

January 6, 2019

Ms. Lisa Jefferson
Director, Human Resources
P.O. Box 490
Station 20
Gainesville, FL 32627-0490

Dear Lisa,

Please accept this letter and updated resume for consideration of the Interim City Manager's position. I have over 30 years of progressively responsible management experience in a major administrative and operational area of local government and proven leadership skills both within the City internally and throughout the community overall. My experience, skills and abilities would bring stability to the City's workforce during this time of transition. I am in a unique position to maintain and sustain the current direction and vision of the City Commission and its numerous initiatives and partnerships.

Having worked for the City for almost 11 years and planning to retire in September of this year, I would be committed to providing efficient and effective support to the City Commission and just as importantly, doing the same for our employees. My proven interpersonal skills would provide leadership and supervision to the manager's executive team and City department's overall. I have displayed throughout my career excellent internal and external customer service skills which gained respect and built trust with fellow employees, with other governmental entities and with many citizens. I am familiar with the City's planning and budgeting process that will begin shortly and am confident in leading the Budget and Finance team through this while supporting and addressing the Commission's interests.

While working here in Gainesville I have developed solid relationships with numerous citizens, advisory boards, non-profit organizations, businesses and other governmental entities in the community especially while leading the City's educational efforts to pass the Wild Spaces & Public Places half-cent sales tax initiative. My relationships with these individuals and organizations are extremely positive and I am often sought out for advice and counsel on issues affecting the Gainesville community. Having these relationships within the community as well as within General Government and GRU will help make the transition for this interim position smoother and allow for immediately working at a highly successful pace. Lastly, having been a registered lobbyist for 12 years in Ohio, my knowledge of local, state and federal government and the legislative process brings an additional skill to the City Commission.

Thank you for the opportunity to apply. Should you require additional information, please do not hesitate to ask. I look forward to hearing from you.

Sincerely,



Michelle Park, CPRP
Assistant Director
Wild Spaces & Public Places

Michelle Park, CPRP

26102 Harbour Vista Cr, St. Augustine, FL 32080

614-595-0395

parkma72@gmail.com

EDUCATION

Master of Science, Parks and Recreation Administration, University of Southern Mississippi, MS, 1978
Bachelor of Science, Parks and Recreation Administration, University of Florida, FL, 1976
Associate Arts Degree, Wingate College, NC, 1974

PROFESSIONAL EXPERIENCE

2018 – Present **Assistant Director, Wild Spaces & Public Places Program, 20 hours/week**
Duties include: supporting the Director with historical knowledge of projects including community advocates and partnerships, project goals and objectives, etc. Responsible for specific park development and redevelopment projects such as the new JJ Finley Park, Green Acres Park redevelopment, Springtree Park redevelopment, etc.

2008 – 2018 **Assistant Director, Gainesville Parks, Recreation and Cultural Affairs Department**
Duties included: supporting the Director with operations while primarily focusing on managing over \$10 M budget and CIP projects, master planning, strategic planning, agency accreditation, managing department-wide support services such as marketing, volunteers, partnerships, revenue development, contract management, all striving for continuous improvement and providing quality services to the citizens of Gainesville in the most efficient and cost effective manner possible. Led the Mayor's city-wide collaboration focusing on Afterschool Programs for Youth in 2017; led the department's Vision 2020 Master Planning process involving over 1,500 citizens; led the City's educational effort for the passage of the Wild Spaces & Public Places half-cent sales tax in 2016 generating over \$50 M over 8 years; and led the department's accreditation and re-accreditation process in 2013 and 2018.

1996 – 2008 **Executive Director, Ohio Parks and Recreation Association**
Duties included: registered lobbyist representing the profession at the state and federal level; building coalitions and partnerships to advance the profession; providing training and education for professionals and citizens; promoting and marketing the benefits of parks and recreation services to all audiences; oversight of the Ohio Greenways Project, the Ohio Department of Transportation Park District Road Improvement Fund and the Girls Institute of Ohio; and, providing quality membership services to over 1,600 individuals.

1991-1996 **Director, Professional Services, National Recreation and Park Association**
Duties included: promotion, marketing and administration of several national programs such as agency accreditation, professional certification, playground safety certification, academic accreditation, and others; functioned as the staff liaison to several national councils and boards; coordinating various education, training and professional development programs throughout the country; overseeing the national job bulletin, therapeutic recreation services, research projects, numerous newsletters and publications.

