

## Work History

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### 2020 - Present

#### **Executive Director New Haven Port Authority, City of New Haven, CT**

- Represent the interests of the New Haven Port Authority and marine-related businesses located in the port. A member of the New Haven Marine Group established for Long Island Sound and charged with implementation of the Concept of Operations for port security; convene monthly meetings of the Port Authority Board. Responsible for planning and implementation of port authority projects and land management. Act as liaison to the City of New Haven Department of Economic Development to ensure continuity with both entities. Work collaboratively with the terminals located within the New Haven Port Authority confines. Manage the licenses for property leased by the terminals for laydown area. Promote the port and its strategic location in CT. Manage all bookkeeping functions including payroll, budgets, grants, and data analyzation.
- In addition, the Executive Director is a member of the Board of Directors of the North Atlantic Ports Association, the Harbor Safety Committee, CT Maritime Association and State of CT, DEMHS Region 2, Port Security.

### 2017 -2020

#### **Chief Administrator's Office, Deputy Chief Administrative Officer, City of New Haven, CT**

- Develops and analyzes public policy on behalf of the Mayor
- Coordinates activities of the following City departments: Police, Fire, Communications, City Engineer, Public Works, Parks and Library, EOC, HR
- Review of grants/budgets and submissions for approval by Board of Alders
- Develops and implements service and program initiative.
- Manage the City's emergency response and emergency preparedness functions
- Manage City's Human Resources and Medical Benefits function for CAO
- Developed Capital and General Fund budgets in coordination with our department heads and Budget Director
- Convene bi-weekly tracking meeting for approval of City hiring, testing, funding and discussion of possible labor issues
- Convenes meeting with operating departments and Alders to assign prioritization (RAC) to sidewalks and paving within the 30 City Wards
- Citywide Special Event Logistic Coordination: Police, Fire, DPW, Parks, Traffic and Health all coordinated with event organizers/sponsors
- Revenue Collection: East Rock Tower Communication Fund, Wintergreen Tower leases, Special Event Collection fees
- Implements new City-wide projects for public safety; Body Worn Cameras, Telestaff for 911, PD, and FD and interoperable communications; including cameras citywide, and the Port
- Write Requests for Proposal (RFPs) as needed for CAO departments
- Responsible for Port Security grant applications since 2003 and implementation of port projects as identified in the grants.
- Property Data; Responsible for citywide permitting & inspections, including mobile inspections and permit operations
- Fleet Management Committee; responsible for allocation of \$6.4 million of rolling stock allocations for entire City
- Convenes and Chairs monthly oversight meetings with Police, Fire & 911
- Responsible for Federal (FEMA) & State administration during emergencies.

**2006-  
2017**

**Deputy of Emergency Management, Planning  
Emergency Operations Center- City of New Haven, CT**

- Responsible for public safety grant applications and implementation including budget preparation, identification of funding sources, and preparation of reports
- Co-chaired New Haven Marine Group
- Chair of Emergency Support Function (ESF) for regional evacuation and shelter in DEMHS Region 2
- Coordinated and managed the Emergency Operations Center when activated
- Acted as a liaison to other City Departments, community organizations, businesses, institutions, other municipalities, the State and Federal Departments
- Organized and analyzed data from all sources using statistical methods to ensure validity and used data to justify funding, purchases of new equipment or to create strategic plans

**2002-  
2006**

**Public Safety Planner and Grants Administrator  
Police Department- City of New Haven, CT**

- Responsible for planning and application of all homeland security, law enforcement, fire (FEMA), port security and emergency management grants, including the 2004 federal Urban Area Security Initiative (UASI) for \$9.6 million which was made available to our 6 contiguous towns
- Developed RFPs and RFAs as well as negotiated contracts with vendors
- Responsible for all State and Federal required reporting
- Developed a multilayer strategy for the Urban Area Security Initiative grant
- Chaired the New Haven Public Safety meetings; a group comprised of elected officials, Yale University, Southern Connecticut University, commercial and port businesses, education, health, area hospitals, Coast Guard, FBI, Red Cross and others

**2002-  
1998**

**Personal Property Auditor  
Assessor's Office - City of New Haven, CT**

- Audited City businesses for personal property additions to the annual Grand List

**1982-  
1998**

**Business Manager  
Prindle Leasing Co.- Orange, CT**

- Oversaw contract negotiation and development with area carting companies, project management/compliance, inhouse accounting, office supervision, payroll, accounts payable, accounts receivable, budgets and personnel management.

**Certifications**

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- Connecticut Conference Municipal Assessors (CCMA)
  - Landfill & Transfer Station Operators License (expired)
  - Training with Homeland Security and the Department of Justice
  - FEMA Project Development/Implementation, FEMA NIMS certifications
  - Office of Domestic Preparedness- training for WMD and Bio Terrorism Response
  - Notary Public

**Volunteer**

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- Former Liberty Community Services Board of Directors, Treasurer and Development Subcommittee member
  - Autism Awareness Advocate
  - CT Dept of Developmental Services (DDS) administrator for individualized day services

**Education**

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**University of Vermont- Burlington, VT**  
Bachelor of Science: Childhood Education & Psychology