

ANDREW E. HYATT  
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## OBJECTIVE

**Developing, Managing & Monitoring Programs That Move Initiatives Forward for Government Organizations**

## CAREER PROFILE

Track record of accomplishments during 12+ year career in government. Sharp understanding of government budget management/accounting, government procurement and contract management, and public policy. Proactive professional, effective in communicating and building relationships with all intermediaries – government officials, corporations, interest groups, citizens, colleagues, staff, and management. Politically sensitive practitioner of principal-centered leadership and strong proponent of an empowerment management style. Master of Public Administration.

## Core Competencies

- **Program Development & Management**
- **Budgeting & Financial Oversight**
- **Strategic Planning & Goal Setting**
- **Policy & Procedure Development**
- **Public & Private Partnerships**
- **Government Relations (Federal, State & Local)**
- **Grant Development & Funding**
- **Reports, Position Papers & Publications**
- **Legislative Affairs**
- **Human Resource Management**
- **Employee Hiring, Training & Mentoring**
- **Project Lifecycle Management**

## GOVERNMENT EXPERIENCE

### City Manager

#### CITY OF FAIRVIEW

7100 City Center Way  
Fairview, TN 37062

Supervisor: Board of Commissioners (615.799.2484)

JAN 2010 to Present

50 hours/week

Chief Executive Officer in charge of managing a full-service municipal corporation. Prepare City budget and 5-year strategic plan, develop programs for grant applications, and provide policy recommendations to the City Commission. Gather data from various sources to be included in position papers in response to the Commissioner's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

## Accomplishments

- **Prepared Five-Year Strategic Plan.**
- **Empowered staff to implement changes within the organization** by including them in executive decisions.
- **Received a Local Parks & Recreation Fund grant** for a Greenway Project.
- **Prepared standard operating procedures manuals** for each position in the city with all necessary components (e.g., City Mission, Department Mission, Position Purpose, Employee Evaluations/Training, Organizational Charts, etc.); actively involved in analyzing and revising SOPs and operational policies as necessary.
- **Met with and prepared communications to U.S. Senators and Congress** on policy issues (e.g., economic/community development, funding sources). Briefed elected officials on policy impact of appropriations, etc.
- **Consistently meet 24-48 hour deadlines** for information on issues from prospective industries/businesses requiring utility and tax information in response to pending litigation.
- **Developed marketing and public relations campaign.**
- **Improved employee morale** by utilizing walk around management style.

**City Manager  
CITY OF ETOWAH**723 Ohio Avenue  
Etowah, TN 37331

Supervisor: Board of Commissioners, Joel Blair, Mayor (423.263.2202)

OCT 2007 to DEC 2009  
50 hours/week

Chief Executive Officer in charge of managing a full-service municipal corporation. Prepare City budget and 5-year strategic plan, develop programs for grant applications, and provide policy recommendations to the City Commission. Gather data from various sources to be included in position papers in response to the Commissioner's request for information on sensitive issues. Interact and build partnerships with local/federal elected officials and maintain involvement in government, outside group, and private industry discussions on controversial issues.

Member of Executive Committee of McMinn County Economic Development Authority, Director of the Emergency Operations Center, and Project Manager for 2 renovation projects – Streetscape and Community Center. Oversee Finance, HR, Building Inspection, Zoning, Code Enforcement, Fire, Police, Parks & Recreation, Purchasing, and Library. Departments. Educate, develop, train, and mentor staff. Develop and implement programs based on new or revised laws/regulations.

**Accomplishments**

- **Prepared standard operating procedures manuals** for each position in the city with all necessary components (e.g., City Mission, Department Mission, Position Purpose, Employee Evaluations/Training, Organizational Charts, etc.); actively involved in analyzing and revising SOPs and operational policies as necessary.
- **Prepared first balanced budget (FY10) in eleven years, since FY00.**
- **Generated total cost savings of over \$90K** by creating temporary concrete finisher and carpenter positions.
- **Delivered cost savings of over \$5K annually** by leasing a vehicle for City travel – reducing the number of claims for mileage reimbursement and \$400 car allowance for City Manager.
- **Received grant for a Wellness Center and obtained a \$75K, 3-year grant for hiring a Recreation Director** – representing a cost savings of \$50K over 2 years for the City.
- **Reduced overtime 67.17%** in 1 fiscal year.
- **Created an effective communication tool** by preparing a monthly publication to the Commissioners regarding organizational progress and upcoming projects and concerns.
- **Empowered staff to implement changes within the organization** by including them in executive decisions.
- **Strengthened employee performance and morale**; emphasized the importance of immediate and constant feedback to employees, and investigated employees' complaints/concerns with the highest attention to detail.
- **Met with and prepared communications to U.S. Senators and Congress** on policy issues (e.g., economic/community development, funding sources). Briefed elected officials on policy impact of appropriations, etc.
- **Briefed Commissioner on a pending sale of a county-owned hospital to private investors**; sale of the hospital was successful and is proving to be a beneficial deal for the community.
- **Consistently meet 24-48 hour deadlines** for information on issues from prospective industries/businesses requiring utility and tax information in response to pending litigation.

