

Jennifer Carlisle

From: LIANNE CLAIR [REDACTED]
Sent: Thursday, April 20, 2017 1:09 PM
To: Jennifer Carlisle
Subject: Township Manager Position
Attachments: CoverLetter-LClair-2017-NorthfieldTwp.pdf; Resume-LClair-2017-NorthfieldTwp.pdf; References-LClair-2017.pdf

Good afternoon!

I am applying for Northfield Township's open position of Township Manager. I've attached three pdf files for the Personnel Committee's consideration: 1.) Cover Letter; 2.) Resume; and 3.) References. My phone number is below in case there is any issue with transmission.

I will be bringing a hardcopy of these items to the Township Hall later this afternoon, but wanted to make sure you had my materials in electronic format, as well, in case it is needed.

Thank you much,

Lianne Clair
[REDACTED]

Lianne I. Clair

April 18, 2017

Northfield Township
Attention: Personnel Committee
8350 Main Street
Whitmore Lake, MI 48189

Subject: Township Manager Position

Dear Members of the Personnel Committee and Honorable Board:

I was excited to see your job posting for Township Manager on Michigan Municipal League's website. I am seeking a full-time position in a township, where my unique combination of management skills will assist the governing board and staff to deliver excellent services to both its private and business residents.

I am a well-rounded executive leader with expertise in municipal administration and financial management. I have also worked for nonprofits and businesses. There is an inherent advantage to understanding public administration when experience has been derived from different perspectives and can be contrasted against private sector practices. I have enjoyed all of my work positions and am enriched by the experiences each has yielded.

I acquired extensive experience and education in Van Buren Township (VBT): serving as an elected Trustee on the Board; being hired as Executive Assistant to the Supervisor; and volunteering on committees and commissions. As Trustee, my focus was on governance and financial management. As the Supervisor's Executive Assistant, I had deputy-type duties and also prepared the annual budget; authored the MD&A for the annual Financial Statements; composed millage ballot language; and issued press releases.

I gained planning and ordinance experience through both my paid and volunteer work in VBT. I was appointed to VBT's Board of Zoning Appeals and became a member of Michigan Association of Planning. My Michigan Township Association training includes courses in planning and zoning and Township Governance Academy. I also worked with a committee on VBT's South Side Master Plan, assisted by McKenna Associates.

Other information about Van Buren Township, from which I draw experience and may be of interest, includes:

- While I was Trustee, we commenced building two fire stations, a water tower and an equalization basin;
- VBT has been working to eventually expand sewer service to all residents;
- VBT established an LDFA and partnered with Visteon to build Visteon Village World Headquarters;
- Wayne County's largest lake, Belleville Lake, lies mostly within VBT's jurisdiction and includes a dam;
- Ordinances recently adopted or in process include "Lakeshore" and "Medical Marihuana";
- Preserving VBT's original rural, agriculturally-based character has been a planning priority in its Master Plan and is challenged by its location and the presence of I-94, I-275 and Willow Run Airport.

My other management experience includes: Controller for The Library Network (TLN); and Executive Director for Belleville Area Chamber of Commerce (and previously a Board Director). At TLN, I was responsible for the operations of both the Business Office and Human Resource Department. At the Chamber, I managed all operations and programs, and gained insight into the value of building, fostering and leveraging relationships with local businesses.

I am confident that my range of experiences and broad knowledge base will help me to meet the responsibilities of Northfield Township Manager. Furthermore, I grew up in Northfield Township. My father remains a resident and I hope to return. My salary history is varied, as I received compensation from both employment and consulting. I truly appreciate your time and consideration and look forward to further conversation. Work product samples are available upon request. My resume and list of references follows. Sincerely,

Lianne I. Clair

Lianne I. Clair

SUMMARY OF SKILLS AND EXPERIENCES

- Creative, organized and detail-oriented professional executive.
- Proven ability in executing clear and concise oral and written communications.
- Major strength is ability to research/learn independently and adapt quickly.
- Eagerly accepts the challenges of emergency/interim management and office creation.
- Enjoys working with people; thinks that audits are fun.

