

Brenda Findley

BRENDA KIME FINDLEY, Ed.D

[REDACTED]
[REDACTED]
Helendale, CA 92342
[REDACTED]
[REDACTED]

February 4, 2019

Linda Ritter Consulting
4250 Hobart Road
Carson City, NV. 89703
Email: linda@PinyonNevada.com

Re: County Manager, Storey County

Dear Ms. Ritter,

I am writing to express my interest in County Manager position in Storey County. I have been looking for the right opportunity that would allow my husband and me to "stake our claim" in Virginia City. My husband is retired from the military, and has been a recreational gold miner for about fifty years, so Virginia City struck a chord with us years ago, and it remains our goal to live permanently in the area.

After reading your job announcement, I know that your ideal candidate needs to have the kind of knowledge base and skill set I have developed over the last couple of decades. Storey County needs a County Manager who brings enthusiasm and energy to the job, but also brings the tempered leadership of an experienced administrator. In addition to my general knowledge of public administration, I am a "servant leader" with a genuine appreciation for public service. As a military child, and then a military wife, I have broad experience with all sorts of communities, and I am comfortable in just about any environment. I work well with all members of the community, and I am rarely thrown off balance by the unexpected.

I believe I have the skills and the sense of purpose you are looking for in your new County Manager. I hope there is an opportunity to be considered for the position. If so, please feel free to contact me at your convenience for further discussion. My husband and I are frequent visitors to Storey County, and I would love to visit again soon!

Thank you very much for taking the time to review my application materials. I look forward to hearing from you.

Sincerely yours,

Brenda K. Findley, Ed.D

STOREY COUNTY

County Manager

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

If you believe you require an accommodation during the selection process, please contact us to make appropriate arrangements.

Name Brenda K. Findley Date February 4, 2019

Address [REDACTED]

City Helendale State CA Zip Code 92342

Telephone(s) Home () N/A Cel [REDACTED] Work [REDACTED]

Email address: [REDACTED]

Position Applied for: County Manager

How did you hear about this position? ☐ Advertisement ☐ Walk-In ☐ Referral (by whom?) _____

☒ Other (explain) I regularly check the Storey County jobs web site

If offered employment, when can you be available to begin? 2 weeks notice

What type of employment will you accept? ☒ Full-Time ☐ Part-Time ☐ Temporary

Will you be available for shift work? ☐ Yes ☒ No

Will you be available to work weekends and/or holidays if necessary? ☒ Yes ☐ No

Have you been given a job description or had the requirements of the job explained to you? ☒ Yes ☐ No

Do you understand the job requirements? ☒ Yes ☐ No

Can you perform the requirements of this job with or without reasonable accommodation? ☒ Yes ☐ No

To qualify for employment, applicants must be at least 18 years of age unless otherwise specified in the job announcement. If offered employment, can you furnish proof of age? ☒ Yes ☐ No

After an offer of employment, can you submit verification of your legal right to work in the United States? ☒ Yes ☐ No

List other names, if any, you have used. _____

EDUCATION RECORD

Did you graduate from high school or receive a GED certificate? ☐ Yes ☐ No

School Name	Location	Hours Earned	Diploma, Degree, or Certificate	Major Field of Study
Business/Technical/Vocational				
1.				
2.				
College/University (Undergraduate)				
1. Christopher Newport Univ	Newport News, VA		Bachelor of Science	Psychology
2.				
Graduate School				
University of Houston	Houston, TX		Master's & Doctorate	Business/Human Resources & Ed.D Administration

STOREY COUNTY

LICENSES (Optional, unless required for the position for which you are now applying.)

List current licenses, certifications, or registrations required for the position for which you are applying. Indicate types, state license numbers, and expiration dates.

Answer only if position requires.

Do you possess a valid driver's license? ☒ Yes ☐ No

If so, license expires 11/24/2021 Class C Restrictions (if any) None

For positions that require typing: I certify that I can type at a speed of 65 WPM.

In addition to English, list any other language abilities you possess.

Verbal fluency in _____

Written fluency in _____

List any special skills you possess and/or equipment or office machines you can operate.

