

Contact Information -- Person ID: 5557248

Name: David J Gaines Address: [REDACTED]
Home Phone: | ([REDACTED]) Alternate Phone: [REDACTED]
Email: [REDACTED] Former Last Name: [REDACTED]

Personal Information

Driver's License: Yes, Ohio [REDACTED], Class D
Can you, after employment, submit proof of your legal right to work in the United States? Yes
What is your highest level of education? Master's Degree

Preferences

Minimum Compensation:
Are you willing to relocate? Yes

Education

Graduate School

University of North Texas
[Unspecified Start] - [Unspecified End]
Denton, Texas
Did you graduate: Yes
College Major/Minor: Master's of Public Administration (MPA)
Degree Received: Master's

College

University of North Texas
[Unspecified Start] - [Unspecified End]
Denton, Texas
Did you graduate: Yes
College Major/Minor: Economics
Degree Received: Bachelor's

Work Experience

Deputy Director of Finance

10/2016 - Present
City of Dublin
5200 Emerald Parkway
Dublin, Ohio 43016
614-410-4400
Hours worked per week: 40
Monthly Salary: \$8,034.00
of Employees Supervised: 7
Name of Supervisor: Angel Mumma - Director of Finance
May we contact this employer? Yes

Duties

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.

- o 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.
- o Present reports and other Council action to the City Council and appropriate Committees; analyzing the fiscal impact of projects and proposals.
- o 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.
- o Serve on negotiating team in bargaining unit negotiations.
- o 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.
- o 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.
- o Coordinate with other governmental agencies; including the NW33 Innovation Corridor COG and collaborating with other municipalities in response to State decisions.

o Implemented the city-wide financial software and ERP system coordinating with stake holders throughout the City.

Chief Administrative Officer
7/2013 - 10/2016

Brushy Creek Municipal Utility District
Round Rock, Texas

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 12
Name of Supervisor: Mike Petter - General Manager
May we contact this employer? Yes

Duties

Brushy Creek Municipal Utility District is a municipality providing water, waste water, solid waste, and parks and recreation services to approximately 20,000 residents with annual budget of \$21 million. 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.

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

Director of Operations/ Assistant to City Manager
10/2012 - 7/2013

City of Celina
Celina, Texas

Hours worked per week: 40
Monthly Salary: \$0.00
Name of Supervisor: Mike Foreman - City Manager
May we contact this employer? Yes

Duties

- o Directed and managed the development and implementation of departmental goals, objectives, and priorities.
- o Oversaw the development and implementation of policies and plans related to operations.
- o Organized and managed special and community events, including the City's inaugural Cajun Festival.
- o 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.
- o 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 - 10/2012

City of Grand Prairie
Grand Prairie, Texas

Hours worked per week: 40
Monthly Salary: \$0.00
of Employees Supervised: 4
Name of Supervisor: Rick Herold - Parks and Recreation Director
May we contact this employer? Yes

Duties

- o Supervised and managed the fiscal operations enterprise divisions, including two golf courses, cemetery, theater, and event center.
- o 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.
- o Supervisory responsibilities over Cemetery Operations and Parks Administration staff.

- o Conducted audits of all Parks divisions to insure all cash handling processes were correct and followed all fiscal policies.
 - o Presented Quarterly and Ad Hoc reports to City Council and Finance and Government Committee.
 - o Assessed and monitored work load, administrative and support systems, and internal reporting relationships to identify opportunities for organizational improvement.
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Budget and Management Analyst

1/2008 - 10/2010

City of Carrollton
Carrollton, Texas

Hours worked per week: 40

Monthly Salary: \$0.00

Name of Supervisor: Leonard Martin - City
Manager

May we contact this employer? Yes

Duties

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

Certificates and Licenses

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Professional

Martin, Leonard

City Manager - City of Carrollton (Retired)

[Redacted]

Professional

Herold, Rick

Parks and Recreation Director - City of

Grand Prairie

326 W Main St

Grand Prairie, Texas 75050

[Redacted]

Professional

Petter, Mike

General Manager - Brushy Creek Municipal

Utility District

[Redacted]

Resume

Text Resume

City of Denton has chosen not to collect this information for this job posting.

Attachments

Attachment	File Name	File Type	Created By
David Gaines Cover Letter.pdf	David Gaines Cover Letter.pdf	Cover Letter	Job Seeker
David Gaines Resume.pdf	David Gaines Resume.pdf	Resume	Job Seeker

Organization Questions

1. Q: Are you at least 18 years of age?

A: Yes

2. Q: Are you a current or former employee of the City of Denton?

A: No

3. Q: If you are a current or former City of Denton employee, please list your

- **Employee ID Number**
- **Department**
- **Supervisor**
- **Dates of Employment**

A: n/a

4. Q: Do you have any relatives, by blood or marriage, currently employed by the City of Denton?

A: No

5. Q: If yes, please list name, relationship, and department. (City policy prohibits relatives from working in the same division. See [Ethics Policy 10.00, section 3](#) for specific details concerning Nepotism.)

A: n/a

6. Q: Are you related to a current member of the City Council or a member of a City board or commission?

A: No

7. Q: If so, please indicate name, relationship, and board or commission serving.

A: n/a

Supplemental Questions

1. Q: Which best describes your highest completed level of education?

A: Master's Degree

2. Q: Do you have a Bachelor's or Master's degree in business, finance, accounting or related field?

A: Yes

3. Q: How many years of paid, professional-level experience do you have in business, finance, accounting, or related field?

A: 10 years or more

4. Q: Do you have a current, valid certification in the following? (Check all that apply.)

A: None of the above

5. Q: Check the boxes next to the systems/software in which you are proficient:

A: Microsoft Word
Microsoft Excel
Microsoft Outlook
Microsoft PowerPoint

6. Q: How many years do you have working in a supervisory position?

A: 7 years to less than 8 years