PROFESSIONAL SKILLS: CORE AREAS (Specific Job Experiences Detailed on Next Page)

- Experienced in the principles and practices of administration, finance and management in both the private and public sectors, including nonprofits.
- Accumulated professional experience is derived from a combination of contracted, direct employment and volunteer work, spanning clerk to management positions, which provides a solid foundation for managing a variety of organizations.
- Special talent in analyzing and streamlining office systems, developing policies and procedures.
- Computer training includes networking, programming and systems analysis.
- Fluent in a variety of applications software, including: accounting/financial; database; diagramming; presentation; spreadsheet; statistical; and word processing.

Job Titles Held (Paid)

- | | |
|---|--|
| • Accountant | Elite Defense; Schlumberger Technologies |
| • Administrative Assistant | Huron Valley Library Association |
| • Contracts Administrator | Schlumberger Technologies |
| • Controller | The Library Network |
| • Executive Assistant to the Supervisor | Charter Township of Van Buren |
| • Executive Director | Belleville Area Chamber of Commerce |
| • Trustee, Township Board | Charter Township of Van Buren |
| • Consultant | (self-employment, see next page) |

Responsible for the Following Functions (including but not limited to):

- Administrative: Communications, Contracts, Databases, Filings, Grants, HR, Marketing, Newsletters
- Financial: Accounting, Audits, Budgets, General Ledger, Investments, Payroll, Reporting, Taxes
- Management: Business Relations, Governing Boards, Negotiations, Office/Dept Oversight, Warehouse

EDUCATION

- Detroit College of Business, Dearborn, MI – B.B.A. Computer Information Systems, 1997
- Wayne County Community College, Detroit, MI – A.A. Business Administration, 1993
- Additional: GFOA financial courses; Accounting software, including BS&A, Fund Balance, Peachtree, Springbrook, Quickbooks; Human Resources Management; Michigan Township Association courses; variety of business seminars/workshops; U of M (Ann Arbor) sciences

COMMUNITY EXPERIENCE

- Belleville Area Council for the Arts (Secretary & Treasurer)
- Belleville Area Chamber of Commerce (Board of Directors)
- Charter Township of Van Buren - Board of Zoning Appeals; Public Safety Committee (Chair)
- Huron Valley Conservation Association (Secretary)
- Van Buren Public Schools - Board of Canvassers

PROFESSIONAL EXPERIENCES: Contracted, 1991 - present

Lianne I. Clair, Administrative & Consulting Services – Belleville, MI

- Clients include public sector organizations, private businesses and politicians.
- Interim Executive Director, Belleville Area Chamber of Commerce: Managed/upgraded operations, programs, facilities; published 2 directories, 15 newsletters, 1 map; launched inaugural "Winter Fest."
- Interim Financial Controller/Emergency Manager, The Library Network: Managed all business, financial and human resources operations for the regional library cooperative (see below).
- Separated a newly-formed district library's finances from the City; established accounting policies/procedures; purchased/configured/installed computer systems; trained staff.
- Provided administrative services to 8 different public pension funds.
- Served as manager/treasurer: 3 political candidate and 3 ballot question committees.

PROFESSIONAL EXPERIENCES: Direct Employment, 1984 - 2016

Executive Assistant to the Township Supervisor – Van Buren Township, MI

- Deputy-type duties; budgets and financial analysis; contracts review/negotiation; liaison to staff, businesses and residents; complaint resolution; and various other administrative tasks.
- Authored: Financial Statements Management's Discussion and Analysis for 2014 and 2015; Millage ballot questions for 2015 and 2016; State of the Township 2016; and various resolutions and press releases.

