

asked that this new resume be submitted.
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Dennis R. Sparks
2308 Jackson Street, Hopewell, VA 23860

H: 804-458-7393
Cell: 804-543-4100

December 29, 2016

Leah Crockett
Human Resources Administrator
CITY OF CROSSVILLE
392 North Main Street
Crossville, TN 38555
Leah.crockett@crossvilletn.gov

Re: City Manager's position

Dear Ms. Crockett:

Your consideration of my qualifications for the position of City Manager would be greatly appreciated. As a former county administrator and city manager, my strengths include being organized, public management, aviation, human resources, intergovernmental relations, public relations, negotiating contracts, finance and budgeting. My leadership qualities include having a transparent, collaborative and team oriented management style. I found my niche serving as a "crisis manager" in some of the roughest, toughest places in the country, managing cities and counties where they did not want to keep managers and in which other managers did not want to work. As a "crisis manager", I went into the localities, created teamwork, fixed their problems and moved on to the next place. I have worked in highly diversified environments and helped bring one municipality from near bankruptcy to a bond rating of "A3". Having managed diverse urban, suburban, rural, tourist, historical, mountain, desert, and coastal local governments, I take pride in getting the job done on time and within budget.

My credentials include an MBA in Business Administration and Finance, a BS in Business and Law, and executive level management experience as a City Manager and County Administrator. During 2015, after 36 years, ICMA awarded me "Life Member" status. My 30 years' management experience includes supervising all city and county department heads, and a state agency department, preparing budgets, managing personnel, obtaining economic development, and solving complex problems. I have broad experience in human resource management and a solid record of obtaining economic development.

My community involvement includes having served as an Advisor to Planning Commissions and Economic Development Authorities and Board Member on two Chambers of Commerce. My experience includes managing up to 12 department heads and 366 employees. I prepared state, city and county budgets up to \$45 million, and served as Personnel Director, Finance Director and Economic Development Director.

References:

Patrick J. Kaveney	2413 Fruehauf Rd., Richmond, VA 23228	cell: 804-986-7477	pjk1249@earthlink.net
John W. Wade	14757 Ramblewood Dr., Chester, VA 23836	804-530-5007	n/a
Larry Gates	1013 W. 19th Street, Broadview, IL 60155	cell: 708-692-3510	LGates355@yahoo.com
Will Green.	13501 Old Stage Road, Chester, VA 23836	cell: 804-828-5054	wsgreen@vcu.edu
John Shady	2253 Wienburg Dr., Moraine, OH 45418	937-262-8676	jshady6910@aol.com

My resume is enclosed. I am very interested in this position and look forward to hearing from you.

Sincerely

Dennis R. Sparks

Enc.

Dennis R. Sparks, MBA
 2308 Jackson Street, Hopewell, VA 23860
 (804) 458-7393, den830@aol.com

Experience – 20+ years

As a public administrator, I served as a “crisis manager” and county administrator in Virginia and Nevada, and city manager in Ohio, Illinois, and Texas. My experience includes public management, aviation, team building, performance management, intergovernmental relations, economic development, and budgeting. My management style is collaborative and one of Team Leader/Facilitator, while remaining visible and keeping my employer fully informed.

Management & Aviation Consultant (Part Time while Retired) (11 yrs.) **12/1/ 2005–Present**
Self Employed, Hopewell, VA (2308 Jackson Street, Hopewell, VA 23860) 804-458-7393 \$72,000

- Provide management, insurance benefits and aviation consulting services. Mentoring, facilitating, training.
- Consult with companies and individuals in matters of budget, organization development, finance and insurance.
- Licensed by the FAA and Commonwealth of Virginia. Write policies, train employees and clients, teach aviation.
- FAA Safety Team Representative – teach aviation safety; train pilots. Virginia Aviation “Ambassador”.

