

From: Brittany Farrior <brittany.farrior8088@gmail.com>
Sent: Wednesday, November 2, 2022 3:52 PM
To: rlong@jeffersoncountyfl.gov
Subject: County Manager_ Brittany Farrior
Attachments: Brittany Farrior_resume.pdf

Dear Hiring Manager,

Please find attached a copy of my resume for the County Manager position in Jefferson County, as advertised on the County's website.

I have 8+ years' experience in budget, financial analysis and reporting, strategic planning, project management, policy analysis and program evaluation; and a proven record of implementing financial and facility management software, streamlining budget and procurement procedures, and establishing best practices in business operations, which led to a \$2M surplus operating budget.

My goal is to leverage my expertise to help Jefferson County Commissioners succeed in achieving the transition to the Commission-Manager form of government by evaluating and making recommendations for improvements to the organization structure, policies, procedures and business methods.

I look forward to hearing from you to discuss this exciting opportunity further.

If you need any additional details from me, please don't hesitate to get in touch.

Yours sincerely,

Brittany Farrior, MBA

brittany.farrior8088@gmail.com

'850)251-5192

<https://www.linkedin.com/in/brittanyfarrior/>



Brittany L. Farrior, MBA

Monticello, FL • brittany.farrior8088@gmail.com • (850) 251-5192

Progressive leadership experience within the public and private sector for 10+ years. Innovative and highly motivated leader with extensive accounting, budget, finance and facilities planning & construction experience. Proven skills and ability to deliver critical results within the public sector. Excellent interpersonal skills, problem resolution skills, and strong leadership abilities. Prior experience with Financial Reporting & Facility Management software which includes: AssetWorks (AiMs), People Soft, Jenzabar, Banner, Workiva, AutoCAD, Revit, Enscape.

Areas of Expertise

- | | | |
|----------------------------------|----------------------------------|---------------------------|
| ◆ Project Management | ◆ Facilities Planning/Management | ◆ Space Management |
| ◆ Financial Analysis & Reporting | ◆ Cross-functional Collaboration | ◆ Risk Management |
| ◆ Budget Analysis & Planning | ◆ Strategic Planning | ◆ Capital Budget Planning |

Education

Master of Architecture/ Facility Management | *Florida Agricultural and Mechanical University*, Tallahassee, FL Spring 2023

Master of Business Administration (MBA) | *Florida Agricultural and Mechanical University*, Tallahassee, FL

Bachelor of Science (BS) Accounting | *Florida Agricultural and Mechanical University*, Tallahassee, FL

Career Accomplishments

- Established best practices in business operations, which led to a \$2M surplus operating budget. As a result, created opportunities to generate future revenue and increase reserves after several years of operating in the deficit. This also resulted in the Southern Association of Colleges and Schools (SACS) accreditation reinstatement.
- Successfully streamlined budget and procurement procedures by creating policies to reduce redundancy and improve transparency and internal controls.
- Worked closely with the Director of Facilities, Planning and Construction to finalize the buildout of the new Center for Access and Student Success and move of 200+ occupants into 89,000 square feet building. Planned and coordinated weekly moves of 200+ employees for 3 weeks.
- Achieved promotional advancement twice following superior performance and demonstrated ability to quickly learn and master complex concepts.
- Delivered automated month-end budget reports, improving the month-end closing process efficiently and timely that led to cost savings and a surplus \$2M operating budget.
- Led the implementation of the Workiva cloud software to automate data population, minimize manual data entry and increase accuracy in financial reporting for Florida's 12 public universities.
- Successfully managed the issuance of over \$200M in bonds.
- Managed several multi-million-dollar state-wide capital improvement projects simultaneously for twelve universities.
- Successfully developed an initiative for space utilization (over 4 million net square feet) that provided adequate data in a timely manner to assist in the decision making of Space Request, assist with the allocation/re-allocation of space throughout the University; assist leadership with setting priorities, establishing standards and providing direction for the responsibilities based on the University's adopted plans, strategic objectives, available resources, and its highest and best uses.
 - Consulted with my subordinates to outline the project scope and business and technology requirements; set expectations and goals, due dates and deliverables, to ensure timely completion of projects.

