

Jay Tobin
2748 Wagner Drive
Chaska, MN 55318
July 19, 2018

City of Shakopee
Attention: Parks and Recreation Hiring Committee
485 Gorman Street
Shakopee, MN 55379

Greetings Hiring Committee Members-

I believe that leadership is about influencing people by providing purpose, direction, and motivation. I've experienced a dynamic range of organizational purposes in my working life, yet I recognize that people's hunger and need for direction and motivation remains constant. As Shakopee writes these next chapters of history, I am an experienced leader that can provide the parks and recreation staff with that direction and motivation.

I'm ready to take the lead as Shakopee's Parks and Recreation Director. I have a lifetime of diverse education and professional experiences that have honed the skills needed to successfully execute those duties and responsibilities.

I hope that my application and my resume help you better understand what I'm bringing to this position. And still I realize that there are a lot of things you don't know about me because they wouldn't quite fit in the application or the resume. So, I wanted to seize this moment and give you a glimpse into some of those things.

I enjoy a good adventure, and my travels have allowed me to hike, climb, paddle, or bike in thirty different states and more than three dozen different countries. I've coached many softball teams – one was the all Europe runner-up; served as the assistant wrestling coach at Cairo American College in Egypt; and coached my son's hockey team last season. I've been able to scuba dive in some of the most beautiful waters in the world, and have parachuted out of way too many aircraft (atleast that's what my wife says). I get the importance of recreational sports to the community and I'm a huge fan. And because I love exploring the beautiful outdoors around me – the trail systems I've discovered in SouthWest metro have been a salve to my soul.

I am an artist and a musician. The theater has been really good to me – I met my wife in the costume shop when I went in for my fitting. And though I've acted in too many plays to count, I really prefer designing sets and lighting. I started playing trumpet when I was nine, and while my chops are far from what they were when I marched Drum and Bugle Corps I still love teaching my daughter to be a better horn player. Somewhere along the line I picked up acoustic guitar, bass, and percussion and started playing in bands. Right now, I mostly jam in my basement with our family band. Because I put such a high value on the arts I think that culture and the arts are real growth opportunities for this parks and recreation department.

I know there is much to do, and a lot of time has already passed, so let's roll up our sleeves and get at it... I just need you to give me the opportunity to prove to you how good it can be...for everyone.

Please contact me with any questions at any time. Thank you for your consideration

Sincerely,

Jay

Jay Tobin
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J A S O N “ J A Y ” T O B I N

- Proficient at building collaborative partnerships with internal and external stakeholders to develop innovative solutions that resolve complex problems
 - Proven dynamic leader who effectively guides teams to achieve extraordinary results
 - Highly skilled in executing the complexities of administration, quality programming, and finances
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RELEVANT WORK EXPERIENCE:

Finance Management–City of Chaska

July 2016 – Present

One City Hall Plaza, Chaska, MN

Leads a talented team of professionals in managing \$82.9M in revenue; \$77M in expenses; and \$313.6M in assets; manages City financial operations (accounts receivable, accounts payable, payroll, special assessments, audits, reporting and budgets); oversees maintenance and operations of the ERP (Enterprise Resource Planning); prepares and submits the CAFR (Comprehensive Annual Financial Report); develops the CIP (Capital Improvement Program); and communicates financial information along with recommendations to all stakeholders

- Contracts and Agreements: Renegotiated parks and recreation software contract saving \$150,000 annually and settled a delinquent payment dispute with a Community Center leasee recouping \$40,000
- Continuous Improvement: Updated policies and procedures to comply with Federal Tax Regulations, State Statutes, and Office of the State Auditor guidance; streamlined workflow and eliminated time-consuming paperwork; and ensured equitability of benefits (per diem, uniforms, cell phones)
- Fiscal Stewardship: City received unmodified audit opinions of financial statements with no deficiencies or material weaknesses for the past two years and was awarded Certificates of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association
- Innovation: Leveraged grant opportunities to fund and establish an undergraduate internship program which has cultivated student interest in municipal careers and expanded the leadership skills of current staff

Director of Resource Management–Religious Support Services

August 2013 – June 2016

U.S. Army, Installation Management Command (IMCOM), San Antonio, TX

Established a culture of trust that empowered staff to continuously examine existing strategies in search of opportunities to improve organizational performance; ensured the implementation of emerging best practices to secure predictably high-quality program delivery for a global customer base; cast an organizational vision which integrated planning, budgeting, and management controls to synchronize the efforts of 800 directorate personnel working in 344 facilities across 77 communities worldwide