OTHER INFORMATION

Have you ever been disciplined in your employment related to workplace violence? ☐ Yes ☒ No

If yes, please explain.

Do you presently use illegal drugs? ☐ Yes ☒ No

Have you ever been employed by Storey County? ☐ Yes ☒ No

If yes, please provide the following information:

Department _____ Position Title _____

Dates of Employment _____ Reason for Separation _____

Are you related to anyone who is currently employed by Storey County? ☐ Yes ☒ No

If yes, please provide the following information:

Related person's name _____ Department _____

Relationship _____

STOREY COUNTY

EMPLOYMENT HISTORY

Provide information regarding all paid, military, and volunteer work and how it may be related to the position for which you are applying. Describe your most recent position first; then list other positions in order held, beginning with the most recent. Use a separate block for each position, even if with the same employer. Use additional sheets if necessary. Do NOT use references such as "See Résumé" in place of completing this section.

May we contact all employers listed? (Attach a list of any exceptions with an explanation.).... ☐ Yes ☐ No

Present Employer Barstow Community College Present Position VP of Administrative Services
Address 2700 Barstow Road From (Mo/Yr) April 2017 To (Mo/Yr) Current
City Barstow ☒ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State CA Zip Code 92311 Salary [REDACTED]
Supervisor's Name/Title Dr. Eva Bagg, President Telephone [REDACTED]
Related Duties
Responsible for the efficiency and effectiveness of the Business Office, Accounting, Purchasing, Budgeting, Payroll, Facilities/Plant Operations, Information Technology, and Risk Management activities. Negotiate contracts with bargaining units; develop offers and counter-offers.

Reason for Leaving Want to live and work in Storey County

Employer Western New Mexico University Position VP of Business Affairs
Address P.O. Box 680 From (Mo/Yr) Jan 2015 To (Mo/Yr) April 2017
City Silver City ☒ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State NM Zip Code 88062 Salary [REDACTED]
Supervisor's Name/Title Dr. Joseph Shepard, President Telephone [REDACTED]
Related Duties
Responsible for ensuring effectiveness, efficiency, and compliance in the University's financial and administrative services, to include Accounting, Accounts Payable, Student Accounts/Accounts Receivable, Budgeting, Payroll, Purchasing, Human Resources, Facilities/Plant Operations, Capital Planning, Information Technology, Campus Police, and Auxiliary Enterprises.

Reason for Leaving I was troubled by fiscal irregularities I did not have the authority to address

Employer University of North Georgia Position Associate VP of Administration
Address 82 College Circle From (Mo/Yr) April 2007 To (Mo/Yr) April 2014
City Dahlonaga ☒ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State GA Zip Code 30597 Salary [REDACTED]
Supervisor's Name/Title Dr. Frank "Mac" McConnell, VP of Business & Finance Telephone [REDACTED]
Related Duties
Responsible for oversight of the Offices of the Comptroller, Human Resources, Payroll, Procurement, Logistical Support, Environmental Health & Safety, and Risk Management & Compliance. Participated in campus master planning; provided information and assistance to state legislators.

Reason for Leaving Opportunity for advancement

STOREY COUNTY

Employer Clayton State University Position Director of Human Resources
Address 2000 Clayton State Blvd From (Mo/Yr) Apr 2004 To (Mo/Yr) Apr 2007
City Morrow ☒ Full-Time (30+ hrs/wk) ☐ Part-Time (<30 hrs/wk)
State GA Zip Code 30260 Salary [REDACTED]
Supervisor's Name/Title Mr. Patrick O'Hare Telephone [REDACTED]
Related Duties
Responsible for all aspects of human resources management, to include benefits, employment, position control, classification and compensation, payroll, training, performance review, professional development and employee relations. Developed staff compensation plan. Worked closely with Controller's Office to ensure appropriate position control and accuracy of staff and faculty position budgeting
Reason for Leaving Opportunity for Advancement within the same university system

REFERENCES

Name Dr. Frank "Mac" McConnell Phone# [REDACTED]
Address 82 College Circle, Dahlonega, GA 30597
Name Mr. Jason Collet Phone# [REDACTED]
Address P.O. Box 680, Silver City, NM 88062
Name Dr. David Morse Phone# [REDACTED]
Address 4901 East Carson St., Long Beach, CA 90808

Please state below any other information that would be helpful in determining your qualifications for this position. You may include significant accomplishments, previous career highlights, or any other relevant information that is not requested in this employment application.

