

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Terri Lea

Middle Name**Last Name**

Hugie

Address

4014 Abbey Park Way

City

Raleigh

State

North Carolina

Zip Code

27612

Primary Phone

9195235117

Alternate Phone**Email Address**

terri.hugie@gmail.com

Salary Requirement

What is your desired salary range?

\$150,000

Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

NA

Education Information

High School

High School Name

Wando High School

Did you graduate?

Yes

City

Mt. Pleasant

State

South Carolina

College/University

Name of College/University/Other	Start Date	End Date
Charleston Southern University	6/18/1979	5/16/1998
City	State	
Charleston	South Carolina	
Degree	Major	Did you graduate?
Bachelors	Business Administration	Yes

College/University

Name of College/University/Other	Start Date	End Date
North Carolina Central University	1/9/2009	8/19/2010
City	State	
Durham	North Carolina	
Degree	Major	Did you graduate?
Masters	Public Administration	Yes

College/Graduate School

Name of College/University/Other	Start Date	End Date
Duke University	11/3/2008	11/28/2008
City	State	
Durham	North Carolina	
Degree	Major	Did you graduate?
Other	Non-Profit Management	Yes

Vocational/Technical

Name of Vocational/Technical School	Start Date	End Date
Wake Technical Community College	3/4/2013	3/8/2013
City	State	
Raleigh	North Carolina	
Degree	Major	Did you graduate?
Other	Project Management	Yes

Additional Education Information

Please list any additional education below.

Emergency Management Certificate - National Incident Management System (NIMS) FEMA; Lean Green Belt Certificate - Institute of Industrial Engineering

Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

Most Recent Employer

Start Date	End Date	
5/2018	12/2018	Full Time
Position Title		
Clerk to the Board		
Employer		Phone Number
Durham County		9195607910
Address		
200 E. Main Street		
City	State	Zip
Durham	North Carolina	27701

Duties

Performed high level administrative duties for the Board of Commissioners and County Manager Office; Led process improvement projects to promote customer service and to birth efficiencies in the day-to-day operations; Planned and coordinated Board of Commissioners meetings, summits and retreats; Performed responsible administrative and management functions for the Board of Commissioners; Prepared annual departmental budget for Board of Commissioners and Clerk's Office, processed invoices on weekly basis and monitored departmental budget, requisitioned supplies and other equipment as needed; Administers routine personnel matters affecting subordinates, including scheduling, granting sick, compensatory, vacation or continuing education leave, performance appraisal and disciplinary actions; Recruited, interviewed and recommended hiring of personnel; Managed 43+ citizen boards and committees and actively engaging to meet organizational goals; Processed approved legal documents, contracts, leases, bond issues, ordinances, proclamations, resolutions and budget amendments; Prepared agendas and minutes; Lead performance management efforts for the Clerk's Office; Provided outstanding support to the Commissioners and the Management Team; Attested and Notarized documents; and Handled citizen complaints.

Reason for leaving?

Not a good fit

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
9/2017	5/2018	Full Time
Position Title		
Clerk to the Board		
Employer		Phone Number
Cabarrus County		7049202100
Address		
65 Church Street		
City	State	Zip
Concord	North Carolina	28025
Duties		
Performed high level administrative duties for the Board of Commissioners and County Manager Office; Led process improvement projects to promote customer service and to birth efficiencies in the day-to-day operations; Planned and coordinated Board of Commissioners meetings, summits and retreats; Performed responsible administrative and management functions for the Board of Commissioners; Prepared annual departmental budget for Board of Commissioners and Clerk's Office, processed invoices on weekly basis and monitored departmental budget, requisitioned supplies and other equipment as needed; Administers routine personnel matters affecting subordinates, including scheduling, granting sick, compensatory, vacation or continuing education leave, performance appraisal and disciplinary actions; Recruited, interviewed and recommended hiring of personnel; Managed 30+ citizen boards and committees and actively engaging to meet organizational goals; Processed approved legal documents, contracts, leases, bond issues, ordinances, proclamations, resolutions and budget amendments; Prepared agendas and minutes; Lead performance management efforts for the Clerk's Office; Provided outstanding support to the Commissioners and the Management Team; Handled citizen complaints; and Attested and Notarized documents.		
Reason for leaving?		
Relocated due to an unexpected family circumstance		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
10/2016	9/2017	Full Time
Position Title		
Unemployed		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Previous Employer