- Grants: Implemented quality control measures that raised the caliber of grant submissions through increased awareness and enhanced transparency, expanding federal grants to \$1M annually
- Continuous Improvement: Led the overhaul of contracting strategies and procedures, improving the quality of delivery and oversight of \$10M annually in professional services contracts
- Exhibited Leadership: Recognized as the Army's lead trainer and subject matter expert for planning and resourcing comprehensive religious support programs

Division Chief, Resource Management–Religious Support Services

May 2011 – May 2012

U.S. Army, Fort Campbell Garrison (Community), Clarksville, TN

Developed, resourced, and coordinated programs for a diverse community of 70,000; dramatically increased program participation through initiatives that raised customer program awareness through creative marketing, improved maintenance and operations at eleven facilities; and leveraged strategic partnerships to resolve staffing and budgetary shortfalls

- Budget Management: Expanded funding available for community programs by recovering \$300,000 through cost saving strategies and adding \$282,000 in external grants
- Facilities Development: Project Lead collaborating with the Army Corps of Engineers and all other stakeholders in planning and constructing \$8M facility increasing capacity from 250 to 1100 people

Program Manager, Religious Support Services**May 2006 – May 2011**

U.S. Army, Airborne Brigade Combat Team, Anchorage, AK/Iraq

Special Operations Aviation Regiment, Clarksville, TN/Afghanistan/Iraq

- **Instructor and Speaker:** Enhanced quality of life for personnel and improved organizational morale through engaging instruction of life skills (conflict resolution, stress management, Seven Habits of Highly Effective People); regularly requested to teach locally and across the country
- **Needs Assessment:** Established and implemented resiliency programs to equip personnel with the skills needed to manage the burdens of combat before, during, and after deployments
- **Program Development:** Effectively addressed the diverse needs of singles, married couples, and families with children (single parents, blended, biracial, disabled, etc)

Program Manager, Logistics and Civil Military Operations**April 2001 – March 2004**

U.S. Army, Mechanized Brigade Combat Team, Manhattan, KS/Korea/Iraq

- **Collaborative Leadership:** Synchronized the efforts of Non-Government Organizations to address the needs of citizens in the Al Anbar Province of Iraq (Red Crescent, World Food Program, Doctors Without Borders, etc...)
- **Project Management:** Planned, coordinated, and supervised the contracted construction of key infrastructure in Ramadi, Iraq: 24 schools, 17 medical clinics, and 4 police stations
- **Leadership in Crisis:** Managed an unplanned 90-day mission deploying a 350-person Task Force to South Korea in response to an emerging global threat
- **Financial Management:** Planned and executed \$25M in logistics support for 5,000 personnel and their family members

EDUCATION:

Maxwell School of Citizenship and Public Affairs, Syracuse University Syracuse, NY

Master of Public Administration – Executive track concentration in Policy Analysis

Maxwell School of Citizenship and Public Affairs, Syracuse University Syracuse, NY

Certificate in Leadership of International and Non-Government Organizations

Whitman School of Management, Syracuse University Syracuse, NY

Master of Business Administration – Concentration in Operations Management

Bethel University St, Paul, MN

Master of Divinity – Concentration in Coaching and Mentoring

University of Oklahoma Norman, OK

Master of Human Relations - Concentration in Organizational Behavior/Leadership Development

Wheaton College Wheaton, IL

Bachelor of Arts - Concentration in English Literature**MEMBERSHIPS/CERTIFICATIONS:**

National Recreation and Park Association – Member/Certified Parks and Recreation Professional Prep-Course

Arts Consortium of Carver County – Member and Committee Leader

Minnesota Landscape Arboretum – Active Member

Tree House of Chaska – Board Member and Volunteer

Veteran Service Organizations – VFW Post 1791; American Legion Post 57; Beyond the Yellow Ribbon of Chaska

AWARDS:

Bronze Star Medal; Meritorious Service Medal (4th); Army Commendation Medal (3rd); Army Achievement Medal (4th); Military Outstanding Volunteer Service Medal; Afghanistan Campaign Medal (with 3 stars); Iraq Campaign Medal (with 4 stars) Combat and Expert Infantryman Badges; Combat Action Badge; Parachute, Rigger, and Air Assault Badges

INTERESTS:

I volunteer as a hockey coach and play as a goalie whenever I can

I swim several times each week as a member of the West Express Swim Team

I love outdoor adventures – this year it's a section of the Appalachian Trail and a paddle in the Boundary Waters