Professional Experience

Florida Agricultural & Mechanical University, Tallahassee, FL

11/2019 – Present

Assistant Director of Facilities Planning & Construction

As a manager, I have full operational responsibility for all facilities, real estate management, strategic planning, construction projects, planning and forecasting of \$176M capital budget. Ensure achievement of facility goals through risk management, productivity improvements and compliance. Lead a staff of 3.

- Provide leadership and direction for the preparation of all assigned major projects for the Five-year Capital Improvement Plan (Fixed Capital Outlay Budget) to meet the University's Legislative Budget Request totaling \$176M.
- Manage the university-wide space inventory system (People Soft and AssetWorks), which includes main campus and six off campus sites totaling 4 million Net Square Feet.
- Manage space utilization and space request university-wide.
- Lead the Educational Plant Survey process where the State University System will validate new, renovated or remodeled space. This process gives the University Legislative authority to request Public Education Capital Outlay (PECO) funding for the next five years.

- Manage the development of the Plant, Operation & Maintenance (PO&M) Legislative Budget Request that currently totals \$6.6M and 350K gross square feet.
- Lead the development and passage of the campus 10-year Master Plan.
- Streamline the space management database (People Soft and AiM) including coordination with stakeholders, identifying and resolving system defects and enhancements and data validation.
- Provide guidance and interpretation of statutes, regulations, and procedures to stakeholders.

Florida Agricultural & Mechanical University, Tallahassee, FL

04/2019 – 11/2019

Facilities Coordinator

As a team leader, handled all facets of administrative and organizational support for the Facilities Planning & Construction department. Assisted in managing space inventory and capital planning. Aided with the development of the annual Capital Improvement Plan Budget Request totaling \$176M.

- Spearheaded the Educational Plant Survey process where the State University System validated any new, renovated or remodeled space. The State University System recommended projects which allow for the University to receive state funding for the next five years.
- Facilitated the Plant, Operation & Maintenance (PO&M) Legislative Budget Request that currently totals \$6.6M and 350K Gross Square Feet.
- Engineered and analyzed the university-wide space inventory, which includes the main campus and six off campus sites totaling 4 Million Net Square Feet.
- Organized space request and changes for the main campus and six off campus sites.

Johnson C. Smith University, Charlotte, NC

04/2018 – 04/2019

Manager of Budget & Financial Analysis

Directed and controlled the university's budget and financial forecasting activities. Lead the budgeting process for annual, quarterly, and monthly budget development. Developed budgetary policies and guidelines to meet short and long-term financial goals. Managed staff of 5.

- Responsible for oversight of the university's budget, including preparation and administration of the \$45M annual operating budget.
- Streamlined and allocated the endowment (restricted funds) budget totaling \$67M.
- Directed budget staff in annual operating budget planning, development and implementation processes.
- Advised budget managers on developing, maintaining and analyzing budgets and finances as well as ensuring they remain within budget.
- Held responsibility for maintaining, reviewing and updating policies and procedures for the budget and procurement department according to updated rules and regulations for both internal and external guidance.
- Provided management consultation and optimization services to department heads, tasked with optimizing operational efficiency.
- Provided financial guidance and interpretation of statutes, regulations, and procedures to stakeholders.

State University System of Florida-Board of Governors, Tallahassee, FL

09/2017 – 04/2018

Capital Programs & Finance Specialist

Managed the planning, reporting & analysis of the State University System Fixed Capital Outlay Budget

- Evaluated and assisted the Vice Chancellor with analyzing all multi-million-dollar capital projects that are financed through Public Education Capital Outlay (PECO) traditional revenue bonds and debt, or a form of public private partnership (P3).
- Analyzed and prepared capital budgets for the State University System for more than \$100M each fiscal year.
- Executed the allocation of over \$40M in Capital Improvement Trust Funds (CITF) to Florida's twelve public universities.
- Implemented the annual State University System Fixed Capital Outlay Budget Request that includes the state university capital projects totaling \$200M over five years.
- Organized the Plant, Operation & Maintenance (PO&M) Legislative Budget Request for Florida's twelve public universities totaling about \$18M year on year.