In my administrative roles in higher education I frequently found myself working closely with state and federal agencies for reasons of compliance, and also to advance the collaborative relationships between the university and the local community.
Some of the successful collaborations include participation with the IRS in their audit of the University of Houston System's 403(b) retirement program, which reduced potential penalties for decades of policy misinterpretation from \$20M to \$2M.
It has also been my privilege to establish a number of Memorandums of Understanding with community agencies to allow resource sharing between the university and the community, which greatly reduced the expenditures required of each individual agency.

STOREY COUNTY

ACKNOWLEDGMENTS

Please **READ ALL** of the following statements and **INITIAL EACH** of the lines to indicate you have read and understand each of the statements. If you have any questions, contact Storey County Human Resources Department at (775) 847-0968.

[Signature]

All offers of employment and all information regarding compensation and other terms and conditions of employment will be made in writing. Verbal statements may not be relied upon.

[Signature]

This application is the property of Storey County and will become part of my personnel file if I am hired.

[Signature]

I authorize Storey County to contact any employer or individual that I have listed on my employment application and/or résumé or mentioned during job interviews to obtain from them any relevant information regarding my previous employment, military service, criminal history, characteristics or traits necessary for job performance, or other relevant qualifications for employment and/or continued employment with Storey County. In addition, I authorize Storey County to conduct a background search which includes criminal history and military history. In addition, if the position for which I am applying requires driving a vehicle, I authorize Storey County to conduct a Department of Motor Vehicles (DMV) search. If the position for which I am applying involves contact with minors or with any persons having diminished capacity to care for themselves, a search of government sex offender registries may be conducted. I further authorize Storey County to contact any institution and/or licensing authority to verify my possession of education, licenses, and/or certificates which may qualify me for employment.

[Signature]

In exchange for Storey County consideration of my employment application, and/or any continued employment with Storey County, I authorize anyone possessing information to furnish it to Storey County upon request, and I release the organizations and all individuals providing the information or acquiring the information, including Storey County, from all claims, liability, and damages whatsoever claimed to be related to furnishing, obtaining, or using said information. This release applies to, but is not limited to, claims for defamation, libel, slander, infliction of emotional distress, and interference with current or prospective economic relations.

[Signature]

I further understand this consent will apply during the entire course of my employment with Storey County should I obtain such employment. I understand and agree this consent shall remain in affect indefinitely.

[Signature]

I hereby certify that all statements made in this application are true. I understand that any false statement of material facts herein may cause forfeiture on my part of all rights to any employment with Storey County. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I have been hired, in my dismissal from employment regardless of length of employment. I understand that neither this document nor any offer of employment from Storey County constitutes an employment contract unless a specific contract document to that effect is executed. I agree to undergo any job-related physical examination and drug screening upon conditional offer of employment. I further understand and agree that this paragraph applies to any information supplied by me at a later date as part of this application.

Additionally, my signature below certifies that the information provided is true and correct to the best of my knowledge.

Signature of Applicant

[Signature]

Date

2/4/2019

NOTE: This Page **MUST** have original initials and signature.
Photocopy or typed versions not acceptable.

BRENDA KIME FINDLEY, Ed.D.

Helendale, CA 92342

SUMMARY OF QUALIFICATIONS

Twenty years of experience in the administration and finance of higher education institutions, including California community college administration.

Substantial budgetary and fund accounting experience, with emphasis in the strategic utilization of financial resources.

Highly successful experience in bargaining unit negotiation and sustaining an ongoing mutually beneficial relationship based on trust and transparency

Extensive experience in contract law and personnel management law

Eight years of experience in computer programming and operations; eighteen months of experience filling the role of Director of Information Technology.

