

6/14/2021

Re: Haines Borough, Borough Manager vacancy

Ms. Fullerton,

I am writing to express interest in the Borough Manager position for Haines Borough. My experience aligns well with the qualifications you are seeking, specifically as it relates to fiscal/budgetary and human resource – management.

Over the past five years my current role has transitioned me from a tactician who was focused on a single functional area, to a generalist who is expected to understand a broad range of local government functions, including political nuances often considered during a decision-making process.

My foundation is an accumulated result of my education and very broad work experience. With more than 20 years' experience in the public sector and a full 20-year military career (Army National Guard), I am very passionate with my work and I welcome the opportunity and challenges that accompany this opportunity. It would be a great honor to join and become part of Haines' community and be part of reaching and achieving goals together.

I am hopeful for an opportunity to further discuss how my experience and background can meet the Borough's and the community's needs.

Thank you for the consideration.

Very respectfully,

John Millan



EMPLOYMENT APPLICATION HAINES BOROUGH, ALASKA

P.O. BOX 1209, HAINES, AK 99827

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Please do not send photographs of applicant with application. **Once submitted to the Borough, applications become public record and are subject to public review. Conditions of employment are stated at the end of this application. Please read it carefully before signing.**

(PLEASE PRINT OR TYPE)

IF REQUESTED INFORMATION IS INCLUDED ON AN ATTACHED RESUMÉ, YOU MAY INDICATE "SEE RESUMÉ"

Position Applied For Borough Manager		Date of Application 6/14/2021	
Last Name Millan	First Name John	Middle Name E	
Mailing Address 2309 S. Ledbetter Pl	City Kennewick	State WA	Zip Code 99337
Telephone Number 509.948.6074	Other Telephone	E-mail john@johnmillan.com	

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Best time to contact you at home is: Any :time am/pm

Are you currently employed? Yes No

May we contact you at work? Yes No If so, Phone # 509.948.6074 Best time: Any :time am/pm

May we contact your present employer? Yes No

Have you ever been employed by the Haines Borough before? Yes No
If yes, give dates _____ to _____

Are you legally eligible for employment in the United States? Yes No
Proof of identity and eligibility will be required upon employment

Can you travel if the job requires it? Yes No

Date you can be available to start work 09 / 01 / 2021

Check all times you are available to work:
 Full Time Part Time Shift Work Temporary Flexible Schedule
 Mornings Afternoons Evenings Weekends

In the last ten years, have you been convicted of a felony or a misdemeanor that resulted in imprisonment? Yes No
Conviction will not necessarily disqualify an applicant from employment. The Borough will consider such factors as the amount of time that has elapsed since the conviction and the seriousness and nature of the crime.

If yes, explain _____

Have you ever been discharged from employment or asked to resign? Yes No
If yes, explain: _____

THE HAINES BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree Received
High School	Mount Rainier HS, Des Moines, WA	General	4	Yes
Undergraduate College	The Evergreen State College, WA	Organizational Leadership	4	BA
Graduate/ Professional	Seattle University, WA	Public Administration	2	MPA
Other (Specify)	Various US Army training			

WORK EXPERIENCE

Start with your most recent job, and include any job-related military service assignments and volunteer activities. You may exclude organizations that could indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer City of Pasco	Dates Employed		Work Performed Provide oversight and management to an operation with 70+ bargaining staff, \$80M operating budget; plan day-to-day activities; develop capital recommendations; represent the City at external functions; develop budget for five utilities, Streets, equipment repair and replacement programs, and an economic development fund.
Address 1025 S. Gray Ave Pasco, WA 99301	From	To	
Telephone Number(s) 509.543.5735	6/2015	Present	
Job Title Deputy Director of Public Works	Hourly Rate/Salary Starting Final		
Supervisor Dave Zabell	\$80k	\$129k	
May We Contact Supervisor?	<input type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving Searching for growth

Employer City of Sunnyside	Dates Employed		Work Performed Manager day-to-day operation for water, sewer, parks, streets, and equipment rental and replacement. Direct management over 19 bargained employees.
Address 813 S Edison Ave	From	To	
Telephone Number(s) 509.831.5883	6/2014	6/2015	
Job Title Superintendent of Public Works	Hourly Rate/Salary Starting Final		
Supervisor Delliah Saenz	\$32 per hr	\$34 per hr	
May We Contact Supervisor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving Offered position in Pasco

Employer Soos Creek Water and Sewer District	Dates Employed		Work Performed Performed maintenance/repair on water and sewer infrastructure.
Address 14768 SE 192nd St, Renton, WA	From	To	
Telephone Number(s) 253.630.9900	3/2001	6/2014	
Job Title Water and sewer tech	Hourly Rate/Salary Starting Final		
Supervisor Skip Shear	\$11 per hr	\$27 per hr	
May We Contact Supervisor?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving finished grad school - offered position in Sunnyside

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)			
Job Title	Hourly Rate/Salary Starting Final		
Supervisor			
May We Contact Supervisor?	<input type="radio"/> Yes	<input type="radio"/> No	Reason for Leaving

Comments: Include explanation of any gaps in employment.