Public Administration: (4 years) - **8/1/2001 – 10/7/2005**

City Manager; County Manager -

City Manager -, City of Silsbee, TX , 409-385-2863, 65 FTEs, Pop.6,500, \$3.75M budget, 7/15/2005-10/7/2005, \$75,000
 Exec. Dir., - County of Lander, NV, Battle Mtn., NV, 775-635-573, 6 Dept. Heads, Pop. 5,400, 11/24/2003–4/8/2004 \$55,000
 City Manager - City of Trenton, OH , 513-988-9619, 32 FTEs, Pop. 9,500, \$6.5M budget, 8/1/2001-2/25/2002 \$67,600
 Managed city and county governments and two county airports. TX, NV, OH, incl. “High Desert” of Northern NV.

- Prepared 5-year city budget; served as City Manager, Economic Development Director.
- Supervised 6 dept. heads incl: finance, HR, community development, social services and senior services, PW, library.
- Worked with the Airport Consulting Engineer and FAA to expand airport facilities at the “BAM” airport.
- Temporary position. For the remaining three years of their term, the Lander Board reverted to a Commission form.

Village Manager (1 yr. contract) **10/23/2002-10/30/2003**

Village of Maywood, IL, 40 Madison St., Maywood, IL 60153, Pop. 28,000, 708-269-3510 Larry Gates, \$100,000

- Managed this home-rule village of 28,000 in the Chicago area with an annual budget of \$28 million.
- Managed total government operations, budget preparation and labor negotiations. Established a drug testing program.
- Supervised 8 dept. heads with 185 employees including police, fire, public works, finance, HR, code enforcement, parks & recreation & community development. (SEIU, ICOPS, Teamsters, and Police Benevolent League)
- Prepared a balanced budget and upgraded the Village from near bankruptcy to a bond rating of “A3”.
- Reduced the crime rate approximately 12% in a Village with corruption, rampant crime and six drug gangs.
- Increased the security of the public water system, established a Performance Planning & Evaluation system, updated job descriptions, and improved efficiency of the Board’s agenda package. Obtained 8 new businesses.
- The Village had 24 Managers in 18 years. I was the 4th Manager hired in a 12 month period. Completed my contract.

Fiscal Officer (7 yrs.) **2/15/1992–5/21/1999**

State of Virginia, DOC HQ, Richmond, VA (6900 Atmore Dr., Richmond, VA 23225) 804-674-3520 Gamito Mora \$50,000

- *Fiscal Officer – Asst. Financial Reporting Manager*, Department of Corrections. Managed special financial projects. Supervised a staff of Accountants analyzing operations for 38 major prisons. Supervised accounts payable for the construction of 5 new prisons. Participated in audits of the business offices in major prisons. During two months leave of absence, in 1999, served as the first City Administrator for the City of Shawano, WI. Transferred, by legislative action, from the Parole Board to the Department of Corrections on July 1, 1995.
- *Fiscal Officer – Director, Finance & Administration* for the Virginia Parole Board. Advised and assisted the Parole Board Chairman. Managed budgeting, accounting, human resources, purchasing, and administrative support functions. Served as the agency’s Fiscal and Personnel Officer. Prepared and administered the agency’s \$2.5 million annual budget using IBM compatible personal computers using Microsoft Word and Excel and on-line mainframe connections to the state system. Created, organized, and became Captain of the state’s first interagency Emergency Medical Services Response Team. The two agencies worked closely together in the same building.

County Administrator - (7 years) 1978 – 1984

County Administrator, Washington County, VA, 205 Academy Drive, Abingdon, VA 24210 (4 yrs) 1981 – 1984

County Administrator, Page County, VA, Court Street, Luray, VA 22835 (3 yrs) 1978 - 1980

Managed Washington County with a population 72,000, including a city of 25,000, in a SMA area of 250,000 people, with an annual growth rate of 27%. Supervised 12 department heads with 270 employees. Implemented Board policies, and enforced ordinances. Prepared the annual county budget in excess of \$30 million. As County Administrator I was also the Zoning Administrator, Advisor to the Planning Commission, Advisor to the Industrial Development Authority, and an Airport Commissioner for the Virginia Highlands Airport Commission. Very successful in economic development, with over \$45 million in revenue bonds issued in a single year. Streamlined the accounting & budgetary systems; established the county's first Central Accounting, Central Purchasing, and Legal Services departments. Wrote & implemented the county's first pay & classification system and performance evaluation system. Full range of local government services, including: accounting; purchasing; legal services; building inspection; planning & zoning; emergency services; parks & recreation; animal control; cannery; personnel; code enforcement; airport; library; water & sewer; economic development; and social services.