Eight years of management experience in human resources

Three years of experience in community relationship development and "friend raising"

Two years of experience in administrative support for academic programs and enrollment services

EDUCATION

Ed.D. Administration & Supervision with emphasis in Higher Education Administration 2004
UNIVERSITY OF HOUSTON, Houston, TX
3.88 GPA and College of Education Honor Graduate

M.A. Human Resources Management 1999
UNIVERSITY OF HOUSTON-CLEAR LAKE, College of Business, Houston, TX

B.S. Psychology 1995
CHRISTOPHER NEWPORT UNIVERSITY, Newport News, VA
Departmental High Honors

BOARD AND GOVERNANCE WORK

Chair, Barstow Community College Budget & Finance Committee 2017 – present

Chair, Barstow Community College Technology Committee 2017- present

Co-Chair, Barstow Community College Safety & Risk Management Committee 2017 – present

Member, Barstow Community College Accreditation Team – Participate in the development of the College's Self Study, with primary responsibility for Standard III. 2017

Chair, WNMU University Planning Council Budget Committee, 2015 - 2017

Co-Chair, WNMU University Planning Council, 2015 - 2017

Member and Team Leader, University System of Georgia Shared Services Task Force, 2012-2015

Member, University of North Georgia Accreditation Team – preparation for comprehensive review by the Southern Association of Colleges and Universities, 2013-2014

Member, Texas School of Business Advisory Board, 2001-2004

PROFESSIONAL EMPLOYMENT

Vice President of Administrative Services

April 2017 -Current

BARSTOW COMMUNITY COLLEGE DISTRICT, Barstow, CA

Jan

Responsible for monitoring the fiscal health of the college, preparing reports for the Board of Trustees and various State and Federal agencies, and establishing policies for the prudent administration of the college's resources.

Participate in negotiations and ongoing relationship with the College's bargaining units. Responsible for the development and analysis of offers and counter-offers.

Participate as a member of the college's accreditation workgroup. Primarily responsible for Standard III of the ACCJC Self Study.

Two Project Highlights: 1) implemented position control to improve strategic planning and oversight of the University's personal services budget; 2) facilitated the collaborative work of several departments to implement Banner 9 upgrade, upgrade the college's computing and telephone network, and implement a successful hosted BCC campus "app".

Vice President for Business Affairs

January 2015-April 2017

WESTERN NEW MEXICO UNIVERSITY, Silver City, NM

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Supervised the Executive Director of the WNMU Foundation and participated as a non-voting member of the WNMU Foundation Board.

Responsible for ensuring strategic utilization of the University's \$53 million budget; monitored revenue/expenditure cash flow and University investments; ensured that financial and budgetary reports were provided to internal and external agencies as required; actively participated in competitive bidding processes and contract oversight for capital projects, services, and supplies.

Served as the University's reviewer of proposed legislation. Participated in legislative information sessions related to funding requests, relationship building, and strategic planning for deferred maintenance and other essential capital projects.

Responsible for negotiations and ongoing relationship with the University's bargaining unit.

Participated as a member of the university's accreditation workgroup.

Worked collaboratively with Academic Affairs and Institutional Research to ensure accuracy and consistency of institutional data.

Two Project Highlights: 1) implemented position control to improve strategic planning and oversight of the University's personal services budget; 2) worked collaboratively with the WNMU Dean of Arts & Sciences and leadership personnel from Glendale Community College in Arizona to develop a cooperative multi-state microbiology degree program.

Associate Vice President for Financial Services and Administration
UNIVERSITY OF NORTH GEORGIA, Dahlonega, GA

2007-2014

Responsible for oversight of the Offices of the Comptroller, Human Resources, Payroll, Procurement, Logistical Support, Environmental Health & Safety, and Risk Management & Compliance. Ensured that the university's accounting and financial reporting requirements were met; provided oversight for administration of the university's \$160 million annual budget and competitive bidding processes, utilizing BANNER, PeopleSoft, and ADP enterprise software.

Provided information and assistance to state legislators and the Board of Regents; ensured compliance with a variety of Board of Regents, State, and Federal policies, laws and regulations. Responsible for oversight of the Business & Finance division web sites.

Participated in campus master planning and strategic planning. Provided administrative support to the university's Auxiliary Services, including the print shop, bookstore, parking, student health services, card office, vending services, dining services, and residence halls.

