

DAVID J. GAINES, MPA

(419) 899-6734 • [REDACTED]@[REDACTED].com

3127 S. [REDACTED] DUBLIN, OH 43015

CAREER SUMMARY

Highly motivated local government manager with proven abilities in analysis, decision making, finance, budgeting, strategic planning, and success in meeting short-term requirements and long-term objectives.

Areas of strength include:

- Municipal Budgeting
- Project Management
- Team Building and Interpersonal Skills
- Policy and Program Development
- Community Response and Engagement
- Government Finance and Accounting

EXPERIENCE

DEPUTY DIRECTOR OF FINANCE – 10/2016 TO PRESENT

City of Dublin DUBLIN, OH

Dublin is a city of more than 47,000 residents with \$80 million in annual expenditures. As Deputy Director of Finance I am responsible for the financial functions and long term financial planning of the City, and serve on the City's Management Team.

- Facilitate the development and implementation of the City's \$197 million 5 year Capital Improvement plan with input from departments and prioritization from the City Manager and City Council.
- Present reports and other Council action to the City Council and appropriate Committees; analyzing the fiscal impact of projects and proposals.
- Communicate the finances of the City to citizen groups, answer questions from residents, and develop content for wide distribution to residents in an easy to understand manner.
- Serve on negotiating team in bargaining unit negotiations.
- Manage 7 direct reports completing the City's daily financial activities including payroll processing, procurement, vendor management, accounts payable, accounts receivable, cost accounting, grant administration, internal controls, and cash receipting.
- Improved the operating budget process by leading the Senior Leadership Team in prioritizations and consensus building to ensure the budget represents priorities of the City Manager and City Council.
- Coordinate with other governmental agencies; including the NW33 Innovation Corridor COG and collaborating with other municipalities in response to State decisions.
- Implemented the city-wide financial software and ERP system coordinating with stake holders throughout the City.

CHIEF ADMINISTRATIVE OFFICER – 7/2013 TO 10/2016

Brushy Creek Municipal Utility District AUSTIN, TX

Brushy Creek Municipal Utility District is a municipality providing water, waste water, solid waste, and parks and recreation services. As Chief Administrative Officer I was responsible for the Finance, Utility Billing, Customer Service, Purchasing, Human Resources divisions, and preparation of the District's annual budget.

- Provided financial oversight in preparation of an annual budget and long-term financial plan.
- Presented detailed financial reports to the Board of Directors on a monthly basis, monitoring revenues and expenditures, and analyzing variances.
- Oversaw all administrative and operational issues related to implementation of Brushy Creek mission and goals.
- Directed utility customer service and billing to ensure accuracy in billing and successful customer relations; placing an emphasis on effective communication with Brushy Creek residents and customers.
- Coordinated interdepartmental relationships to promote effective communication and ensure the availability of adequate staff services.
- Developed and implement project plans as approved by the Board of Directors including the waterline replacement project.
- Improved program and service quality by defining, documenting, implementing, and tracking departmental operating procedures and metrics.

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DIRECTOR OF OPERATIONS/ASSISTANT TO CITY MANAGER – 10/2012 TO 7/2013

City of Celina CELINA, TX

- Directed and managed the development and implementation of departmental goals, objectives, and priorities.
- Oversaw the development and implementation of policies and plans related to operations.
- Organized and managed special and community events, including the City's inaugural Cajun Festival.
- Worked collaboratively with Chief Financial Officer to provide financial oversight in preparation of annual budget and long-term financial plan, including revenue and expenditure forecasting.
- Prepare bid specifications and proposals for procurement and service contracts, including lead role on the Fire Station RFQ for Architectural Services.

BUSINESS OPERATIONS MANAGER – 10/2010 TO 10/2012

CITY OF GRAND PRAIRIE GRAND PRAIRIE, TX

- Supervised and managed the fiscal operations enterprise divisions, including two golf courses, cemetery, theater, and event center.
- Responsible for all accounting and budgetary duties for the five funds which add up to over \$20 million in expenditures for the Parks, Arts, and Recreation Department.
- Supervisory responsibilities over Cemetery Operations and Parks Administration staff.
- Conducted audits of all Parks divisions to insure all cash handling processes were correct and followed all fiscal policies.
- Presented Quarterly and Ad Hoc reports to City Council and Finance and Government Committee.
- Assessed and monitored work load, administrative and support systems, and internal reporting relationships to identify opportunities for organizational improvement.

BUDGET & MANAGEMENT ANALYST – 1/2008 TO 10/2010

CITY OF CARROLLTON CARROLLTON, TX

- Conducted cost-of-service studies, operational reviews and needs assessments to make recommendations to improve departmental performance and streamline operations.
- Managed organization-wide Performance Measurement system, linking operations to strategic goals.
- Completed monthly purchasing card audits to ensure departmental compliance with City policies.
- Attended all Executive Team meetings and worked with and observed each department to experience all aspects of the City.
- Worked on special projects for the City Manager including Solid Waste analysis and updating city-wide personnel policies.
- Served on committees for Golf Course RFP and Solid Waste RFP, personal contact and interviews with potential vendors, and contributed to final analysis.

PROFESSIONAL ACTIVITIES AND AFFILIATIONS

Government Finance Officers Association (GFOA)
Ohio Government Finance Officers Association of (Ohio GFOA)
International City Manager's Association (ICMA)
The Alliance For Innovation

EDUCATION

UNIVERSITY OF NORTH TEXAS – Denton, Texas
Bachelors of Arts in Economics

UNIVERSITY OF NORTH TEXAS – Denton, Texas
Masters of Public Administration – Specialization in Local Government Management