Start Date	End Date	
8/2014	10/2016	Full Time
Position Title		
ICMA Senior Management Fellow/Administrative Assistant		
Employer	Phone Number	
City of Fort Lauderdale	9548285167	
Address		
100 N. Andrews Avenue		
City	State	Zip
Fort Lauderdale	Florida	33301
Duties		
Led a wide range of highly complex projects in four areas e.g., the City Manager's Office in the Budget and CIP/Grants Division, Finance Department, Human Resources Department, and Public Works - Sustainability Division working on special projects; Rewrote the Emergency Response Plan and Continuity of Operations Plan (COOP); Served as a member of the Emergency Response team; Coordinated with departments to ensure budget request were correct, collect data, refine performance measures, reviewed and corrected errors in proposed budget documents and capital improvement plan; Prepared communications for senior management to include memoranda, PowerPoint presentations, correspondence, and talking points; Prepared bid specifications requests for proposals/qualifications and participated in contract negotiations; and Drafted/amended policies and procedures which increased operational efficiency.		
Reason for leaving?		
Fellowship ended		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
4/2014	8/2014	Full Time
Position Title		
Unemployed		
Employer	Phone Number	
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Previous Employer

Start Date	End Date	
8/2013	4/2014	Part Time
Position Title		
Staff Analyst		
Employer	Phone Number	
City of Raleigh	9199963495	
Address		
One Exchange Plaza		
City	State	Zip
Raleigh	North Carolina	27601

Duties

Responsible for project management, consultation, analysis for process improvements and coordinating activities between departments/divisions; Researched and performed cost-benefit for outsourcing the Backflow prevention operation. Provided options that would generate revenue of more than \$700,000 annually, and options to reduce operating cost by approximately \$150,000 annually; Conducted and analyzed data on various research topics and provided specialized reports; Managed and coordinated activities and projects between various divisions; and Performed administrative duties in support of assigned programs and functions of the department.

Reason for leaving?

Temporary assignment ended

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
9/2012	8/2013	Full Time
Position Title		
Unemployed		
Employer	Phone Number	
Address		
City	State	Zip

Duties

Reason for leaving?

May we contact for reference?

Additional Work Experience Information

Please list any additional work experience below.

Previous Employer

Start Date: 3/2011 End Date: 9/2012

Full Time Part Time

Position Title: Material Planner

Employer: BelcanTech Services

Phone Number: 919-882-5809

Address: 4600 Marriott Drive

City: Raleigh

State: North Carolina

Zip: 27612

Duties: Provided planning and procuring raw material for production, analyzing and problem-solving, inventory management and training staff and suppliers in a fast-paced environment; Designed a training matrix for new material planners and current material planning team; Led project for common process documentation and SAP migration preparation which improved operation and efficiency of processes; Coached and mentored suppliers to increase supplier delivery performance scorecard by 40 percent which improved on-time material flow and reduced production down time; Forecasted organization material needs and maintained minimal on-hand inventory which ensured supply readiness and generated daily reports; and Managed inventory and record accuracy through monitoring shortage/surplus exception report, supplier follow-ups, negative on-hand inventory and monitored supplier performance.

Reason for leaving? Contract ended

May we contact for reference? Yes

Previous Employer

Start Date: 8/2008 End Date: 3/2011

Full Time Part Time

Position Title: Unemployed

Employer:

Phone Number:

Address:

City:

State:

Zip:

Duties:

Reason for leaving?

May we contact for reference?

Previous Employer

Start Date: 5/2003 End Date: 8/2008

Full Time Part Time

Position Title: Customer Logistics Manager

Employer: Infineon Technologies

Phone Number: 919-998-5330

Address: 4505 Emperor Boulevard

City: Durham

State: North Carolina

Zip: 27703

Duties: Provided planning and procuring raw material for production, analyzing and problem-solving, inventory management and training staff and suppliers in a fast-paced environment; Designed a training matrix for new material planners and current material planning team; Led project for common process documentation and SAP migration preparation which improved operation and efficiency of processes; Coached and mentored suppliers to increase supplier delivery performance scorecard by 40 percent which improved on-time material flow and reduced production down time; Forecasted organization material needs and maintained minimal on-hand inventory which ensured supply readiness and generated daily reports; and Managed inventory and record accuracy through monitoring shortage/surplus exception report, supplier follow-ups, negative on-hand inventory and monitored supplier performance.