Served as the first County Administrator for Page County, a scenic tourist Shenandoah Valley county in the Blue Ridge Mountains of Virginia. Population 20,000. As County Administrator I was also the Personnel Officer, Zoning Administrator, Advisor to the Planning Commission, Advisor to the Industrial Development Authority, Director of Emergency Services, and a Board Member on the Lord Fairfax Emergency Medical Services Council. Supervised six department heads with 30 employees. Organized county administrative operations. Prepared the county's annual budget and managed capital improvements. Wrote the first personnel policy. Successful in economic development and water and sewer projects for residential and commercial communities. .

Education

MBA – Business Administration & Finance, Virginia Commonwealth Univ.(VCU), 1976 – 3.8 GPA - Top 3%

BS - Business & Law, Virginia Commonwealth Univ.(VCU), 1974 – 3.8 GPA - High Honors

AS – Business Administration, John Tyler Community College (JTCC), 1973 – 3.8 GPA - Magna Cum Laude

AS – Teaching, John Tyler Community College Community College (JTCC), 1973 – 3.8 GPA - Magna Cum Laude

ATP – Airline Transport Pilot; CFII – Certified Flight Instructor, Instruments, Seaplane Instructor; MEI – Multiengine Instructor

Benefits: Insurance Licenses – Life & Health – Commonwealth of Virginia, CE updated – 2016

Continuing Education: insurance, aviation, management development, finance, personnel, purchasing, computer software.

Honors & Awards

Omicron Delta Epsilon – International Honor Society in Economics for Graduate Students, VCU

Delta Sigma Pi Scholarship Award – for graduating first in the School of Business, VCU

High Honors – VCU; Magna Cum Laude, JTCC; 3.8 GPA at both, JTCC & VCU.

“Who’s Who in American Junior Colleges”; “Who’s Who in American Aviation”.

Court Referred “Mediator” – fm. certified by Virginia Supreme Court

Author: “Virginia Gentlemen”, “Your Right to Know”, et. al.

Present & Past Professional Affiliations

International City/County Management Association (ICMA) named Life Member with over 36 years.

Ohio & Texas City Mgmt. Associations (OCMA & TCMA)

“Aviation Ambassador”, Virginia Dept. of Aviation, FAA Safety Team (FAASTeam) Representative

Previously held Private Investigator’s license; and EMT certificate in Virginia

Police Officer – Chesterfield County Police Department, VA

Past Member – Florida Peace Officers Association

Member – Aircraft Owners and Pilots Association (AOPA)

Veteran: United States Air Force (Vietnam era)

Community Involvement Experience

Advisor – Planning Commissions; Economic Development Authorities

Director – Economic Development Authority; Director – Emergency Services

Director – Human Resources; Director - Finance

Airport Commissioner – Virginia Highlands Airport Commission

Member – Executive Committee – two Chambers of Commerce

Board Member – Lord Fairfax Emergency Medical Services Council (serving five counties in VA)

Created & became Captain of Virginia’s first “Interagency Emergency Medical Services Team” (VPB & DOC)

American Red Cross CPR and First Aid Instructor; EMT – three Virginia Volunteer Rescue Squads

Representative – FAA Safety Team (FAASTeam); Captain – Civil Air Patrol (USAF Auxiliary)

Boy Scout Advisor - Government

Speaker: Rotary, Ruritan, Kiwanis, Lions, Professional Women's Business, and 4-H Clubs, Chambers of Commerce, and High School government classes

Department Heads Supervised

Supervised police, fire, rescue, emergency services, code enforcement, building inspection, animal control, finance, legal services, grants management, human resources, purchasing, information technology, public works, landfill, engineering, planning & zoning, parks & recreation, community development, county cannery, social services, senior services, youth services, airports and library.