


GENE E. GREEN


Silverton, OR 97381
October 4, 2021

Stephen Prysunka, Mayor
City and Borough of Wrangell
C/o Kim Lane, Borough Clerk
PO Box 531
Wrangell, AK 99929

Dear Mayor Prysunka and Assembly Members:

I would like to be considered for the City and Borough Interim Manager position. As can be seen in my attached resume, I have over 40 years in various municipal management positions which includes 20 years in Alaska. My experience in city management, public works, utilities, capital projects, economic development, and human resources allows me to contribute in all phases of Borough and Municipal government.

I have an extensive background in labor relations and negotiations, strategic planning, budgeting, project management, and social services. My reputation is that of a positive leader who makes timely decisions. My management style is one of collaboration, utilizing open communications and teamwork among employees and the community. I am deemed a true "generalist" and look for new, innovative solutions to situations and stress the importance of a "can-do" attitude.

In conjunction with my experience, I have a Master's degree in Human Resource Education from Boston University and a Bachelor's degree in Organizational Administration from Alaska Pacific University. As you can see, this combination of experience and education gives me an excellent background which would be well suited to meet the challenges and opportunities facing the City and Borough of Wrangell.

Thank you and I look forward to hearing from you and answering any questions that you may have regarding my qualifications.

Sincerely,

Gene E. Green

GENE E. GREEN

Silverton, OR 97381

(503)

SPECIAL SKILLS

- Extensive knowledge of all areas of municipal government including city management, public works, strategic planning, customer service, staff development, and collective bargaining;
- Ability to work well with elected officials, labor organizations, staff and management;
- Strong leadership qualities and a “lead by example” management style;
- A strong sense of ethics both personally and professionally and a flexible and fair approach;
- Excellent problem solving and project management skills;
- Energy and enthusiasm and remain calm under pressure;
- An open, accessible, and friendly style;
- Effective listening, negotiating, and team building skills;

EMPLOYMENT

INTERIM CITY MANAGER

City of Mt. Angel

Sept. 30, 2019 -June 30, 2020

Mt. Angel, OR

As the Interim City Manager responsible for all phases of municipal government, including the oversight of the annual budget, short term planning and employee development. Ability to work with elected officials and the public for positive results and create a positive and “can-do” workforce.

INTERIM PUBLIC WORKS DIRECTOR

City of Dallas

June 2018 – September 27, 2019

Dallas, OR

Responsible for all phase of Public Works which includes the oversight over \$16,000,000 in capital improvement projects. Areas of responsibility includes the Water and Wastewater Treatment Facilities, water distribution, and wastewater collection systems and road maintenance. Also, responsible for the Engineering and Environmental Compliance areas and administrative functions such as strategic planning, budgeting and employee development.

PROJECT MANAGER

Clackamas County

July 18, 2016 – April 14, 2017

Oregon City, OR

As a result of State Measure 93 and voter approval on May 17, 2016, the City of Damascus dis-incorporated and became part of Clackamas County. Current Staff, including myself, were transferred to the County. My assigned position was Project Manager in Transportation and Development Department, Planning Division. My initial projects including flood mitigation analysis and also assisting in the development of Debris Management Plan associated with the Emergency and Disaster Management Plan.

CITY MANAGER
City of Damascus

April, 2014 – July 17, 2016
Damascus, OR

Responsible for all phases of municipal government, including labor relations, financial forecasting, short and long-term planning, and the annual budget. Ability to work with elected officials and the public for positive results. Also, a major element of the position was staff development and retention and provide leadership to create a productive and positive work environment.

TOWN MANAGER
Town of Kearny

2013-2014
Kearny, AZ

Responsible for the annual budget and the administration of capital projects and associated grants. Additional responsibilities included all phases of municipal management, including financial forecasting, labor relations, economic development and grant writing. Ability to effectively work with elected officials, the public, and government agencies. Major component of position related to team building, leadership and experience to create a positive and productive work environment.

PUBLIC WORKS DIRETOR
City of West Linn

2006 – 2012
West Linn, OR

Responsible for the management of the Public Works Department which includes the Engineering Division, Water Division, and Environmental Services and Street Maintenance Divisions. Administer the development of utility capital projects, strategic planning, budgeting, labor relations, and employee development. Provide positive collaboration between citizen groups, elected officials, and staff members. Encourage open and effective communication and innovative ideas and solutions.

CITY MANAGER
City of Molalla

1998 – 2006
Molalla, OR

Responsible for administrating a \$17 million budget and the development of capital projects such as a new library, Water and Wastewater Facility improvements, numerous major road improvements, and recreational trails and parks. Additional responsibilities include grant writing and implementation, including management and coordinating between Federal, State, County, and local officials of \$12 million in grants over 8 years. Address all phases of city management including economic development, labor relations, and positive collaboration between citizen groups, local officials and government. Facilitate problem solving, provide open and effective communication, as well, as innovative ideas and solutions.

**ASSITANT CITY MANAGER/
ADMINISTRATION DIRECTOR**
City of Unalaska

1995 - 1998
Unalaska, AK

Responsible for administrative day to day functions of a city of +4,000 and acted as City Manager during their absence. As Director of Administration responsibilities included risk management, personnel, strategic planning, budgeting, and management of consulting professional services. Addressed critical issues of community development, non-profit organizations, grant administration, labor negotiations, and conflict resolution between departments, public, and contractors. Worked closely with both state and local elected officials, school district, and local businesses. Unalaska had a workforce of 150 employees with a \$20+ million budget.

MANAGER, EMPLOYEE SERVICES DIVISION
Municipality of Anchorage Water and Wastewater Utility

1992 – 1995
Anchorage, AK

Administered a comprehensive division for a utility of 280 employees. Responsible for human resources, safety, training, and administrative services in a union and non-union environment. Coordinated with Utility Division Managers to assist in labor relations & human resource issues such as contract negotiations, grievance resolution, and recruitment. Responsible for strategic planning, budgeting, and team building. Frequently acted as Utility General Manager in their absence.

MANAGER, CUSTOMER SERVICES DIVISION

Municipality of Anchorage Water and Wastewater Utility

1987 - 1992
Anchorage, AK

Supervised Customer Service and Field Service sections of the Utility with 52 employees. Included supervision of new computerized billing system, credit and collections, customer applications and records. Also, responsible for contract administration, special assessment, on-property inspections, locates, permits, rate setting, metering, complaints, strategic planning, and budgeting.

PROJECT MANAGER/UTILITY COORDINATOR

Municipality of Anchorage Capital Projects Office

1985 – 1987
Anchorage, AK

Project administration responsibilities associated with Anchorage’s Accelerated Road Program. Directed right-of-way acquisition, permitting, design, utility coordination, budgeting and construction for major road projects. Promoted from Utility Coordinator to Project Manager.

SUPERINTENDENT & GENERAL FOREMAN

Field Service & Maintenance Divisions, Anchorage Water & Wastewater

1979 – 1985
Anchorage, AK

Supervised Field Service & Maintenance operations and employees for Anchorage Water and Wastewater Utility. Responsible for water and sewer locates, inspections, meter rates and repairs, permit and dispatch program, as well as, complaints and emergency response services for Utility customers.

EDUCATION

M. Ed. – Human Resources Education

Boston University

1992
Boston, MA

B.A. – Organizational Administration

Alaska Pacific University

1990
Anchorage, AK

ORGANIZATIONS

- International City Management Association – Credentialed City Manager (Past)
- League of Oregon Cities