Accountant, Elite Defense – Chelsea, MI

- Accounting and billing; domestic order administration; and warehouse/inventory/freight management.

Trustee, Charter Township of Van Buren – Van Buren Township, MI

- Appointed by the Board, then elected by voters to fill an unexpected vacancy.
- Responsible for governance of 26,000+ residents and oversight over a \$13+ million operating budget.
- Liaison to Open Space Committee and also the Alliance of Downriver Watersheds.

Controller, The Library Network – Southgate, MI

- Directed the operations and staffing of the Business Office and Human Resources Department providing cooperative services to 5 counties' of libraries.
- Revised and implemented financial and human resources policies/procedures.
- Updated a manual accounting system of handwritten entries on ledger cards to Excel in preparation for migration to a computerized system utilizing Fund Balance software.
- Worked with auditors to reveal a \$1.1 million debt to Wayne County, produced cash flow scenarios and with the management team, negotiated a 3-year repayment plan.
- Whittled a \$13 million+ budget to ~ \$7 million to bring the organization back to a \$464,000 positive fund balance over a 2-1/2 year period.

Administrative Assistant, Huron Valley Library System – Ann Arbor, MI

- Assistant to the Director (with accounting duties) providing cooperative services to 2 counties' of libraries.
- Analyzed assets and resources to help determine the (post-embezzlement) co-op's viability and future.
- Assisted Director and Board to coordinate dissolution with member libraries, Washtenaw County, The Library of Michigan and the group's merger with WOLF cooperative.

Contracts Administrator, International Order Administrator, Accounting Clerk

Schlumberger Technologies, Inc. CAD/CAM Division World Headquarters – Ann Arbor, MI

- Authored/administered/negotiated service contracts for major/national defense accounts in North America; won a district-based "Overachievement of Goals" award with team.
- Revised an email international order entry format to reduce language misinterpretations.
- In managing the general ledger, uncovered software bugs to reveal thousands of dollars of "lost" revenue.

Member Services Coordinator, University of Michigan Credit Union – Ann Arbor, MI

- Managed "offsite banking" on North Campus satellite site; open/closed accounts; trained tellers.

Lianne I. Clair

[REDACTED] • [REDACTED] • [REDACTED]

REFERENCES

Bryce Kelley
Ann Arbor Michigan
Manager, Scio Township
Ann Arbor, MI 48103
[REDACTED]
[REDACTED]

Bryce previously was Director of Developmental Services in Van Buren Township. He worked with me while I was on the Township Board. He is familiar with my work on VBT's Public Safety Committee and Belleville Area Chamber of Commerce.

Thomas DiPietro
Belleville, MI
Attorney
DiPietro & Day
Belleville, MI 48111
[REDACTED]
[REDACTED]

Tom is a community-involved attorney. He was President of the Belleville Area Chamber of Commerce while I was its Interim Executive Director. Also, I served on Van Buren Township's Board of Zoning Appeals with him.

Linda H. Combs
Belleville, MI
Retired
Former Township Supervisor
Charter Township of Van Buren
[REDACTED]

Linda was Van Buren Township's Director for its September Days Senior Center while I was on the Township's governing Board. Later, she was elected to Township Supervisor and hired me to be her Executive Assistant. She did not seek reelection and is currently retired.

Tim Rush
New Boston, MI
Security Consultant
Vigilante Security
Southfield, MI 48076
[REDACTED]

Tim knows of my work with Van Buren Township and is active in local politics. He has served as a Trustee on Sumpter Township's Board. He is also active on Washtenaw County's Emergency Management team in disaster preparedness and response.

Scott Moser
Tempe, AZ
Midwestern Region Sales Manager
Acculogic/Phase 4 Inc.
Gilbert, AZ 85296
[REDACTED]

Scott worked with me closely at Schlumberger CAD/CAM. He was the Service Manager while I was Contracts Administrator for the North American Region. Our work included travelling to national defense sites to negotiate and secure service contracts.