

October 7, 2021

I am pleased to submit this letter and resume as application for the position of Interim Manager for the City & Borough of Wrangell.

I was most recently employed as Interim Borough Manager for Bristol Bay Borough. I have also worked as City Manager in Cordova and Whittier, Alaska. I have experience working with elected officials at the local, state and federal levels to achieve community goals. I have experience overseeing capital projects up to \$30 million.

I have a Master's degree from Illinois State University in Public Administration, I also have a Bachelor's Degree with double major in Political Science and Philosophy, and an Associate's Degree in Pre-Law.

I have broad experience in the administration of all municipal functions. I possess excellent management, analytic, problem solving, and communication skills in addition to specific experience in human resources, grant writing and administration, customer service, finance & budget, information technology, purchasing and negotiation. I have experience managing and negotiating with municipal unions. I make use of a collaborative management style with an open door to suggestions, ideas and insights from various members of the community which helps me better understand the needs of the citizens.

As an Interim Manager I do not make significant changes in the organization unless it is absolutely necessary, and I work very closely with the local elected officials. I prefer to perform oversight and make only minor changes where necessary and leave the big issues for the incoming Manager. While I am open to some negotiation, my rate for interim work is \$12,000 per month plus airfare to and from, housing, all utilities, internet, phone, and a vehicle. I can typically be on site within a week or so, if I have no other obligations.

I am available by phone at (309) [REDACTED] I am available almost any time to discuss my qualifications, and the expectations of the City & Borough concerning this position. I look forward to hearing from you concerning a date and time when we may speak.

Thank you for your consideration.

Mark Lynch

Mark A. Lynch

██████████ Stanford, Illinois 61774

Phone: Cellular (309) ██████████

e-mail – ██████████

EDUCATION

- **Master of Science**, Illinois State University, Political Science major with emphasis Public Administration, 2005. GPA 3.83/4.0.
- **Bachelor of Science**, Illinois State University, Philosophy / Political Science double major, 2000. GPA 3.79/4.0 (*cum laude*).
- **Associate of Arts and Science**, Pre-Law major, Illinois Central College, 1998.
- **Certificate / Commercial Air Conditioning Systems**, Illinois Central College, 1979.

EMPLOYMENT HISTORY

- 2020-2021** **Interim Manager, Bristol Bay Borough, Alaska.**
Interim Borough Manager for 9+ months in charge of all Borough functions and departments, including Finance, Police, Public Works, Port, Fire, EMS, Library, etc. Manage budget - \$17.0 million General Fund, \$3.2 million Enterprise fund, \$1.14 million WW/Landfill funds, and direct ~30 FT & 40 Seasonal employees.
- 2018-2020** **Operations Manager, Kock Konstruktion, Inc.**
Manager in charge of operations of a small construction company. Shop, Fleet, Logistics, Finance.
- 2014-2018** **City Manager, City of Whittier, Alaska.**
City Manager in charge of all City functions and departments, including Finance, Police, Public Works, Harbor, Fire, EMS, etc. Manage budget - \$4.6 million General Fund, \$1.8 million Enterprise funds, ~\$10 million in capital project funds, Manage City investments, and direct ~30 FT & PT employees.
- 2013-2014** **Village Administrator, Village of Poplar Grove, Illinois.**
Village Administrator in charge of all Village functions and departments, including Streets, Water & Sewer, Parks & Recreation, etc. Managed budget (~\$2 million), and direct ~8 FT & PT employees.
- 2009-2012** **City Manager, City of Cordova, Alaska.**
City Manager in charge of all City functions and departments, including Finance, Planning, Police, Public Works, Harbor, Fire, EMS, Parks & Recreation, etc. Managed budget – \$12 million general fund, \$8.5 million enterprise funds, ~\$20 million in capital project funds, and direct ~50 FT & PT employees.
- 2008-2009** **County Administrator, Fulton County, Illinois.**
County Administrator in charge of County functions including Zoning, Assessments, Highways, Nursing Home, Health Dept., etc. Managed budget and ~200+ FT & PT employees.
- 2006-2008** **City Administrator, City of Hillsboro, Wisconsin.**
City Administrator in charge of all City functions and departments, including Police, Streets, Water & Sewer, Airport, Budget, Parks & Recreation, etc. Manage budget and 15 FT & PT employees.