State University System of Florida-Board of Governors, Tallahassee, FL

08/2014 – 09/2017

Senior Budget Analyst

Reconciled, analyzed and balanced several different Operating Budgets for the State University System.

- Contributed in reviewing, developing and publishing the board approved \$12B Operating Budget for Florida's twelve public universities.
- Coordinated the Plant, Operation & Maintenance (PO&M) Legislative Budget Request for Florida's twelve public universities totaling about \$18M and 1M+ Gross Square Feet year on year.

- Annually arranged and allocated the First-Generation Matching Grants (\$20M) to Florida's twelve public universities.
- Ensured system compliance with legislative mandates regarding fiscal reporting and planning.
- Ensured financial and policy reporting compliance with federal, state, and local regulations.
- Monitored university fund balances, expenditure reports, and other financial activities of the universities.
- Prepared the annual consolidated financial statement manual.
- Administered the Educational Plant Survey where I served as a representative for the State University System. The process allowed for each university to receive Public Education Capital Outlay (PECO) funding.
- Completed bill analyses as assigned by senior management.

Additional Experience

Government Operations Consultant II, *Agency for Persons with Disabilities*, Tallahassee, FL

06/2012 – 08/2014

Skills

- Proficient Computer Skills (including technical experience) such as Microsoft Office Suite (Word, PowerPoint, Access, Excel) particularly MS Excel (VLOOKUP & pivot tables).
- Policy Analysis
- Strategic Planning
- Legislative Relations
- Program Evaluations
- Community Outreach
- Public Speaking

3. If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

4. Social Security Number: 590 - 78 - 5318

5. If you are not a U.S. Citizen do you possess an I-151 Card, an I-1551, or an I-94 Card stamped "employment authorized" Yes No

6. Can you travel if your job requires it? Yes No

7. Have you ever filed an application with the County before? Yes No

8. Have you ever been employed by the County before? Yes No

EDUCATION / TRAINING

1. High School & Address	Date Started	Date Stopped	Years Completed	Did you Graduate?	Type of diploma
Florida State University Schools (Florida High)	2003	2007	3	YES	Diploma
JEFFERSON COUNTY HIGH SCHOOL	2002	2003	1	Moved	

2. * College / University & Address	Date Started	Date Stopped	Credit Hrs. Earned	Graduate?	Degree or Certificate
FLORIDA A & M UNIVERSITY TALLAHASSEE, FL 32307	2007	2012		YES	BS in Accounting
FLORIDA A & M UNIVERSITY TALLAHASSEE, FL 32307	2015	2017		YES	MBA
FLORIDA A & M UNIVERSITY TALLAHASSEE, FL 32307	2021			IN PROGRESS	MS Facility Management

*Attach diploma or transcript from last institution of higher education attended.

Major BS in Accounting and MBA Minor _____

3. Other Schools (Trade, Vocational Business or Military):

Name & Address	Dates attended	Area of Study	Credit Hrs. Earned	Graduate?	Degree or Certificate

4. Describe any awards, honors, citations, positions held in school or since.

5. Foreign languages: Speak n/a Fluent Good Fair
Read n/a
Write n/a

6. Indicate any type of special licenses (pilot, radio operator, etc).
 n/a

7. If you received a certificate or license for this training, indicate where license issued and date of expiration.
 n/a

Certificate / License No.:

8. Describe any word processing or computer skills and list all software used:
 Excel (VLOOKUP & Pivot Tables), Word, Outlook, Access, PowerPoint, SharePoint, Zoom, Microsoft Team,
 Banner, Workiva, Jenzabar, Revit, AutoCAD, AssetWorks, Ring Central,

9. State approximate number of words per minute: Typing 70 Shorthand 200

10. Indicate any special skills you possess and equipment you can use which may be related to the job you are applying for:
 Policy Analysis, Strategic Planning, Legislative Relations, Program Evaluations, Public Speaking

11. May we contact your present employer? Yes No

12. On what date are you available for work? Flexible

13. Are you available to work Full Time Part Time Shift Work Nights or Weekend

EMPLOYMENT HISTORY

1. List chronologically all employment beginning with present employment, including part-time employment. All time should be accounted for. If unemployed for a period give dates.