Collaborated with the Offices of Academic Affairs and Student Affairs to develop administrative processes and multiple-tier tuition and fee models for a multi-campus university. Participated as a member of the university's accreditation workgroup.

Two Project Highlights: 1) Participated as a leading member of the Board of Regents project team for the state-wide consolidation of human resources and payroll services; 2) successfully led a consolidation task force that combined a comprehensive regional university with a two-year community college, creating a multi-campus institution with a mission that was both distinct and collaborative.

Director of Human Resources
CLAYTON STATE UNIVERSITY, Morrow, GA

2004-2007

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Responsible for oversight of tax treaty information, H1-B visa and Permanent Residency applications.

Participated in the President's Cabinet meetings as a representative for the Vice President of Business & Operations when the VP was unavailable. Participated as a member of the university's Budget Council.

Employment & Benefits Manager
UNIVERSITY OF HOUSTON, Houston, TX

2000-2004

Ensured compliance with all university policies and federal and state employment regulations, including compliance with federal standards for employment of foreign nationals.

Served as a team leader during the University System's transition to the PeopleSoft relational database. Prepared RFP and negotiated contract with PeopleAdmin for recruiting software utilized at all five campuses of the University of Houston System. Coordinated RFP and negotiated contract for the University's temporary personnel contract.

Successfully coordinated an Internal Revenue Service audit of all employee/employer contributions to the University of Houston System 403(b) retirement program, reducing required distributions and penalties from \$20 million to \$2 million.

Compensation/HR Information Systems Specialist
UNIVERSITY OF HOUSTON-CLEAR LAKE, Houston, TX

1998-2000

Responsible for pay plan development, position classification and compensation review for all staff positions.

Responsible for university recruiting and staffing; responsible for Affirmative Action reporting.

Created and maintained university's Human Resources web site and its applicant tracking system.

Executive Secretary, Office of Enrollment Services
UNIVERSITY OF HOUSTON-CLEAR LAKE, Houston, TX

1997-1998

Provided administrative support to the Executive Director, Enrollment Services. Assisted with student recruiting, advising, and admissions; assisted with records and registration processes.

Executive Secretary, Department of Computer Science 1996-1997
COLLEGE OF WILLIAM & MARY, Williamsburg, VA

Provided administrative support to the Department Chair; maintained departmental expenditures, including reconciliation and reporting for 14 grants and department's operating accounts.
Participated in student recruitment and advising activities.

Quality Assurance Foreman 1988-1993
CHESAPEAKE PAPER PRODUCTS, West Point, VA

Responsible for supervision of quality assurance employees in a collective bargaining environment.
Analyzed, interpreted and reported statistical information regarding quality and environmental impact.

Office Manager/Paralegal 1986-1988
LAW OFFICES OF EDWARD W VINCENT, Edgartown, MA

Responsible for coordination of the office and production of legal documents.
Responsible for county level administration of state mandated program to provide legal representation to indigent defendants.

Computer Programmer/Operator 1983-1986
NATIONAL FRUIT PRODUCTS, Winchester, VA

Created, maintained and updated COBOL language programs and job control software. Provided remote support utilizing CICS interactive programming language to capture screen data from remote sites. Responsible for operation of IBM 4361 computer.

Computer Operator 1978-1983
NEW MEXICO STATE UNIVERSITY, White Sands Missile Range, NM

Provided classified computer support for U.S. Army war games and missile testing.

PROFESSIONAL AFFILIATIONS

Member, National Association of College & University Business Officers (NACUBO), 2007-2017
Member, Southern Association of College & University Business Officers (SACUBO), 2007-2015
Member, Southern Association of Colleges and Schools Evaluator Registry, 2014-2015
Member, Effective HR Practices Task Force, CUPAHR, 2003-2004
President, University System of Georgia Human Resources Association, 2005-2007

COMMUNITY SERVICE

Rotary Club of Silver City – actively participate in fundraising projects designed to support community organizations, including universities, community colleges, schools and area nonprofits, 2015 - 2017
24 Club of Silver City – actively participate in Silver City's oldest philanthropic organization, dedicated to fundraising for scholarships and support of community nonprofits, 2015 - 2017