EMPLOYMENT HISTORY (cont)

- 2001-2006 Information Technology Administrator, College of Arts and Sciences, Illinois State University, Normal, Illinois.**
Full time IT Administrator for three departments in charge of providing computer support for over 800 PC/MAC workstations/servers and to 150 faculty/staff.
- 2003-2006 Adjunct Faculty, Illinois Central College, East Peoria, Illinois.**
Taught American Government, State & Local Government, and American History to college students.
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SPECIAL TRAINING

- **Alaska Emergency Management Training (DHS&EM)**, Various topics, 2010-2015.
 - **ICMA Credentialed Manager**, 2012-2015, 2017-2018.
 - **National Incident Command**, IS100, IS200, IS700, IS800, IS300, IS400, Continuity of Operations Preparedness (COOP), Served as Incident Commander during Alaska Shield Exercise, 2010, and Incident Commander, Prince William Sound Snow Emergency, 2012.
 - **Managing During a Pandemic Flu Outbreak**, Illinois Department of Health & NIH, 2008.
 - **Public Administrators Institute**, University of Wisconsin at Green Bay, 2006 & 2007.
 - **Federal DOT Alcohol & Other Drug Abuse Regulation Training**, Gundersen Lutheran, 2006.
 - **Brownfield Redevelopment**, U. S. Environmental Protection Agency, Land revitalization, 2006.
 - **Understanding and Avoiding Claims of Discrimination**, Illinois State University, 2005.
 - **State of Illinois Ethics Training Program for University Employees**, 2004 & 2005.
 - **Management and Supervisory Development Series**, Illinois State University, 2003.
 - **Seven Habits of Highly Successful People**, Illinois State University, 2002.
 - **Incident Command System**, National Fire Academy Course, University of Kansas Fire Service Training, 1995.
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ADDITIONAL GOVERNMENTAL EXPERIENCE

- 2016-2017 **President**, Alaska Municipal Management Association (Alaska)
 - 2015-2016 **Vice President**, Alaska Municipal Management Association (Alaska)
 - 2017 **President**, Prince William Sound Economic Development District (Alaska)
 - 2009-2012, 2014-2018 **Board of Directors**, Prince William Sound Economic Development District (Alaska)
 - 2014 **Board of Directors**, Belvidere/Boone County Food Pantry (Illinois)
 - 2013-2014 **Board of Directors**, Growth Dimensions, Boone County Economic Development (Illinois)
 - 2012 **Board of Directors**, Sound Alternatives, Mental Health Center, Cordova, Alaska.
 - 2006-2008 **Board of Directors**, Hillsboro Economic Revitalization Organization (City of Hillsboro, Wisconsin)
 - 2006-2008 **Board of Directors**, Vernon Economic Development Association (Wisconsin)
 - 2006-2008 **Board of Directors**, Regional Center Court Commission (Wisconsin)
 - 1994-1995 **Municipal Representative**, Southeast Kansas Regional Planning Commission
 - 1994-1995 **Mayor**, City of Stark, Kansas
 - 1992-1994 **City Council Member**, City of Stark, Kansas
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COMPUTER SKILLS

- All Windows OS from 3.1 to Windows 10, and NT server through W2K12.
 - Extensive experience with all computer hardware.
 - Extensive experience with Microsoft Office Suite, Adobe Products, and many other software packages.
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MEMBERSHIPS AND HONORS

- Alaska Municipal Management Association, 2009-2012, 2014-2018, 2020-2021.
 - International City/County Management Association, 2006-present.
 - Illinois City/County Management Association, 2008-2009, 2013-2014.
 - National Association of County Administrators, 2008-2009.
 - Wisconsin City/County Management Association, 2006-2008.
 - Dean's List at Illinois Central College & Illinois State University.
 - Bachelor's Degree conferred *cum laude* from Illinois State University.
 - Member, Golden Key International Honour Society, since 2000.
 - Member, Pi Sigma Alpha Political Science Honor Society, Kappa Sigma Chapter, since 1998.
 - Pi Sigma Alpha Academic Excellence Scholarship for Graduate Work in Political Science, 1999.
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References Available Upon Request