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| **Susan  Elbert  Steele** 23 Stam Street  Williams Bay, WI 53191  262-245-5854 (home)  814-571-7616 (cell)  [info@susansteele.online](mailto:info@susansteele.online)  [www.susansteele.online](http://www.susansteele.online) |
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| **EXPERIENCE:** | Applicant has over 24 years as CAO in the public sector and 20+ years in financial and real estate private sector industries. During this time period has worked in procured, developed and implemented: Capital Improvement Budgets (CIPS), Annual Operation and Capital Budgets (both line and program), five year tax levy (general and special) forecasts, Tax Increment Districts, Community Block Grants (CDBG), Clean Water Grants, Department of Commerce Grant, payroll systems and operations, personnel policies, and tax collection. |

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| **EMPLOYMENT HISTORY:** | **Village of Sharon**  **P/T Interim(30 hours per week)**  **Village Administrator/Treasurer/Clerk**  **HALFMOON TOWNSHIP**  **PORT MATILDA, PA**  **CBD Consultants**  **Taos, NM**  **Village of Taos Ski Valley**  **Taos Ski Valley, NM**  **City of Ravenna**  **Ravenna, NE** | | | | | **September 14, 2020 to July 22, 2022**  Budget: $3 million  Replaced first FT Administrator/Clerk/Treasurer when he took a new job in energy  Programs & Services: Library, Administration, Sewer, Water, Roads, Fire, EMS, Police, IT  Planning, Economic Development, TID  Creation & financing, community & board relations  Contributions: Maintained Village services during staff/department absences due to COVID from 9/10/20 until 2/22; planned, implemented and commenced Village sewer collection system and WWTF repairs and upgrades including interim NAN financing; successfully concluded fixing DNR WWTF discharge violations; prepared and submitted successful underwriting requirements to bonding attorneys for USDA loan/grant for WWTF upgrades, NAN interim financing, and TAN/BAN for new sewer, water, electric substation, RR spur, Highway 67 for new TID-5; planned and implemented new TID-5 with consultant; negotiated Developer Agreement on TID 5, negotiated electric agreement with Alliant, negotiated and submitted TEA Grant with WisDOT for RR spur; created special revenue accounts with financial advisor; audited books from 2016 through 2021 re: personnel PTO, made suggestions to add to PTO software, implemented additional PTO pay codes; assured proper benefits were being shown on paychecks including deductions; prepared two annual approved budgets; commenced radio read utility replacements; implemented agenda hyperlinks for public to easily have attachments  **January 10, 2010 to January 31, 2020**  **TOWNSHP MANAGER, TREASURER, SECRETARY, HUMAN RESOURCE DIRECTOR, FINANCE DIRECTOR, PROCUREMENT OFFICER, TAX COLLECTOR, PUBLIC INFORMATION OFFICER**  Budget: $2.00 million  Programs and Services:Fire (Regional), EMS (Regional), Planning and Zoning (Regional and Local), Roads (Regional and Local), Parks (Local), Library (Regional), Emergency Management (Local and Regional), Public Access Television (Regional), Public Transportation (Regional), Community Planning/Citizen Liaison (Local), Economic Development (Regional and Local)  Sustainability efforts: Worked with Penn State Sustainability Department regarding education of agricultural best practices with resident farmers, rain garden development and implementation in city owned parks and facilities. Open Space Easements for conservation of over 2500 acres of land, including but not limited to a wildlife corridor from Appalachia Mountain ridge to State Gamelands  Grants Written and Received: $1.0 million for park lands  **November, 2015 to Present**  Research market and recommend financial strategies and work plans for start-up companies and sustainable entrepreneurs  **March, 2009 to January, 2010**  **Owner**  Consultant to municipalities and non-for-profits to develop strategies to implement long-term goals and increased financial stability.  **October 15, 2007 to March 16, 2009**  **CAO**  **VILLAGE ADMINISTRATOR, FINANCE DIRECTOR, PROCUREMENT OFFICER, PUBLIC INFORMATION OFFICER**  Budget: $5.00 million  Programs and Services: Fire (Local), EMS (Local), Police (Local), Emergency Management (Local), Water (Local), Wastewater (Local), Roads (Local), Planning and Zoning (Local), Pubic Transportation (Regional), Community Planning/Citizen Liaison (Local)  Grants Written and Received: $2.0 million for water improvements, new city hall, wastewater  .  **9/15/2005-9/15/2007**  **CAO**  **VILLAGE ADMINISTRATOR, HUMAN RESOURCE DIRECTOR, FINANCE DIRECTOR, PLANNING DIRECTOR, ZONING OFFICER, PROCUREMENT OFFICER, PUBLIC INFORMATION OFFICER**  Budget: $10.00 million  Programs and Services: Fire (Local), EMS (Local), Police (Local), Library (Local, Pool (Local), Parks (Local), Emergency Management (Local and Regional), Water (Local), Wastewater (Local), Roads (Local), Planning and Zoning (Local), Community Planning/Citizen Liaison (Local), Economic Development (Local and Regional)  Grants Written and Received: $3.0 for economic development project | | |