NA

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Washington Army National Guard 1993 - 2013
A father of a teenage boy and 10-year old girl

List professional, trade, business or civic activities you consider relevant to your ability to perform the job.

American Public Works Association
Washington City/County Manager Association

Other Qualifications: Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills – Circle all that apply to you

PC
 MAC
 Databases
 Spreadsheets
 Word Processing
 Desktop Publishing
 Website Content Mgmt
 Accounting
 Other (please specify) _____

SOFTWARE
 MS Word
 MS Excel
 MS Publisher
 MS Access
 Filemaker Pro
 Adobe Acrobat Pro
 ArcGIS
 Other (please specify) _____

MACHINERY/EQUIPMENT
 (please specify)

State any additional information you feel may be helpful to us in considering your application, especially determining if you meet the required minimum qualifications. (Attach additional sheet, if necessary.)

Note: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS AND ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing, with or without a reasonable accommodation, the essential functions of the job for which you have applied? A summary of the essential functions involved in the job or occupation has been given.

YES NO

Personal/Professional References		Do not include family members or past supervisors listed above	
Name	Phone No.	Address	Occupation
1 . Dave Zaball	509.545.3404	1025 S. Gray Ave Pasco, WA 99301	City Manager, City of Pasco
2 . Richa Sigdel	509.544.3065	1025 S. Gray Ave Pasco, WA 99301	Finance Director, City of Pasco
3 . Dellah Saena	509.831.5883	813 S Edison Ave	Finance Manager, City of Sunnyside

NOTIFICATION AND AGREEMENT
Please Read Carefully Before Signing

I CERTIFY THAT ALL MY RESPONSES ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF ANY FACT ON THIS APPLICATION (OR ANY OTHER STATEMENT OR DOCUMENT) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.

Questions regarding this statement should be directed to any employment interviewer before signing. Receipt of the application does not imply that the applicant will be employed.

By my signature below, I consent to the Borough's conferring with any and all of my former employers concerning my performance and reviewing publicly available documents and databases relevant to my application. I understand that the Borough will treat all such information as it would any personnel record, and I release the Borough and its management from all liability related to any action to which I have consented herein.

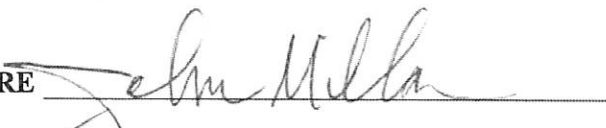
If hired, I agree to abide by all of the Borough's rules and regulations. I understand that the Borough shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits and other terms or conditions of employment.

I hereby affirm that the information given in this Application is true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

I understand that any misrepresentation, deception, or false statement made in this Employment Application may result in my not being considered for employment, and if not discovered by the Borough until after my becoming employed, is grounds for, and may result in, my immediate termination.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information I have supplied on this application.

APPLICANT SIGNATURE  DATE 6/14/2001

OPTIONAL INFORMATION

age, race, religion, color, sex, sexual orientation, national origin, marital status, expunged juvenile records, or pregnancy, and to afford equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by federal, state or local law.

The following information is being gathered for compliance with civil rights laws. **You may choose not to complete this section.** If you choose to, your answers will be used *ONLY* for record-keeping and employee data reporting purposes if you are hired. This voluntary information will not be used in the hiring process.

Gender: <input checked="" type="radio"/> Male	Race: <input type="radio"/> Alaskan Native or American Indian
<input type="radio"/> Female	<input type="radio"/> Asian
Age: <input type="radio"/> Under 40 years old	<input type="radio"/> Black or African American
<input checked="" type="radio"/> Age 40 or older	<input type="radio"/> Hispanic or Latino
	<input type="radio"/> Native Hawaiian or other Pacific Islander
	<input type="radio"/> White, not of Hispanic origin

VALUE PROPOSITION

Highly motivated professional with extensive public-sector and military leadership experience and a successful record of accomplishment in building and leading high-performance organizations; mature self-motivated leader skilled in mentoring and developing subordinates; possessing superior verbal and written communication skills with a history of exercising sound judgment and encouraging and creating a diverse work-environment.

OBJECTIVE

To support the citizens, Assembly, and staff who work and live in Haines Borough by contributing to and/or building a cohesive, goal oriented and fiscally responsible team using high levels of communication, inclusive and thought-provoking planning, and strategic, pro-active leadership.

EDUCATION

- Master of Public Administration, Seattle University, 2014
- Bachelor of Arts, Public Administration & Organizational Leadership, The Evergreen State College, 2012
- U.S. Army Advanced Non-Commissioned Officers Leadership Course, Public Affairs Management, Distinguished Honor Graduate, 2009
- Defense Information School of Public Affairs, 2007

RELEVANT WORK EXPERIENCE

City of Pasco, (*Pasco, WA*) 2016 – present

Deputy Director of Public Works - \$129k annually

Under the general guidance of the Director and as a senior manager within the organization, the Deputy Director is expected to lead with high levels of autonomy, initiative, and professionalism; as a senior manager the Deputy Director is expected to be a generalist with expertise in systems and process control; directs, plans, manages, and reviews activities of the City's Public Works Department; works closely and in collaboration with 65-member bargaining group and business representative; develops annual goals and contributes to long-term strategic planning; develops and oversees maintenance programs to five enterprise utilities one general fund operation, an internal service provider, and an economic development project; facilitates extensive communication channels with downtown-core business owners, fruit and vegetable industries, and local agricultural stakeholders.