Reason for leaving? Contract ended

May we contact for reference? Yes

Skills & Certifications

Professional Certifications and Licenses

NA

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

Lean Green Belt; FEMA NIMS IS 100, IS 200, IS 700, IS 800; Leadership; Project Management; Leadership Development Series; Relationship Builder; Strategic Planner; Change Agent; Emergency Management; P-Card Administrator and Audit; Supervisory skills; Customer Service; Research and Analysis; Forward-thinker; Results oriented; HR duties (hiring, personnel matters, process improvement, disciplinary); Communication skills (written and verbal); Computer skills: Microsoft Office – Word, Excel, Outlook, PowerPoint, Visio, Publisher; Laserfiche; Granicus-Legistar; NovusAgenda; and SAP

Military Experience

Branch of Service

NA

Enlistment Date

Discharge Date

Type of Discharge

Primary Responsibilities & Duties

Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

Signature

Terri Lea Hugie

Date Signed: 5/9/2019 11:58 PM

Date Submitted: 5/10/2019 1:05 AM

IP Address: 174.194.11.177

Agency Wide Questions

Do you have any relatives working for the City of Margate? If you have relatives working for the City of Margate, please enter their name and department in the space below.

No

NA

Did you provide at least ten (10) years of relevant work history in the Work Experience section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information.

Did you provide at least three (3) professional work-related references? If not, please return to this section and add additional professional work-related references.

Yes

Yes

Where did you hear about the job opportunity you are applying to?

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

Friend

1) Name: J. Paul Blake, Phone Number: (206) 818-7523, Email Address: jpaulblake@hotmail.com, Position Title: Former Director for City of Seattle

2) Name: Linda Logan-Short, Phone Number: (954) 828-5167, Email Address: lloganshort@fortlauderdale.gov, Position Title: Interim Assistant City Manager for City of Fort Lauderdale

3) Name: Mike Downs, Phone Number: (704) 920-2100, Email Address: mkdowns@cabarruscounty.us, Position Title: County Manager of Cabarrus County

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

TERRI LEA HUGIE, MPA

4014 Abbey Park Way ▪ Raleigh, NC 27612 ▪ 919.523.5117 ▪ terri.hugie@gmail.com

PERFORMANCE PROFILE

Accomplished, results-driven and innovative leader. Experienced in leadership, managing change and handling multiple complex projects. Achievement-oriented with foresight; a dedicated team player who can work independently within the organizational framework. Accountable and ethical professional that builds cohesive teams and provides the motivation and direction to exceed expectations. Excellent communication and interpersonal skills with a history of building solid relationships and collaboration.

PROFESSIONAL SKILLS

- Innovative Problem-Solver
- Research & Analysis
- Relationship Building
- Customer Service Skills
- Project Management
- Strategic Planner
- Streamlining Operations
- Change Agent

PERFORMANCE HIGHLIGHTS

- ✓ City's Bond rating improved as a result of writing an effective Debt Management Policy.
- ✓ Performed an audit of the Airport PILOT Program with findings of \$692,941 in revenue per year and uncovered \$3.4 million in missed revenue.
- ✓ Directed five inventory warehouses of customer orders and shipments which ultimately improved customer satisfaction, product delivery and 20 percent in delivery performance.
- ✓ Elevated customer service, streamlined processes, and enhanced the Board of Commissioner's agenda.
- ✓ Led the P-Card Audit, revolutionized existing audit procedures, designed new forms and issued recommendation for improvement to minimize waste and fraud.

LOCAL GOVERNMENT EXPERIENCE

Clerk to the Board

Durham County, Durham, NC

2018 to 2018

Performed high level administrative duties for the Board of Commissioners and County Manager Office. Led process improvement projects to promote customer service and to birth efficiencies in the day-to-day operations. Planned and coordinated Board of Commissioners meetings, summits and retreats.