Name & Address of Employer	Dates Worked	Salary	Title or Position	Name of Supervisor	Reason for leaving
Name <u>Florida A & M University</u> Address <u>2400 Wahnish Way</u> City, State, Zip <u>Tallahassee, FL 32301</u> Phone <u>850-412-7509</u>	11/2019-Present	70,000	Assistant Director Facilities Planning & Construction <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-time	Craig Talton Director Facilities Planning & Construction	Current employer
Name <u>Florida A & M University</u> Address <u>2400 Wahnish Way</u> City, State, Zip <u>Tallahassee, FL 32301</u> Phone <u>850-412-7509</u>	04/2019-11/2019	60,000	Facilities Coordinator <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-time	Craig Talton Director Facilities Planning & Construction	Promotion
Name <u>Johnson C. Smith University</u> Address <u>100 Beatties Ford Rd</u> City, State, Zip <u>Charlotte, NC 28216</u> Phone <u>919-756-1464</u>	04/2018-04/2019	65,000	Manager of Budget & Financial Analysis <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-time	Janishia Williams Controller	Family Circumstances
Name <u>Florida Board of Governors</u> Address <u>200 West College Avenue</u> City, State, Zip <u>Tallahassee, FL 32301</u> Phone <u>941-487-4444</u>	09/2017-04/2018	43,000	Capital Programs & Finance Specialist <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-time	Chris Kinsley Vice President Finance & Administration CFO	Career Advancement
Name <u>Florida Board of Governors</u> Address <u>200 West College Avenue</u> City, State, Zip <u>Tallahassee, FL, 32301</u> Phone <u>(850) 245-9392</u>	09/2014-09/2017	38,000	Budget Analyst <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part-time	Kristie Harris Vice President Finance & Administration CFO	Promotion

2. Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from any employment or position you have held? Yes No

3. Have you resigned, or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance? Yes No If yes to #2 or #3, please provide details.

4. Do you own a business, or are you a partner or corporate officer in any business or organization not listed previously as a current or former employer? Yes No

5. Does this business do business with the County or Sheriffs Office? Yes No If yes to questions #4 or #5, Please provide name and address of business, corporation or organization and describe your relationship or position.

RESIDENCES

1. Actual places of residences for the past three (3) years - list chronologically

Dates: from	To	Apt. No.	Street Address	City	County	State
			1290 E. Sage Street	Monticello	Jefferson	FL

ARREST HISTORY / COURT DATA

1. Have you ever been convicted of a felony? ___ Yes X No

If Yes give details. _____

DRIVING HISTORY

Answer if you will be required to operate a vehicle as part of your job.

1. Are you a licensed Florida automobile operator or chauffeur? X Yes ___ No License

No. F660-072-88-907-0 Date of Expiration: 11/07/2026

Restrictions: _____

2. Do you hold or have ever held an operator or chauffeur license in another state? ___ Yes X No

If yes, please provide state(s), name used and approximate dates license(s) was/were held. _____

3. Have you received during the past five (5) years a ticket or been charged with a traffic violation?

___ Yes X No

4. Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? ___

Yes X No If yes to #2, #3, or #4, please provide complete details including why license was revoked or the disposition of the charge.

MILITARY HISTORY

1. Have you ever served In the Armed Forces of the United States? ___ Yes X no

Branch of Service: _____ Highest Rank: _____

Active Duty Dates: From: _____ To: _____ From: _____ To: _____

2. Date of discharge: _____

3. Are you now or have you ever been a member of a reserve unit or the National Guard? ___ Yes ___ No

4. If yes state branch of service, name and location of your unit and whether you attend drills, meetings, or camps:

5. Was any type of disciplinary action taken against you in the service? ___ Yes ___ No

If yes, Date _____ Place _____

Nature of Offense: _____

Action Taken: _____

6. Are you designated as disabled because of military service? ___ Yes ___ No

VETERANS, PREFERENCE: Check the appropriate block if you are claiming veterans' preference.

