

TANISHA R. BRILEY

2507 Fulton Avenue
Davenport, Iowa 52803
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SUMMARY OF QUALIFICATIONS

Local government management professional with strong analytical and interpersonal skills, experienced in budgeting, complex problem solving, and organizational effectiveness. Strategic thinker with natural acumen in process improvement and performance measurement. Detail-oriented self-starter with flexible approach to work. Able to maintain sense of humor under pressure. Committed to upholding the values of public service, ethical leadership and professionalism.

EDUCATION

Senior Executives in State & Local Government, 2009
Harvard University

B.S. Business Administration, 2001
The Ohio State University

Master of Public Administration, 2005
Local Urban Management Certificate
Cleveland State University

SKILLS SUMMARY

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|-----------------------|-------------------------------|-------------------|
| ◆ Budget Management | ◆ Performance Measurement | ◆ Media Relations |
| ◆ Research/Analysis | ◆ Grants Management | ◆ Marketing |
| ◆ Strategic Planning | ◆ Intergovernmental Relations | ◆ Teambuilding |
| ◆ Process Improvement | ◆ Community Relations | |

PROFESSIONAL EXPERIENCE

Assistant City Administrator

June 2010 ~ Present

Serve as second-in-command for full service city with over 1,100 employees in 12 departments and \$188 million total budget. Work in close partnership with the City Administrator to lead the organization and coordinate, plan, and direct a variety of City programs and initiatives. Manage special projects as assigned by the City Administrator or elected officials.

- ◆ Facilitate City Council's goal setting process and work in partnership with City staff, community partners and citizens to achieve goals
- ◆ Advise elected officials, City Administrator and department directors on key policy and operational matters
- ◆ Serve on budget development team and function as internal control officer for departmental spending
- ◆ Manage the City Administrator's Office budget
- ◆ Solve problems facing elected officials, City Administrator, department directors and citizens
- ◆ Oversee marketing initiatives including use of social media tools
- ◆ Lead City's youth outreach programs
- ◆ Manage the City's sustainability efforts
- ◆ Manage the Affirmative Action Program and provide staff support to the Affirmative Action Commission
- ◆ Manage Mayor and City Council's beautification funds
- ◆ Serve on multiple school district committees in support of Mayor and Council's educational improvement goal
- ◆ Act with full authority of City Administrator in his absence

Key Accomplishments:

- ◆ Played key role in the response and recovery efforts of 4 major flooding events
- ◆ Secured funding to develop and implement several Mayor and City Council initiatives
 - Created and direct the state's first municipally based volunteer center to leverage citizen volunteers to enhance local service
 - Created and direct the state's first municipally based AmeriCorps program to support City Council's goal of improving education for disadvantaged youth
 - Created and direct the City's high school internship program for at risk youth

Assistant to the City Administrator & Budget Manager**September 2007 ~ June 2010***Office of the City Administrator-City of Davenport, Davenport, Iowa*

Responsible for the formulation, presentation, and management of the City's operating budget. Assist City Administrator with strategic planning and attainment of City Council goals. Managed several special projects as directed by the City Administrator and Mayor and City Council.

- ◆ Developed, administered, and improved policies, programs, and projects across the organization and throughout the community
- ◆ Created and coordinated the City's first Youth Advisory Commission
- ◆ Assisted in the development of a marketing campaign including design of web-portal, print, radio/tv, and outdoor materials
- ◆ Responsible for the development and management of the City's performance measurement and business planning functions including coordination of the City's participation in the ICMA Center for Performance Management

Key Accomplishments:

- ◆ Prepared and managed three consecutive budgets
- ◆ Led the implementation of the budget module for the new financial enterprise software, a departure from a 30 year old in-house financial system
- ◆ Led a year long City Council initiative to establish a publicly funded universal scholarship program for Davenport students
- ◆ Created and implemented a professionally administered citizen survey process in order to engage residents in the formulating budget priorities and gauge their opinion of City services
- ◆ Created the Discover Davenport Summer Kids Pass, a City Council initiative to offer youth unlimited access to local attractions

Management Analyst/Local Government Management Fellow**July 2006 ~ September 2007***Office of the City Administrator-City of Davenport, Davenport, Iowa*

Researched and analyzed complex operational and management issues and made recommendations for resolution and/or improvement. Managed special projects involving coordination of work among multiple departments to enhance service delivery.