1989-1991 **Executive Director, Maryland Recreation and Park Association**
Duties included: same services as the Ohio position but for 800 members in Maryland.

1981-1989 **Director of Recreation, Palm Beach County Department of Parks and Recreation**
Duties included: meeting the recreation needs of over one million residents in the fastest growing county in the state; administered the budget and personnel management for: a golf course, a Japanese Museum, numerous beachfront parks, nature centers, year-round swimming pools, community centers, athletic fields and more, over 130 FTE's and \$8.5 million budget not including several capital projects; team member and often leader of comprehensive and strategic planning projects for the department; legislative liaison for the department; worked with numerous citizen groups, municipal departments, advisory boards and elected officials to prevent duplication of services, evaluate programs and plan for current needs and future growth for diverse populations; led the National Gold Medal Award committee to

success in 1984; and, developed numerous partnerships to insure that individuals of all ages, abilities and economic levels could experience and participate in county-wide programs.

1978-1981 Recreation Supervisor, Palm Beach County Department of Parks and Recreation

Duties included: directly providing year-round recreation programs for persons of all ages and abilities; program planning, implementation and evaluation; citizen needs assessments; publicity and promotion; and hiring and supervising numerous contractual employees offering a diverse selection of recreation programs.

ELECTED LEADERSHIP POSITIONS

Florida Recreation and Park Foundation, Board of Trustees, Current Past-President , 2011 to present
Chair - Elect, Chair, Past Chair and Secretary, NRPA Great Lakes Regional Council, 2004-2008
President, American Academy for Parks and Recreation Administration, 2005
Secretary, American Academy for Parks and Recreation Administration, 2002
Chair, NRPA Council of Executive Directors, 1990-91
Secretary, NRPA Council of Executive Directors, 1989-90
President, Florida Recreation and Park Association, 1988
Secretary, NRPA Council of Affiliate Presidents, 1987-88
Board of Directors, Florida Recreation and Park Association, 1984 - 1989

COMMUNITY INVOLVEMENT

Co-Chair, UF College of Health and Human Performance Swamp Scramble Committee 2009-2015
Member, University of Florida, College of Health and Human Performance Dean's Council, 2001 - 2017
Member, Governor's Healthy Ohio Advisory Council, 2007-2008
Vice-Chair, Ohio Governor's Advisory Council for Physical Fitness, Wellness and Sports, 2005 - 2006
Member, Ohio State Parks Advisory Council, 2005 - 2008
Treasurer, Ohio League of Conservation Voters Education Fund, 1998 - 2008
Founding Board Member, Ohio League of Conservation Voters, 1997 - 2008
Member, Columbus and Franklin County Metro Parks Levy Campaign, 1999
Member, Westerville "Keep it Growing" Campaign for Parks and Recreation, 1998
Member, Maryland State Games Organizing Committee, 1991
Member, Maryland Adult and Community Education Advisory Board, 1990-91
Member, Maryland State Forest Advisory Board, 1990-91
Member, United Way Campaign Oversight Committee, 1988
Volunteer, Palm Beach County Special Olympics, 1980-87
Chair, Palm Beach County Board of County Commission/School Board Employee Picnic, 1985-89
Member, Concerned Horsemen, 1984-87
Secretary, Lake Worth Youth Sports Association, 1981-82
Board Member, Lake Worth Youth Sports Association, 1979-82

AWARDS AND HONORS

The Michelle Park Family Recreation Scholarship for Gainesville Families, 2015 to present
B.K Stevens Award for Service, University of Florida, College of Health and Human Performance, 2008
President's Award, American Academy for Parks and Recreation Administration, 2002, 2008
Distinguished Alumni Award, University of Florida, College of Health and Human Performance, 1999
Dedicated Service Award, NRPA/AALR Council on Accreditation, 1996
Outstanding Service Award, National Playground Safety Institute, 1996
Professional Achievement Award, Florida Recreation and Park Association, 1992
Honorary Tree Hugger Award, Maryland Recreation and Park Association, 1991
Recognition for Outstanding Service, Palm Beach County, 1989
Outstanding District Service Award, Florida Recreation and Park Association, 1985
Outstanding Intramural Athlete, University of Florida, 1976