Documentation substantiating your claim must be furnished at the time of application

___ a. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by U.S. Veteran's Administration or the Department of Defense, or

___ b. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, or

___ c. A veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955 and who was honorably discharged from the Armed Forces of the United States of America if any part of such active duty was performed during a wartime era, excluding active duty for training, or

___ d. The unmarried widow of a veteran who died of a service-connected disability.

Have you claimed and been employed using veteran's preference since October 1, 1987? ___ Yes ___ No

If yes give name of employer: _____

NOTE: Under Florida law, preference in appointment shall be given first to those persons included a. and b. above, and second to those persons included in c. and d. above. If an applicant claiming veteran's preference for a Vacant position is not selected for the vacant position, he/she may file a complaint with the Division of Veterans' Affairs, P.O. Box 1437, St. Petersburg, FL. 33731

PERSONAL REFERENCES & ACQUAINTANCES

Give three (3) references (not relatives, former or present employers, fellow employees or school teachers) who have known you well for the past three (3) years

Complete Name: <u>Shacarra Sigler</u> Years Acq. <u>7</u> Occupation: <u>Budget Manager</u> <u>Tallahassee Community College</u>	Home Address: <u>P. O. Box 5273</u> City & State: <u>Tallahassee, FL 32314</u> Home Phone: <u>850-510-1208</u> Business Address: _____ City & State: _____ Business Phone: _____
Complete Name: <u>Kenneth Ogletree</u> Years Acq. <u>8</u> Occupation: <u>Senior Architect (retired)</u> <u>Florida Board of Governors</u>	Home Address: _____ City & State: <u>Tallahassee, FL</u> Home Phone: <u>850-508-3452</u> Business Address: _____ City & State: _____ Business Phone: _____
Complete Name: <u>Arlinda Thompson</u> Years Acq. <u>8</u> Occupation: <u>Finance & Accounting Director</u> <u>Department of Health</u>	Home Address: _____ City & State: <u>Tallahassee, FL</u> Home Phone: <u>850-510-6337</u> Business Address: _____ City & State: _____ Business Phone: _____

ORGANIZATION MEMBERSHIP

List all professional, trade business, or civil activities and offices held:

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

International Facility Management Association (IFMA)

APPLICANT'S CERTIFICATION

I understand that my employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the County job. I agree to the conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge. I further fully understand and consent to a polygraph elimination concerning the veracity of my responses to the information requested on this application or which is discovered as a result of the background investigation, or any physical examination or drug test. I also understand that I may be fingerprinted. I understand that this employment application shall become the property of the County and that it and the information received in response to the background examination are public records.

I further understand and agree that my employment will be contingent upon the results of a completed drug test.

I understand that the use of drugs or alcohol is not permitted, during work or duty time, whether paid or unpaid, in the areas, including vehicles, where work is performed by employees or appointees.

I understand that my continued employment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment.

I understand and agree that any employment offered to me will be contingent upon my acceptance of compensatory time off, instead of cash, in payment for overtime hours that I work, to the extent allowed by law. I understand, however, that the County has absolute discretion to periodically substitute cash, in whole or part, for my accrued compensatory time.

I understand that unless otherwise defined by applicable law, any employment relationship with the County is "at will", which means that the employer may discharge me at any time with or without cause and that this "at will" relationship may not be changed unless authorized in writing from the County.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment with the County and I relieve all such parties from any and all liability for any damage that might result from furnishing such information to the County.

I agree to conform to the rules, regulations and orders of the County and acknowledge that these rules , regulations and orders may be changed, interpreted, withdrawn or added to by the County, at its discretion, at any time without any prior notice to me.

Signature of the applicant as usually written

Date

Witnessed by:

This form must be filled out if you are offered a job!