- Prepared annual departmental budget for Board of Commissioners and Clerk's Office; processed invoices on weekly basis and monitored departmental budget; requisitioned supplies and other equipment as needed.
- Administers routine personnel matters affecting subordinates, including scheduling, granting sick, compensatory, vacation or continuing education leave, performance appraisal and disciplinary actions; recruiting, interviewing and recommending hiring of personnel.
- Managed 43+ citizen boards and committees and actively engaging to meet organizational goals.
- Processed approved legal documents, contracts, leases, bond issues, ordinances, proclamations, resolutions, budget amendments; and Attested and Notarized documents.
- Prepared agendas and minutes; Lead performance management efforts for the Clerk's Office.
- Provided support for departments, staff, and handled citizen complaints.

Cabarrus County, Concord, NC

2017 to 2018

- Performed responsible administrative and management functions for the Board of Commissioners.

Continued...

- Prepared annual departmental budget for Board of Commissioners and Clerk's Office; processed invoices on weekly basis and monitored departmental budget; requisitioned supplies and other equipment as needed.
- Administers routine personnel matters affecting subordinates, including scheduling, granting sick, compensatory, vacation or continuing education leave, performance appraisal and disciplinary actions; recruiting, interviewing and recommending hiring of personnel.
- Processed approved legal documents, contracts, leases, bond issues, ordinances, proclamations, resolutions, budget amendments, and Attested and Notarized documents.
- Prepared agendas and minutes; Lead performance management efforts for the Clerk's Office and special projects for the County Manager; and handled citizen complaints.
- Managed 30+ citizen boards and committees and actively engaging to meet organizational goals.

Senior Management Fellow/Administrative Assistant

City of Fort Lauderdale, Fort Lauderdale, FL

2014 to 2016

Selected to be an International City/County Management Association (ICMA) Local Government Management Fellow for a nationally-competitive government management fellowship to develop the next generation of managers.

- Led a wide range of highly complex projects in four areas e.g., the City Manager's Office in the Budget and CIP/Grants Division, Finance Department, Human Resources Department, and Public Works - Sustainability Division working on special projects.
- Rewrote the Emergency Response Plan and Continuity of Operations Plan (COOP); Served as a member of the Emergency Response team.
- Coordinated with departments to ensure budget request were correct, collect data, refine performance measures, reviewed and corrected errors in proposed budget documents and capital improvement plan.
- Prepared communications for senior management to include memoranda, PowerPoint presentations, correspondence, and talking points.
- Prepared bid specifications requests for proposals/qualifications; participated in contract negotiations.
- Drafted/amended policies and procedures which increased operational efficiency; Rewrote Debt Management Policy.
- Attended Commissioners' meeting and record departments action items.

Staff Analyst

City of Raleigh, Raleigh, NC

2013 to 2014

Responsible for project management, consultation, analysis for process improvements and coordinating activities between departments/divisions.

- Researched and performed cost-benefit for outsourcing the Backflow prevention operation. Provided options that would generate revenue of more than \$700,000 annually, and options to reduce operating cost by approximately \$150,000 annually.
- Conducted and analyzed data on various research topics and provided specialized reports; Managed and coordinated activities and projects between various divisions.
- Performed administrative duties in support of assigned programs and functions of the department.

PRIVATE SECTOR EXPERIENCE

Material Planner

BelcanTech Services (Caterpillar, Inc.), Sanford, NC

2011 to 2012

Provided planning and procuring raw material for production, analyzing and problem-solving, inventory management and training staff and suppliers in a fast-paced environment. Designed a training matrix for new material planners and current material planning team.

- Led project for common process documentation and SAP migration preparation which improved operation and efficiency of processes.
- Coached and mentored suppliers to increase supplier delivery performance scorecard by 40 percent which improved on-time material flow and reduced production down time.

- Forecasted organization material needs and maintained minimal on-hand inventory which ensured supply readiness and generated daily reports.
- Managed inventory and record accuracy through monitoring shortage/surplus exception report, supplier follow-ups, negative on-hand inventory and monitored supplier performance.

Customer Logistics Manager

Infineon Technologies AG, Raleigh, NC

2003 to 2008

Responsible for the day-to-day procurement of semiconductors of over \$7 million in order-to-cash in a fast-paced environment. Selected to represent North America for planning, testing and implementation of global SAP application, delivered training and support to end users as super user and subject matter expert.