**Community Development Manager  
CITY OF DEERFIELD BEACH – PLANNING AND GROWTH MANAGEMENT DEPT.**150 SE Second Avenue  
Deerfield Beach, FL 33441

Supervisor: Jerry Ferguson, (954.480.4211)

MAR 2004 to OCT 2007  
45 hours/week

Managed a diverse range of initiatives for this 80,000 beachfront community, including fiscal analysis, program budgeting, and economic development functions. Provided fiscal oversight for grant funded programs, and produced information on grant opportunities and programs to management, other organizations, and City Commission. Provided Commissioners with information on HUD and State Housing Initiative Partnership programs to answer constituent concerns. Represented the City Manager and Director of Planning on boards, commissions, and committees.

Team leader in preparing short/long-term goals, and key member of the management staff and liaison for citizen advisory boards; brainstormed with management team on issues affecting the community. Supervised and evaluated the performance of a 4-person staff. Member of Emergency Operations Center Team and member of the Hurricane Emergency Preparedness Team. Interfaced with federal, state, and local officials.

- **Delivered savings of over \$20K in consulting fees** for the City by taking the initiative to author its 5-year (2005-2009) Consolidated Action Plan.
- **Initiated, obtained, managed and administered federal, state, and county grants** for programs/projects, including Community Development Block Grant (CDBG), State Housing Initiative Partnership (SHIP), and First Time Homebuyer/Home Rehab programs.
- **Grew the number of first time homebuyer recipients over 400%** in 1 year.
- **Increased minor home repair recipients over 600%** in 1 year.
- **Increased productivity and reduced time spent on a waiting list from 2 years to 12 weeks** by restructuring the division and assigning specific duties.
- **Allowed a free flow of space, created atmosphere of cooperation and teamwork, and reduced application/waiting period by 40%** through spearheading a reorganization of the office.
- **Acted as a liaison between City Manager's office and community members** affected by proposed programs.

**Senior Administrative Assistant, Human Resources**  
**CITY OF JACKSONVILLE –PARKS AND RECREATION DEPT**  
 117 West Duval Street  
 Jacksonville, FL 32202  
 Supervisor: Debra Igou, (904.630.1287)

APR 2000 to JUN 2002  
 45 hours/week

Drove HR initiatives that had a tremendous impact on improving organizational performance. Handled primary HR functions, including personnel, payroll, permitting, purchasing, employee relations, training, EO/EA, ethics, permitting, budget/cost control, employee evaluations, Adopt-A-Park Program, and citizen communications. Implemented, analyzed, and evaluated program effectiveness on an ongoing basis.

Incorporated laws related to Ethics, EEO, ADA, and Sexual Harassment into the organization through staff education and training. Performed contract administrative functions, including the monitoring of bids to ensure adherence to contract requirements. Participated in various committees (e.g., Training, EEO, Employee Satisfaction, Ethics); Sterling Quality Award team member for the City of Jacksonville.

#### Accomplishments

- **Played a key role in improving the City into a quality organization.** Worked on the Sterling Quality Human Resources Team while the city competed for the Sterling Quality Award; advised senior staff on necessary changes.
- **Saved the city over \$5K annually** by implementing a paperless format system for tracking evaluations, discipline, leave time, and training for all employees department-wide.
- **Produced and completed reports within tight deadlines** for upcoming legislative meetings.
- **Formulated ethics policy for the entire city** (including elected officials) affecting over 8500 employees.
- **Prepared new employees for success** by creating an evaluation document that was adopted by the Sterling Quality team to be used as a communication tool during new employees' 6-month probation period.
- **Secured funding for City projects** by interfacing and forming partnerships with local/federal government officials.
- **Enabled management to execute informed hiring decisions** by compiling and presenting thorough information on potential candidates.

#### ADDITIONAL RELATED EXPERIENCE

##### CITY OF CLEVELAND, CLEVELAND, TN

- Managerial Trainee & Graduate Assistant (AUG1998 to DEC 1999)
- City Manager's Office (JAN 2000 to MAR 2000)
- County Planning – Bradley County, TN (JUL 1999 to DEC 1999)

##### UNIVERSITY OF TENNESSEE AT CHATTANOOGA, TN (AUG 1998 to MAY 1999)

- Conducted research, assisted in annual budget and capital improvement projects; prepared growth plan for 2020.

## EDUCATION

UNIVERSITY OF TENNESSEE AT CHATTANOOGA, TN

**Master of Public Administration**

**Bachelor of Science, Political Science**

CLEVELAND STATE COMMUNITY COLLEGE, CLEVELAND, TN

**Associate of Applied Science, Business Management**

## MEMBERSHIPS / AWARDS

- Member – ICMA (Member since 1998)
- Member – American Society of Public Administrators (1998-2000)
- President – Graduate Student Association (1999 to 2000)
- HUD Fellow Scholarship Recipient (1999 to 2000)
- Listed Among Who's Who In America's Colleges and Universities (1998 to 1999; 1999 to 2000)