

Jonathan Hollinger

232 Taylor Drive, Lexington, KY 40511
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Office of Mayor Jim Gray
200 East Main St
Lexington, KY 40507

Dear Selection Committee,

I believe my technical skills, attention to detail, and knowledge of Lexington and LFUCG make me the ideal candidate for the position of Project Management Director.

Projects are made of milestones, tasks, and resources. In order to bring a project to successful completion you must reach each milestone by completing the necessary tasks using available resources. Milestones often run concurrently and managing a project can quickly overwhelm a manager if they do not have the right tools. A system of tracking all of these elements will allow stakeholders to have real-time access to project progress, empower project managers to keep their projects on track, and create a repository of project data that can be analyzed to write better scopes, value engineer future projects, negotiate fees, and develop other best practices to be used throughout government.

This system does not have to involve months of implementation and high costs. I strongly believe in using a lean approach to develop both technology and administrative systems. As an example of what I can accomplish at no cost in just a few hours, I have created the Lexington Project Dashboard, a tool which allows projects to be monitored through the city. This iteration of the dashboard is powered by sample data stored in a (free) Google spreadsheet, which could easily be updated by one or more project managers.

If you have any questions about my qualifications or my approach to project management, please contact me at any time at 859.552.5292 or by email at jmholl5@gmail.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Hollinger', with a long horizontal flourish extending to the right.

Jonathan Hollinger

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About Me

Highly skilled, data-driven professional prepared to excel as Project Management Director.

- Deep knowledge of Lexington and LFUCG; experience working and communicating with city staff, community leaders, businesses, neighborhoods, and other stakeholders.
- Process and results oriented; experience analyzing government processes and implementing efficiency improvements, including knowledge of lean processes with training from the Denver Peak Academy.
- Project management experience; experience managing and assisting with large public sector projects, including software implementations, state and federally funded road and trail projects, and professional services contracts.
- Highly technically skilled; knowledge and experience with office software, databases, and GIS, including proficiency in writing VBA, JavaScript, SQL, HTML, CSS, and other programming languages.

Experience

Lexington Fayette Urban County Government, Department of Planning, Preservation, and Development
Administrative Officer Senior (December 2013 - present)

- Managed projects and programs.
 - Managed Lexington's vacant property program.
 - Served as project manager for the Euclid Avenue Commercial Corridor Study.
 - Assisted with major technology implementations, including new systems for New Development and Code Enforcement.
- Worked with a variety of Divisions within the Department of Planning, Preservation, and Development on process improvements.
 - Created new systems for tracking department information, including automated data extraction processes, data processing tools, and front-end interfaces.
 - Created new ways for LFUCG's customers to contact city staff to improve response time and accuracy.
 - Created replicable tools to "clean" city data in order to make it more useful for decision making.
- Assisted with the day-to-day management of seven divisions of government.
 - Assisted with financial management at the project and operational level.
 - Directed the creation of policies and procedures to improve efficiency.
 - Provided guidance to project managers on capital projects, including consultant selection and resolution of project issues.

Lexington Fayette Urban County Government, Council Office
Legislative Aide (June 2010 - December 2013)

- Performed complex research regarding municipal government topics.
 - Performed and presented extensive research on the Police and Fire Pension Fund, ultimately leading to landmark pension reform legislation in 2013.

- Researched and executed process improvements in several divisions of government, including the creation of improved forms for Code Enforcement actions and economic development agency reporting.
- Provided staff support to the Council's budget process.
 - Served as the primary staff person for Council "Budget Links" in 2011, 2012, and 2013.
 - Assembled documents and performed financial analysis of proposed budgets.
- Served as the liaison for all residents, associations, and businesses in the 10th Council District
 - Managed all constituent relations for the 10th District Council Office and presented information to the general public on LFUCG programs and projects.
 - Created a custom database to track complaints, issues, and other contacts with the Council Office.

Lexington Public Library, Beaumont Branch

Computer Aide (November 2007 - July 2009)

- Taught adult education classes on various technology topics.
 - Researched, created, and presented classes on online job searching, internet auction systems, and the library's electronic resources.
 - Created presentations on how to use EBSCOhost, Ancestry, and other online databases.
- Provided technology assistance to library patrons.
 - Assisted with web technologies, document creation and formatting, and other computer based tasks.
 - Managed the Beaumont Branch's computer reservation and printing system.

LexArts, Inc.

Community Arts Intern (May 2008 - September 2008)

- Managed the 2008 Lexington Outdoor Mural Project.
 - Researched prevailing standards on mural painting and design.
 - Coordinated public meetings and artist selection.
 - Managed project budget.
- Assisted with the review of community arts grant applications.
 - Compiled and checked documents for completeness and accuracy.
 - Created real-time digital scoring sheets to rank applications.

Education

University of Kentucky, Martin School of Public Policy and Administration

Master of Public Administration, 3.9 GPA

University of Kentucky, College of Fine Art

Bachelor of Arts, Arts Administration, 3.25 GPA

Skills

- | | |
|---------------------------------------|---|
| • Microsoft Office Products | • Visual Basic |
| • Visual Basic for Applications (VBA) | • Database Management/SQL |
| • HTML | • SPSS, Stata, and other Statistical Software |
| • JavaScript | • PeopleSoft |
| • CSS | |

References

Derek Paulsen, Ph.D.

Commissioner of Planning, Preservation, and Development
Lexington-Fayette Urban County Government
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R. Douglas Martin

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Sturgill, Turner, Barker & Maloney
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Rob Parmley

Branch Manager
Lexington Public Library
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859.231.5500

Publications

Kentucky Pension Reform Under Senate Bill 2

Kentucky Bench and Bar, March 2014
R. Douglas Martin, J.D. Chaney, Jonathan M. Hollinger

New Accounting Standards for Government Pensions

Kentucky Bench and Bar, March 2014
Lee Ann Watters, Jonathan M. Hollinger, and R. Douglas Martin

Public Art Master Planning for Municipal Governments: Core Components and Common Practices

UKnowledge - University of Kentucky, 2011
Jonathan M. Hollinger