

Gerald C. Smith

Current Residence:

Creedmoor, North Carolina

Education

- Master of Public Administration
Northern Illinois University, DeKalb, Illinois
- Bachelors of Arts - Urban History, Political Science (double major)
Elmhurst College, Elmhurst, Illinois

Work History

2021 to Present	<u>City of Creedmoor, North Carolina (population 4,800)</u> City Manager
2017 to 2021	<u>City of Maquoketa, Iowa (population 6,000)</u> City Manager
2013 to 2014	<u>City of Junction City, Kansas (population 25,800)</u> City Manager
2006 to 2012	<u>City of Kansas City, Missouri (population 460,000)</u> Director of General Services
2003 to 2005	<u>City of Upper Arlington, Ohio (population 35,300)</u> Assistant City Manager
2001 to 2003	<u>Principle</u> Municipal Management Consultant
1999 to 2001	<u>Village of Riverdale, Illinois (population 15,000)</u> Village Administrator

Work History - Continued

1997 to 1998

City of North Chicago, Illinois (population 42,500)

City Administrator

1991 to 1997

Village of Deerfield, Illinois (population 18,500)

Assistant to Village Manager

Data Summary:

Candidate:	Gerald C. Smith
Organization:	City of Creedmoor, North Carolina
Position:	City Manager
Organization Budget:	\$5 million current; \$100 million prior
Department Budget:	Department 300
Total Number of Employees:	50 current; 5,000 prior
Total Number of Employees in Department:	Department 300
Expected Salary:	Open
Reporting Relationship:	Mayor and Board of Commissioners
Years of Experience:	31

Professional Affiliations:

- International City/County Management Association
- National Forum for Black Public Administrators
- North Carolina City/County Management Association
- Iowa City/County Managers Association

Mr. Gerald C. Smith, ICMA-CM, MPA

Creedmoor, NC 27522

Experienced City Manager

April 22, 2022

To Whom It May Concern:

Please find my confidential cover and attached resume for the City Manager's position in the City of Burien, Washington. For over 25 years, I have served in the roles of City Manager, City Administrator, Village Administrator, Interim City Manager, Director of General Services, Assistant City Manager, and as a Municipal Management Consultant in communities ranging from 5,000-460,000 in population and with budgets from \$5 million to approximately \$100 million, with all funds, budgets up to \$1.6 billion.

You will find that I am a highly motivated, approachable, and engaging City Manager that continuously looks to be connected to and be a part of the community, share in its experience, mourn with its losses and rejoice with its successes. While some have assumed that my life's journey has been one of privilege, given the successes I've had throughout my professional career, you will find that I have never shied away from sharing my personal story and triumph over a childhood of abuse, institutionalized as a result of that abuse, being raised as a ward of the state (orphan), and the struggle to survive and avoid the allure and vices of street life. I share my story with those that are willing and receptive to receive it, but more so as a means to inspire those who can benefit from it. While this is far from the traditional cover letter that I generally provide potential employers, I feel that the City of Burien is looking for someone that can offer its community much more than just an experienced City Manager. I believe that Burien is looking for someone who can also relate to all segments of its community internally as well as externally, and to those at the highest and at the lowest station in life, and based on Burien's community profile, I feel that both my professional experience and personal journey would make me an exceptional City Manager in your community.

As a minority and a culturally competent municipal manager, I have served in several multi-cultural and multi-lingual communities. While in those communities, I have successfully recruited diverse managers, mentored and aided in the development of a diverse workforce, developed a youth cadet program within one such community to positively interact and engage with the youth, as well as with the police department in order to move the law enforcement needle beyond the myopic one-dimensional prism of law enforcement. When I served in non-diverse communities, I would often have to stand in the breach against the resistance of those who argue against the need to begin the conversation on diversity, equity and inclusion (DEI). I later found that I needed to share parts of my own story and the journey that minorities have taken to move the dial forward in promoting DEI by writing several well-received articles published in several local newspapers, and later reprinted in my professional monthly periodical of the International City/County Managers Association's "PM Magazine".

In local government, we have reached the tipping point in many of our communities, and this has compelled many to begin the long overdue DEI conversation. While some have yet to get beyond the conversation, others have reached the stage of actually implementing the practical solutions identified. Again, based on my review of the City of Burien's profile, I believe that the latter is the space that Burien seeks to occupy.

Within my current and previous position, I was successful in the establishment and implementation of a DEI Commission. In another, I coordinated an external group in collaboration with the community leaders to advance the DEI conversation within the community. In Kansas City, I implemented a Citywide program that significantly expanded the amount of City business opportunities that awarded contracts to qualified Minority/Women/Disadvantaged (MBE/WBE/DBE) businesses. I have also introduced another creative solution that would place ARPA funds in the hands of residents participating in federal assistance programs. In short, I have been on the forefront of advancing DEI in local government when given the opportunity to do so. Again, based on the

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position profile, the City of Burien appears to be looking for a City Manager equipped with the skills and know-how to effectively chart a path for the governing leaders and aid them in navigating that path, and on many different fronts.

You will find that throughout my years of experience, I have focused my career on being a transformative leader by empowering, mentoring, motivating, and inspiring staff while guiding them along a path of innovation, results-oriented performance, transparency, accountability, and the adoption of industry best practices. My focus and drive on building high-performance-based organizations is rooted in the training that I received, having worked in such organizations early in my career. This philosophy and practice has aided me in my efforts in achieving success as an effective change agent, if and when needed, in addition to building and motivating high-performance teams due to my commitment and willingness to take strategic risks.

When a community desires to venture down a bold and new path, it should find a leader that has been tested and is experienced in guiding communities down such a path. As a seasoned public administrator, I firmly believe that my achievements, education, experience working in diverse and multi-lingual communities, and my progressive management style would make me an ideal candidate for the City Manager's position. With that being said, I would like to present the city with the professional experience I have to offer and have outlined above why I believe that I am the best candidate for this position. Please find my attached resume and references for your consideration. Thank You.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gerald C. Smith", with a stylized flourish at the end.

Gerald C. Smith, ICMA-CM., MPA