Key Accomplishments:

- ◆ Dramatically improved the collection, classification and reporting processes for crime data in the Davenport Police Department leading to 37% reduction in violent crime
- ◆ Facilitated Davenport Fire Department accreditation and strategic planning processes
- ◆ Coordinated a tour of regional consolidated dispatch centers for 40 public officials representing 4 jurisdictions
- ◆ Chaired 1 and assisted in 3 executive level recruitments including design of new recruitment brochure

Interim Program Coordinator**2006***Office of Minority Affairs Young Scholars Program -The Ohio State University, Columbus, Ohio*

Managed the academic, personal, and career development of 120 first-generation college and economically challenged Columbus Public Schools students at the middle and high school level. Managed daily operations of program office including budget and support staff oversight.

Graduate Assistant**2004 ~ 2005***Office of the MPA Program Director-Cleveland State University, Cleveland, Ohio*

Provided administrative and research support to the MPA Program Director. Developed and managed databases for MPA program reaccreditation. Administered student satisfaction surveys for MPA program assessment.

Coordinator-Academic Studies (Minority Student Recruiter)**2002 ~ 2005***Office of Minority Affairs Undergraduate Recruitment-The Ohio State University (OSU), Columbus, Ohio*

Managed student recruitment in Northeast Ohio and Washington DC metro areas with specific emphasis in urban schools.

Ohio Legislative Service Commission Intern (Legislative Aide)**2001 ~ 2002***Office of the Legislative Service Commission, Columbus, Ohio*

Provided legislative and administrative support to State Senator representing greater Cincinnati area. Served as main point of contact for constituents and worked diligently and cooperatively to resolve their issues.

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PROFESSIONAL DEVELOPMENT

International City/County Management Association (ICMA), Member

- ◆ Task Force on Women in the Profession, Sub-Committee Chair, 2012-Present
- ◆ Conference Evaluation Committee, Chair, 2012-Present
- ◆ Conference Planning Committee, 2012-Present
- ◆ Awards Evaluation Panel, Chair, 2008-2011
- ◆ Subcommittee on Next Generation Activities
- ◆ Young Professionals Leadership Development Workshop, Winter 2008
- ◆ Local Government Management Fellow, Class of 2006-07

National Forum for Black Public Administrators (NFBPA), Member

- ◆ Mentor Program, Class of 2006-07

Government Finance Officers Association (GFOA), Member

- ◆ Budget Academy, 2008

Leadership Through People Skills Training Course, Summer 2008

PRESENTATIONS / AWARDS

- ◆ 2010 Distinguished Alumni Award, Cleveland State University
- ◆ Cleveland State University-MPA Program, Guest Lecturer
 - Introduction to Public Administration, Fall 2008
 - City Management Seminar, Spring 2007
- ◆ Governing Magazine
 - "Next Generation of Government Leadership" (panelist), Fall 2009
 - "The Young and Restless" (featured in article), Fall 2007
- ◆ National Forum for Black Public Administrators FORUM 2008, Spring 2008
"Using Performance Measures to Succeed as Tomorrow's Managers"
- ◆ Coalition on Homelessness and Housing in Ohio (COHHIO) Annual Conference, Spring 2006
"Accessing Higher Education for Homeless Youth"
- ◆ The Fifth International Conference on Public Policy and Management, Senegal, West Africa Summer 2005
"Taking Networks Seriously in Cuyahoga County" (unpublished paper- co-author Vogelsang-Coombs)

VOLUNTEER ACTIVITIES

Quad Cities Graduate Center, Board Member

Dress for Success Quad Cities, Board Member

Junior Achievement of the Heartland, In-School Volunteer, Fall 2007 to present

Big Brothers Big Sisters, Community Program Volunteer, Winter 2010 to present

Keynote addresses and workshop presentations for various community organizations and professional associations

REFERENCES

Craig Malin

City Administrator

City of Davenport

(563) 326-6139

Tom Warner

Corporation Counsel

City of Davenport

(563) 326-7735

Tara Barney

Chief Executive Officer

Quad Cities Chamber of Commerce