- Designed a customer order fulfillment tool to improve delivery performance by 20 percent, reduced excess inventory by 30 percent and improved customer satisfaction.
- Directed five inventory warehouses and staff development providing coaching and mentoring.
- Received and responded to customer service requests for investigations of routine to complex service issues.
- Traveled frequently, including internationally as liaison to promote supplier/customer relationship.

EDUCATION

- **Master of Public Administration, *summa cum laude*** | North Carolina Central University, Durham, NC
Studied abroad in Ghana, learning about their culture, government decentralization, and administration.
- **Bachelor of Science, Business Administration/Marketing-Economics** | Charleston Southern University, Charleston, SC

PROFESSIONAL DEVELOPMENT

- Clerks Certification Institute, 2018
- Notary Public, 2017
- ICMA Digital Strategies Advisory Board Member, 2014 - 2016
- Local Government Management Fellow, 2014 - 2016
- ICMA Sustainable Communities Advisory Committee Member, 2015
- ICMA 101st Annual Conference Panelist, 2015

AFFILIATIONS

- International Institute of Municipal Clerks (IIMC), 2017 - Current
- North Carolina Association of County Clerks (NCACC), 2017 - Current
- International City/County Management Association (ICMA), 2014 - Current

HONORS / CERTIFICATES

- Local Government Federal Credit Union and the School of Government Scholarship Recipient, 2017
- Lean Green Belt Certificate, Institute of Industrial Engineering, 2016
- ICMA 2016 Workplace Diversity Conference Assistance Scholarship Recipient, 2016
- FCCMA Emerging Leaders Scholarship Recipient, 2016
- IS 100, IS 200, IS 700, & IS 800 Emergency Management - FEMA NIMS, 2015
- Project Management, Wake Technical College, 2013
- Pi Alpha Alpha Honor Society, 2010
- Nonprofit Management Certificate, Duke University, 2009

COMPUTER PROFICIENCIES

- Microsoft Office: Word, Excel, PowerPoint, Outlook, Visio, Publisher; Adobe Professional; SAP; Laserfiche; Granicus, and NovusAgenda.

TERRI LEA HUGIE, MPA

4014 Abbey Park Way ▪ Raleigh, NC 27612 ▪ 919.523.5117 ▪ terri.hugie@gmail.com

May 9, 2019

Laurie Meyer
Director of Human Resources
City of Margate
5790 Margate Blvd., First Floor
Margate, Florida 33063

Dear Ms. Laurie Meyer:

The City of Margate is seeking a highly qualified individual to serve as the next Assistant City Manager with experience in local government, project management, organizational effectiveness, and strategic planning to assist the City Manager. The best professional to accomplish the job is me.

I bring over 15 years of superior leadership, customer service, administrative and project management experience from the private sector. I segued into local government and gained over four years of leadership experience and was selected to be an ICMA Management Fellow for the City of Fort Lauderdale rotating through several departments.

As a valued team player, I created value to advance the organization in multiple ways. I applied **analytical skills** to investigate and uncovered over \$690,000 in missed revenue in the General Fund; **communication skills** utilized to navigate working with different personalities on Board of Commissioners, boards and committees, staff and citizens; drafting memos for the City/County Manager and City/County Commissioners; and presenting updates to the City/County Commissioners; **leadership skills** utilized in coaching, mentoring, leading and managing a dynamic team and high-profile complex projects; **research and data analysis skills** for preparing the department budget, performing cost-benefit analysis resulting in several cost savings and revenue generating options; extensive research for crafting multiple high-profile policies to improving process efficiencies; **process improvement skills** to consistently seeking ways to elevate and improve processes and customer service; and **project management skills** employed in the planning, prioritizing, testing and implementing a global MRP system, SAP and responsible for managing other large scale projects.

I called the City of Margate home when I relocated to Florida for the Fellowship. It would be such an honor to serve the Margate community. I am very eager to bring these valuable skills along with superior interpersonal skills to direct and manage activities across multiple departments to strengthen management systems and improve government services to meet citizens' needs and expectations.

I appreciate your time and consideration for this vital role. I have attached my resume to provide more information regarding my qualification. I look forward to hearing from you and hope I can share more of how I may best serve you.

Sincerely,

Terri Lea Hugie, MPA