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|  | **U.S. CELLUAR**  **CEDAR RAPIDS, IA**  **POLITICAL MEDIA SPECIALISTS**  **ANAMOSA, IA**  **CITY OF MT. VERNON**  **MT. VERNON, IOWA**  **CITY OF MONTICELLO**  **MONTICELLO, IA**  **UNITED SETTLEMENT SERVICES**  **CEDAR RAPIDS, IOWA**  **THE CEDAR RAPIDS GAZETTE**  **CEDAR RAPIDS, IOWA**  **AEGON REALTY ADVISORS**  **CEDAR RAPIDS, IA**  **PRAY, WALKER, JACKMAN, WILLIAMSON & MARLAR**  **TULSA, OK**  **GABLE & GOTWALS**  **TULSA, OK**  **RUDNICK & WOLFE**  **CHICAGO, IL**  **REAL ESTATE EDUCATION COMPANY**  **CHICAGO, IL** | | | | | **10/23/03-9/15/05**  **RETAIL WIRELESS CONSULTANT**  Responsibilities include development of marketing plans, sales calls, and customer relations. Under Applicant’s tutelage sales area met its goals each year.  **10/02-9/15/05**  **OWNER**  Public Relations Part Time Consultant for local governments and non-for-profit sectors. Projects included preparation of written and public forums for tax issues, projects, and political campaigns.  **01/10/2005-6/1/2005**  **PUBLIC MANAGEMENT INTERN**  City Administrator direct supervisor to assist him in preparing benefit cost analysis, emergency preparedness grants, and annual budget.  **09/01/04-12/31/04**  **PUBLIC MANAGEMENT INTERN**  Under direct supervision of City Administrator. Responsibilities included preparation and development of Capital Improvement Plan, Tree Board and Grants, Community Infrastructure Grants, City Human Resources Policies & Procedures, Downtown Revitalization Grants, Legal Research, and Strategic Planning.  **11/97-10/02**  **POST CLOSING DEPARTMENT HEAD AND REAL ESTATE ESCROW OFFICER**  **1/96-11/97**  **JONES COUNTY CORRESPONDENT**  **9/93-8/95**  **COMMERCIAL PROPERTY INVESTMENT REAL ESTATE PARALEGAL**  **1/87-8/93**  **ASBESTOS, WRONGFUL TERMINATION, AND INSURANCE DEFENSE LITIGATION PARALEGAL**  **12/80-1/87**  **DOMESTIC RELATIONS PARALEGAL**  **5/78-1/80**  **ZONING, REAL ESTATE EXCHANGES AND LENDING**  **5/76-5/78**  **DIRECTOR OF MARKETING AND LICENSE TRAINING** | | |
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| **EDUCATION:** | | | University of Nebraska-Omaha, Master’s of Public Administration  University of Wisconsin-Madison, Wisconsin, Bachelor’s of Arts  Majors: Political Science/English  Minor: Journalism  Yale University Writers Conferences  Omega Institute Writer Seminar | | | | | |
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| **PROFESSIONAL**  **AFFILIATIONS:**  **COMMUNIITY ORGANIZATIONS** | | |  | International County/City Management Association (ICMA)  Wisconsin City County Manager’s Association  Wisconsin Clerk Treasurer Association  Government Finance Officers Association of Wisconsin  National Government Finance Officers Association (GFOA)  Association of Writers (AWIA)  Geneva Lake Conservancy-Board Member  Geneva Lake Association  Fontana Centennial Commission  Lake Geneva Symphony  Lake Geneva Water Safety Patrol  National Public Radio  Kishwaukotoe Conservancy  Organizer of Shore Stories Group at Bartlett Memorial Library  Delta Delta Delta Sorority  Former State College Welcome Women’s Club Board Member  Former Ambassador to Central Pennsylvania Arts Festival  Former Member of Cedar Rapids Professional Women’s Association  Former Member of National Trust for Historic Preservation  Former Board Member of Main Street Anamosa  Former Co-Chairman of Anamosa Revitalize, Grown and Enhance Committee (CHARGE)  Former Co-Chairman of Pennies for Pride Local Option Tax Committee  Former Treasurer, Jones County Sesqui Committee  Former Grant Wood Art Festival and Tourism Board Chairman | | | |  |
| **HONORS AND AWARDS:**  **REFERENCES:**  **.** | | | APPM 2015 Conference Committee Member  APPM Vice President for Central PA  PA Senior Representative to ICMA National Coaching Advisory Council  United Settlement Services Support Person of the Year, 2000  United Settlement Services Closer Appreciation 1999  United Settlement Services Special Recognition Award 1998 United Settlement Re-Engineering Committee Member  Main Street Anamosa Special Recognition Award JC Penney Golden Rule Award Anamosa Citizen of the Year Award Published writer: Penn State Literary Magazine Petiche, Hubpages Blogger, FanStory, AIWA, OM Magazine, Create Write blogger  US. Cellular NE Iowa Overall Marketing Plan  U.S. Cellular 2003 and 2004 Dynamic Achievers Awards  PSU Best Sustainability Project 2009  Available upon request | | | | | |
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