

Phyllis Tynes-Saunders

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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
- Knowledge of basic principles in operating city, county, and other local municipalities.

EXPERIENCE

Interim Assistant Director **November 2011 - Present**
Community Action and Human Services Department
Responsible for planning, directing and coordinating overall leadership for new merged social services department. Responsible for implementing budget of approximately \$300,000,000

Director **March 2007 - 2011**
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