

**SEMINOLE COUNTY GOVERNMENT
AGENDA MEMORANDUM**

SUBJECT: Confirm Appointment of Administrative Services Director

DEPARTMENT: County Manager **DIVISION:** _____

AUTHORIZED BY: Cynthia A. Coto **CONTACT:** Cynthia A. Coto **EXT.** 7211

Agenda Date <u>06/13/06</u> Regular <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Work Session <input type="checkbox"/> Briefing <input type="checkbox"/>
Public Hearing – 1:30 <input type="checkbox"/> Public Hearing – 7:00 <input type="checkbox"/>

MOTION/RECOMMENDATION:

Confirm appointment of Steve L. Howard as Administrative Services Director.

BACKGROUND:

In accordance with Section 2.3(b)(1) of the Seminole County Charter, I am requesting Board of County Commissioners' confirmation of the appointment of Steve L. Howard as Administrative Services Director at a salary of \$86,239. The effective date of employment will be July 3, 2006.

Mr. Howard's resume is attached for your review.

Reviewed by:
Co Atty: _____
DFS: _____
Other: _____
DCM: _____
CM: <u><i>CAC</i></u>
File No. <u>CCM01</u>

STEVE L. HOWARD

3625 New Jersey Road #139, Lakeland, Florida, 33803, 863-287-9017

OBJECTIVE: To accept a position as an Administrative Services Director to commensurate with my acquired skills and expertise.

CORE STRENGTHS:

**STRATEGIC PLANNING
PUBLIC ADMINISTRATION
BUDGET ADMINISTRATION
CONTRACT ADMINISTRATION
PROCUREMENT MANAGEMENT
INFORMATION TECHNOLOGY
SUPERVISORY MANAGEMENT**

**PROCESS IMPROVEMENT
PROJECT MANAGEMENT
FACILITIES MANAGEMENT
FLEET MANAGEMENT
CONTRACT NEGOTIATIONS
RECORDS MANAGEMENT
OPERATIONS MANAGEMENT**

PROFESSIONAL EXPERIENCE:

**Director of Business Services
Polk County Sheriff's Office**

January 10, 2005 to Present

Responsible financial and administrative work involving the organizing, directing, and coordination of activities of the Business Services Department which is comprised of three bureaus: Information Management Bureau, Records Management Bureau, and Central Services Bureau. *Directly oversee a staff of 104 employees.* Areas of supervision include: Information Technology Section, Technical Equipment Section, Records Management Section, Purchasing & Contracts Section, Supply Section, Fleet Management Section, Facilities & Construction Management, Printing Services, Assets Management, Capital Improvement Projects, Risk Management, and Mail and Courier Services. Assisted in preparing and administering \$113 Million Dollar budget.

**Deputy Director of Staff Services
Polk County Sheriff's Office**

October 7, 2002 to January 9, 2005

Responsible for delivering administrative and support services to support 1,800 employees in a large scale governmental agency with a 100-million dollar plus budget. Work involves directing all activities of the Central Services Bureau. *Directly oversee a staff of 26 employees.* Areas of supervision include: Purchasing Section, Supply Section, Document Services, Facilities Management, Fleet Management, and Capital Improvement Projects. Prepared and Administered \$15 Million Dollar budget.

**Purchasing Administrator
Polk County Sheriff's Office**

July 30, 2001 to October 06, 2002

Directs the purchasing procedures of the agency to ensure maximum benefits from the expenditure of all funds for the acquisition of goods and services. Responsible for guiding the development and refinement of processes for procurement of supplies, equipment and services; developing policies and procedures, supervising the overall activity, and preparing, administering and monitoring the budget for the procurement, copy center, and warehouse operations.

**Director of Purchasing
DeSoto County Board of County Commissioners**

July 5, 2000 to July 20, 2001

Responsible administrative, professional, and supervisory work of a complex nature involving administration of the counties Centralized Procurement and Materials Management functions. Directs and supervises the procurement of commodities used by the County with acceptable methods of acquisition. Lets Formal Bids, oversees Pre-Bid and Pre-Construction Meetings, verifies Budget Funding, makes and recommends awards, approves Purchase Orders, oversees Capital Improvement Projects and serves as the Chief Procurement Officer.

**Materials Management Coordinator
City of Punta Gorda**

August 1993 to June 30, 2000

Responsible for managing assignments and operations of the Central Warehouse, Central Fuel Systems, and Automotive Warehouse, plans and directs proper inventory levels, protection of safety supplies and equipment: sale and/or disposal of surplus and obsolete property as well as responsible for coordinating project needs for Utilities, Fleet, Facilities, Right-of-Way, and Parks and Recreation Divisions and Departments.

EDUCATION CREDENTIALS:

Lacrosse University, Masters in Public Administration, 2003

Barrington University, Bachelor of Science in Business Administration, 1999

Stratford Career Institute, Diploma in Accounting, 1999

Professional Career Development Institute, Diploma in Paralegal Studies, 2000

The Florida State University, Certified Public Manager, Program Graduate, 2004

The Florida State University, Certificate in Supervisory Management, 2004

PROFESSIONAL DESIGNATIONS:

Certified Public Manager, CPM

Certified Public Purchasing Officer, CPPO

Certified Professional Public Buyer, CPPB

Certified Purchasing Professional, CPP

AWARDS & RECOGNITION:

- The National Institute of Governmental Purchasing "Outstanding Agency Accreditation Achievement Award," March 2002 & 2005
- Polk County Sheriff's Office "Employee of the Year," May 2003
- City of Punta Gorda "Employee of the Month," April 2000
- Department of Administration Commendation, May 2004
- Department of Administration Commendation, April 2003
- Department of Administration Commendation, April 2002
- Office of Business Affairs Commendation, March 2005

AFFILIATIONS:

American Academy of Certified Public Managers

National Certified Public Managers Consortium