

# BILL J. LOONEY

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## CITY MANAGER

Dynamic and highly ethical City Manager with 28+ years of public service. Extensive experience in budget and finance management. Leverages strengths in planning and coordination; brings attention-to-detail and organizational skills to achieve project milestones. Talented in program management, monitoring and reporting with the ability to prioritize, multitask and take the initiative during complex projects. Skilled in aligning program objectives to sustain continued growth and expansion. Expert in managing complex city, county and state government issues, and in hiring, mentoring and training dynamic teams. Able to secure bottom-line benefit while enhancing service delivery/quality levels. Adept at identifying customer requirements, development, and ensuring the delivery of services that meet and exceed contract requirements. Process-driven and skilled at identifying and implementing procedures that improve operational efficiency, and effectiveness. Motivational leader with superb communication, interpersonal, and leadership skills and a published author. excels in challenging environments.

## AREAS OF EXPERTISE

- Project Manager
- Budget Preparation, Analysis & Management
- Financial Programs
- Economics Development
- Local Government Executive
- Departmental Management
- Strategic Planning/Analysis
- Capital Projects
- Personnel Management
- Business Administration
- System Analysis
- Time Management
- Human Resources Management
- Training & Development

## AWARDS & ACHIEVEMENTS

- Government Finance Officers Association Award for Distinguished Budget Presentation - State of Tennessee in 1991 and 1992, and City of Tampa in 1985 and 1986.
- Governor's Certificate of Achievement - State of Tennessee; 1991 and 1994.
- Developed a condensed Budget-In-Brief and Automated State Budget System - State of Tennessee; 1989.
- Published two novels entitled *Satan's Breath*, 2010 and *The Lost Star of Jerusalem*, 2011.

## PROFESSIONAL EXPERIENCE

TOWN OF SOUTHWEST RANCHES, SOUTHWEST RANCHES, FL 2009-2011  
**ADMINISTRATIVE CONSULTANT**

- Provided strategic administrative and financial solutions to the City Manager and City Council.
- Devised the financial plans to acquire a new Town Hall, renovated facilities, paved roads and developed parks.
- Successfully prepared the 2011 budget while reducing property taxes.

CITY OF OCALA, OCALA, FL 1999-2008  
**INTERIM CITY MANAGER (2008)**

- Prepared the City budget of \$300M+ with no increase in property taxes and created a general reserve fund of \$22M.
- Offered and accepted an early retirement incentive package at the end of 2008.

### ASSISTANT CITY MANAGER

- Performed managerial duties to support the City Manager.
- Administered all city government policies and regulations and assessed administrative system procedures.
- Implemented new policies and supervised all departments within the city government.
- Attended City Council meetings and conferences and liaised with Federal regulatory agencies.
- Generated progress reports, coordinated the City's emergency preparedness plans and responded to requests from the general public.
- Issued media statements, monitored budgets and supervised 1100+ employees.

EAST TENNESSEE STATE UNIVERSITY, JOHNSON CITY, TN 1994-1999  
**EXECUTIVE DIRECTOR & BUSINESS MANAGER**

- Administered business and administrative affairs for the Office of Clinical Affairs and Community Health.
- Directed political fundraising initiatives, developed programs, administered grants, created marketing plans and oversaw the Area Health Education Center

**DIRECTOR OF ADMINISTRATION & BUSINESS MANAGER**

- Controlled all administrative and business affairs of the Department of Family Medicine including personnel, facilities, marketing, accounting, fund raising and policy development and supervised a staff of 18.

STATE OF TENNESSEE, NASHVILLE, TN

1988-1994

**DIRECTOR OF BUDGET**

- Managed the State's budget division and administered the Governor's annual \$15B budget.
- Created and established a new automated budget preparation system and a Budget-in-Brief program which won a national award for budget presentation and the first in the state's history.
- Oversaw the performance of a staff of 25.

**DIRECTOR OF PROGRAM SERVICES**

- Directed the state's Contract Review Office, Risk Management Division and Criminal Justice Administration.
- Devised and implemented quality assurance management principles and streamlined the State's contract review process.
- Supervised a staff of 20.

CITY OF TAMPA, TAMPA, FL

1982-1988

**SENIOR BUDGET ANALYST**

- Prepared, analyzed and monitored departmental budgets and worked with stakeholders to establish competitive utility rates.
- Managed a staff of four and played a key role in the division winning its first award for budget development.

*Additional Experience as a Contractor, Bill Looney Development; Assistant Vice President, United American Bank; and as a Loan Officer, First Tennessee Bank.*

## EDUCATION

Graduate Studies in Business Administration & History, East Tennessee State University, Johnson City, TN

Graduate Studies in Business Administration, University of Tennessee, Knoxville, TN

B.S. in Business Administration, University of Tennessee, Knoxville, TN

- Major in Finance and Banking
- Student Athlete, Football Team 1970-71

## PRESENT/PAST APPOINTMENTS & MEMBERSHIPS

- Governor's Income Tax/Tax Reform Team
- State of Tenn. Dept. of Finance and Admin. Executive Leadership Team
- National Association of State Budget Officers (Tennessee)
- Government Finance Officers' Assoc. of North America and Canada
- Governor's Task Force on Child Safety Automobile Restraints
- Governor's Task Force for Marijuana Eradication
- American Society of Public Administrators (Tampa, FL)
- Tampa Mayor's Task Force/Handicapped Accessibility of Public Buildings
- American Assoc. of Program and Budget Analysis (Tampa, FL)
- American Historical Society
- Custer Battlefield History and Museum Association - Life Member
- Washington County Tennessee Health Council
- Learning Resources Advisory Committee for ETSU
- Employee Benefits and Retirement Committee for ETSU
- Ocala Fire Pension Board
- Florida City/County Managers Association
- National Recreation and Parks Association