SERVICES:

Continental Societies; Delta Sigma Theta Sorority; Girl Scouts of America; National Community Development Association Board Member-Region IV Past President; F.C. Martin Elementary, PTA

NAMES OF KEY WEST RESIDENTS WHO SIGNED PETITION LETTERS

1. Donald Baty
2. Evelyn Pyles
3. Ronald Smith
4. Alfred Baty
5. Arcena Smith
6. Elsa Annette Baty
7. Patricia Jefferson
8. Grace White
9. Billiot Bacon Valdez
10. Sehn McCray
11. Timothy Mack
12. Don Bennett
13. Veinell Castillo
14. Albert Austin
15. William Gallagher
16. Darrell Waldon
17. Andre Clarke
18. John Ward
19. Diane Castillo
20. Rudolph Bennett
21. Ernestine Curry
22. Avis Roberts
23. Alexis Robinson
24. Donald G. Carey
25. Isabelle C. Graves
26. Adell F. Carey
27. Yulunda Lockridge
28. Evangeline D. Washington
29. Sharee R. Williams
30. Quashanti Simmons
31. Janessa Simmons
32. Ethel Simmons
33. Betty Taylor
34. Pandasala Salgado
35. Stephane Salgado
36. Sarah H. Curry
37. Barbara Dickerson
38. Alexiys Nichols
39. Samuel Whitlock
40. Stacy Butler
41. Robinette V. Butler
42. Cindy Valdez
43. Latoiya Allen
44. Decoral Badwin
45. Trevis Taylor
46. Amaila Suttom

NAMES OF KEY WEST RESIDENTS WHO SIGNED PETITION LETTERS

47. Athea Sutton
48. Shirley Knowles
49. Daniel R. Brown
50. Tangela Thurston
51. Bernard Thurston
52. Kia Scott
53. Enrique Brown
54. Julian S. Butler, Sr.
55. Yvette Woods
56. Evelyn Murphy
57. Danielle Robinson
58. Roginia Robinson
59. Jack Knowles
60. Kevin Jones
61. Constance L. Jackson
62. Joleen Dekker
63. Willie Rogers
64. Sonia Albury
65. Mia Scott
66. Lia Scott
67. Panchita Scott Butler
68. Alfred Rahming
69. Shelley M. Castillo
70. Aloma Stephenson
71. Kwana Gallagher Weeks
72. Yvonne Edwards
73. Jennifer Gallagher
74. Cobina Wilson
75. Carmel Cox
76. Lawrence Moore
77. Mary Moore
78. Trevor Albury
79. Stephen Leland
80. Gerald F. Billington
81. Michael Gallagher
82. Denise Rice
83. Marguerite Thompson
84. May Sweeting
85. Aluilda Jones
86. Carmanita Carey
87. Joy Carey
88. Sheila Teate
89. Helen Hayes Carey
90. Tyresa Butler
91. Robert Snyder
92. Will Hunt

NAMES OF KEY WEST RESIDENTS WHO SIGNED PETITION LETTERS

93. Alberta Miller
94. Levi Thompson
95. Sherrie Julson
96. Lori Teate
97. Stuart Schippereit
98. Edwin F. Harris
99. Teresa B. Osborne
100. Cedric C. Mingo
101. Alice Stroud
102. Mike Schuster
103. Calvin A Jackson
104. Norma Solis
105. Virginia Loncaric
106. Colton K. Butler
107. Fleasher Hall
108. Nicole Kendall
109. Norman Woods
110. Von Woods
111. Solomon Scott
112. Sheila Butler
113. Chawana McDowell
114. Cassandra D. Butler
115. Mildred S. Tynes
116. Gail Cheatham
117. Fannie M. Oden
118. Thomas Castillo
119. Robert F. Butler
120. Carmena Scott
121. Sarah Fowler
122. Deborah Barnett
123. Danielle Waldon
124. James Poitier
125. William E. Gallagher
126. Tammy Shine
127. Darnell Shelley
128. Derek Shine
129. Darlene Bennett
130. Laveda Johnson
131. Victoria L. Butler
132. Latavia Jackson
133. Shanon Jackson
134. Shamila Clark
135. Carletta D. Collins
136. Sharnae Johnson
137. Carmena Scott
138. Delois Scott

NAMES OF KEY WEST RESIDENTS WHO SIGNED PETITION LETTERS

139. Angela Ewing
140. Marjorie Cruiz
141. Daniel Delice
142. Loretta Hall
143. Salome McIntosh
144. Ritu Murphy
145. Leonela Gonzalez
146. Violet Knowles
147. Jennifer Diaz
148. Irving B. Rivas
149. Raynor Knowles
150. Jill Malcolm
151. Shannon O. Butler
152. Alfridina E. Butler
153. Roosman
154. Charles Pearson
155. Monica Wojtas
156. Marcia Sweeting-Somersall
157. Juanita T. Pettitt
158. Thomas L. Lindsay
159. Darrell Goddard
160. John Tarvis
161. Elaine L. Carey
162. Dzyuba Dmytro
163. John Ingram
164. Vitezsaub Sobolcik
165. Jean N. Morin
166. Kevin Shea
167. Alicia Suarez
168. Rony Anty
169. Eugenia Y. Butler