

# Jonathan Matthew Russell, MPA, ICMA-CM

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## Summary

More than 10 years of local government experience and a demonstrated understanding in the following areas:

- \* Operations and Project Management
- \* Strategic Planning and Operation Analysis
- \* Human Resources
- \* Financial Operations and Budget
- \* Organizational Change and Development
- \* Systems Design and Implementation

Adept at providing effective leadership that fosters economic development, increased citizen opportunities, and improved quality of life. Well-versed in identifying/obtaining grant funding, cultivating team cohesion, and facilitating improvements in intergovernmental relationships.

## PROFESSIONAL EXPERIENCE

### TOWN OF ELM CITY, Elm City, NC | Town Administrator (08/2010 – Present)

- As the General Manager of the Town government under the direction of the Town Council, assist the board in achieving its objectives, and represent the values/interests of the Council regarding economic, community, environmental, tourism, and intergovernmental concerns.
- Serve as Personnel Officer, Finance Officer, Purchasing Officer, Grants Coordinator, and Zoning Administrator.
- Responsible for developing and substantiating policy recommendations for governing body action and for serving as the Town's representative with other governmental entities.
- Tasked with managing/negotiating all service contracts for the Town.
- Develop/implement work schedules, methods, practices, policies, and procedures to enhance Town operations.

### Selected Contributions

- Obtained \$3M in State grant funding for a wastewater treatment plant upgrade to increase sewer capacity and negotiated an intergovernmental agreement with Nash County to facilitate the expansion of current wastewater treatment capacity.
- Created economic development incentive packages for business and housing sectors that focus on tax credits, reduced utility rates and grant funding.
- Administered a \$1.4M historic train depot rehabilitation project funded through USDA Rural Development.
- Administered \$6M wastewater collection systems upgrade through a combination of State and Federal grant and loan funding through a multiphase process.
- Obtained a \$775K grant for Community Development Block Grant-Infrastructure waterline rehabilitation.
- Facilitated a \$120K park project with \$60K in NC Parks and Recreation Trust Fund grant funding to purchase additional playground equipment and expand recreational opportunity.
- Received \$75K in sidewalk grant funding through the Rural Business Economic Development Fund and the North Carolina Department of Commerce to increase connectivity between local businesses and residential neighbourhoods.
- Secured \$25K in Community Waste Reduction and Recycling grant funding to expand recycling collection.
- Increased property tax revenue by 28% through solar facility development and facilitation of annexation within the Town, resulting in \$75M in capital investment.
- Worked with the NC Department of Commerce to develop a Strategic Economic Development Plan to focus on community development, business growth/retention, and the revitalization of downtown.

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## J. Russell Professional Experience, Continued

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### **TOWN OF LA CROSSE, La Crosse, VA | Town Manager (09/2005 – 08/2008)**

- Served as the Chief Administrative Officer of the Town for daily affairs; acted as its representative with other governmental entities; and enforced the Code of Ordinances; supervised a staff of 14 employees and four departments.
- Worked to instill a team based atmosphere to help create a better understanding between departments to improve continuity and to better provide services
- Restructured utility rates to ensure sustainability, that would allow for vital repairs and upgrades to infrastructure.
- Served as Personnel Officer, Budget Officer, Purchasing Officer, Zoning Administrator, and Grants Coordinator; Staff Liaison to the Planning Board and Board of Zoning Appeals.
- Developed and substantiated policy recommendations for governing body and economic development actions.

#### **Selected Contributions**

- Secured \$625K TEA-21 Grant funding for the Historic La Crosse Hotel Renovation Project.
- Established a Parks and Recreation Committee and facilitated park construction.

### **City of Greenville, Greenville, NC | Assistant to Public Works Director & City Engineer (12/2004 – 08/2005)**

- Gathered and evaluated data as a graduate intern for the city engineer, in anticipation of the construction of the Hwy 264 connector surrounding Greenville.
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- Presented traffic data at public hearings in an effort to solicit comment regarding current and future traffic patterns.

#### **Selected Contributions**

- Assisted with the initial data analysis for the 264 Connector Project that is currently under construction.

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## EDUCATION

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East Carolina University, Greenville, NC

### **Master of Public Administration**

**May 2017**

Concentrations: State and Local Government with an emphasis on financial management and budgeting

East Carolina University, Greenville, NC

### **Master of Science, Geography/ Planning**

**May 2017**

Concentrations: Planning and Development, with an emphasis on rural economic development, urban planning, and land use.

East Carolina University, Greenville, NC

### **Bachelor of Science, Political Science**

**May 2002**

Majored in Political Science with a Minor in Business Administration

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## **J. Russell Professional Experience, Continued**

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### **PROFESSIONAL DEVELOPMENT/CERTIFICATIONS**

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**Gettysburg Leadership Institute**, International City Management Association, 2017  
**Graduate Certificate in Economic Development** | East Carolina University, Greenville, NC | 2016  
**ICMA Certified Manager**, International City Management Association, 2016  
**Williamsburg Leadership Institute**, International City Management Association 2015  
**NC Rural Economic Development Institute**, North Carolina Rural Center, 2015  
**Public Executive Leadership Academy**, University of North Carolina School of Government, 2013  
**Municipal and County Administration**, University of North Carolina School of Government, 2012  
**Certificate in Human Resource Management**, Duke University, 2010

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### **COMMUNITY INVOLVEMENT**

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**Elm City Rotary Club**, Member 2010-Present; President 2016-2017  
**Elm City Optimist Club**, Founding Member 2014-Present; Vice President, 2014-2015; Treasurer 2015-2016  
**North Carolina City and County Managers Association**, Professional Development Committee 2014-2017  
**Nash Edgecombe Economic Development Inc.**, Board Member 2012-Present;  
Board Vice Chairman 2017-Present  
**Barton College Institutional Review Board** 2011-2015