This position is responsible for the development and management of the operation's \$70 million operating budget and assists the City's Engineering Division by providing recommendations to projects for the annual Capital Improvement Plan; participates in utility rate development; identify cost savings and strives to improve service levels.

The Deputy Director has five direct reports: four Division Managers that manage the operation's 74 employees, and one Public Works Project Coordinator who facilitates and manages projects, bids, and bulk purchasing.

City of Pasco, 2015 – 2016

Public Works Division Manager - \$75k annually

Under the general supervision of the Superintendent of Public Works, responsibilities included oversight and management of maintenance and operations for the City's irrigation utility, industrial wastewater facility, farm operation, and fleet maintenance and acquisition divisions; plan, develop, and manage annual CIP and associated costs; develop and manage operation's total budget of approx. \$12M.

City of Sunnyside, (*Sunnyside, WA*) 2014-2015

Superintendent of Public Works - \$66k annually

The Superintendent of Public Works directs the day-to-day workload and assignments; planned projects; directed four subordinate managers and; met regularly with citizens and other key stakeholders in the city. Planned & managed the functions of the maintenance operations division of Public Works through appropriate delegation, managerial support, and work supervision; maintenance operations Division includes parks, streets, water, sewer and storm drainage. Established priorities of work for subordinate managers; created and implemented standard operating procedures for the Streets and Collections divisions; identified cost-saving methods for routine maintenance for the Water division; instituted and control measures for City owned shop parts and supplies. Developed and recommended the Department's \$3.5M annual operating budget for 2015.

Soos Creek Water & Sewer District, (*Renton, WA*) 2001-2014

Water/Wastewater Technician III - \$56k annually

The District provides municipal water and sewer services to an area of approximately 35 square miles and a population of over 100,000 residents. Throughout my tenure, I served as a crewmember supporting maintenance operations for the District.

US Army/Washington Army National Guard, 1993-2013

Retired E7/Sergeant First Class

Platoon Sergeant (Planner/Project Manager) (2005-2013)

Senior NCO responsible for direction of daily operations of the 122nd Public Affairs Operations Center. As part of the Command Leadership Team, led the coordination, planning and supervision of unit missions, projects and special assignments; successfully supervised, mentored and developed 15-25 soldiers, including managing task assignments, providing career guidance and coordinating with external agencies and units to assist and augment their operations. Prepared evaluations, created standard protocols, and facilitated a project team culture of far superior service to the US Army.

Operation Iraqi Freedom, (Awarded Bronze Star)

Operations Sergeant, 2004-2005 Active Duty

Volunteered to deploy to Iraq in support of Operation Iraqi Freedom: assigned to the 1st Cavalry Division; public affairs management in theater of operations. Provided public information, command information, and community relations activities directed toward both the external and internal sources with interest in the Department of Defense; safeguarded sensitive and classified information. Received multiple awards and recognitions including the Bronze Star Medal and a promotion by then Division Commander and past Vice Chief of Staff of the U.S. Army. Also awarded the Combat Action Badge for engagement in combat operations.

LEADERSHIP STYLE AND TECHNICAL SKILLS

- Strong skills in strategic and financial planning, with demonstrated, tangible, and proven success.
- Excellent interpersonal and communication skills; able to connect with and relate to a wide variety of individuals and stakeholders.
- Promoter of diverse work-environments to create a nexus between the community and organization.
- A highly collaborative leader with a communicative, team-oriented management style who is capable of mentoring and coaching staff.
- An ethical and professional manager able to inspire the confidence of elected officials, co-workers, and the general public.
- Accessible and approachable to all within and outside the organization.
- An innovative and strategic leader able to anticipate challenges, consider new approaches and to lead and develop improvement strategies.
- Able to build and maintain strong partnership and relationships with a wide variety of diverse stakeholders.
- A good listener with a high level of interpersonal awareness.
- Knowledgeable of best practices in municipal government and able to translate theory into practice to benefit the organization and community.
- A strong and fair leader who can establish expectations and hold individuals accountable to meet those expectations.

PROFESSIONAL REFERENCES

Dave Zabell
City Manager, City of Pasco
509.545.3404
zabelld@pasco-wa.gov

Richa Sigdel
Finance Director, City of Pasco
509.544.3065
sigdelr@pasco-wa.gov

Colleen Chapin
Director, Human Resources, City of Pasco
509.543.5760
chapinc@pasco-wa.gov

Derek Wiitala (Subordinate manager)
Division Manager, City of Pasco
509.545.3446
wiitalad@pasco-wa.gov

Delilah Saenz
Finance Manager, City of Sunnyside
509.831.5883
dsaenz@sunnyside-wa.gov