

Joseph P. Duff
909 Schreur Street
Gaylord, Michigan 49735
Home: (989) 732-8845
Office: (989) 732-4060

EDUCATION

Fall 1980 – December 1981: **University of Detroit** – *Masters of Administration*
Major: Public Administration, Political Science Department
Minor: Organizational Management and American National Institutions

Fall 1978 – Spring 1980: **Michigan State University** - *Bachelor of Arts*
Major: Justice, Morality and Constitutional Democracy
Minor: Economics (specifically Macroeconomics)

Fall 1976 – Spring 1978: **Muskegon Community College** – *Associate of Arts*

Other Education

Fall 1983 – Fall 1984: **Lansing Community College** – Additional College Course
Work: Associate in Business Degree – Accounting & Data
Processing – 30 credits earned

PROFESSIONAL EXPERIENCE

May 1998 - Present

City Manager, Gaylord, Michigan. The City of Gaylord is a community of 3,681 people located in Northern Michigan's Lower Peninsula. The community is known for the year round tourist activities which abound in the area. It is home of the Gaylord "Golf Mecca" where 27 championship golf courses surround our community at nearby resorts. Two downhill ski slopes and an abundance of snow make our community a full season tourist location. Gaylord has become a major regional center for both commercial and industrial growth. It is known as the "Alpine Village" due to our unique Swiss Alpine architectural styling. Gaylord is a full service community which provides police, cemetery, water and sewer utilities, streets, planning, zoning, and public parks. Fire services and ambulatory services are shared programs of City participation and district operated. The City employs 37 full time employees and 8 part time seasonal employees. The City's municipal budget totals approximately \$12.5 million annually.

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The City Manager works with the Mayor and a 6 member City Council. The Manager coordinates the operations of all departments and the City is considered a Council-Manager form of government. The Manager carries out labor negotiations with the 2 labor unions, budget preparation, and plans and coordinates projects to their successful completion.

Accomplishments include:

- Construction, property acquisition, and development of \$3.5 million new industrial park.
- Provided redevelopment of all existing municipal parks and acquisition of new park land.
- Enhanced pedestrian pathways throughout City.
- Negotiated new private commercial developments and associated infrastructure totaling over \$40 million.
- Constructed street and infrastructure redevelopment totaling \$10 million.
- Effectively managed 3 successful millage campaigns for wastewater treatment improvements, streets, and new City Hall construction.
- Managed new wastewater treatment plant and new water well construction totaling \$7 million.
- Acquired nearly \$7 million in State and Federal grants for Capital Projects for City and work on task force to acquire \$14.6 million in State and Federal funds for community transportation project.
- Over saw development of new City Hall and Public Works construction of \$4 million.

December 1994 - May 1998

Village Administrator, Archbold, Ohio. The Village of Archbold is a small community of approximately 4,200 people located in Northwest Ohio. Archbold serves the community with planning, zoning, water, wastewater treatment and distribution utilities, public safety fire and rescue service and police department, a street department and parks system around out the balance of the community services. The Village employed some 50 full-time employees and 30 seasonal employees in various departments during the summer months. The Village's budget totaled \$13 million annually. The Village also operates a water system that extends out into the outlying regional area that is approximately 4 miles wide by 7 miles long to service outside our corporation limits.

As Village Administrator I worked with the Mayor and 6 member Village Council. The Administrator coordinates the operations of all departments with the exception of Public Safety. Carrying out the policies of the Mayor and Council, budget preparation, coordination of municipal department programs and smooth effective operations were the focus of the

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Administrator. Accomplishments included; residential subdivision improvements, street reconstruction, wastewater treatment plant building construction, water distribution building construction, Fire Hall construction, City Hall remodeling, drafting and establishment of new City Charter, establishment of special assessment districts, construction of \$2.4 million industrial park, land acquisitions for future park and water reservoirs. Managed and planned with Council capital improvements budget of \$5 million annually.

April 1987 to December 1994

Village Manager, Mackinaw City, Michigan. The Village of Mackinaw City is a renowned community located at the northernmost end of Michigan's Lower Peninsula. The community is the third oldest in the state of Michigan and is very widely recognized for its historical significance. The population of Mackinaw City is 859. In the summer the population swells to 20,000 on any given day during June, July, and August. Mackinaw City is a full service community which provided police, fire, and ambulance public safety protection, water and sewer utilities, streets, planning, zoning, municipal marina, public parks, and recreation programs. The Village employed 27 full-time and seasonal employees with an additional 30 employees utilized as paid volunteers for fire and ambulatory services. The community's municipal budget totaled \$2.1 million annually.

As Village Manager of Mackinaw City I worked with a 7 member Village Council. The Manager coordinated the operation of all Village Departments and served as the Village Council's expediter for policies and projects. Accomplishments included; attainment of \$3.25 million in State Department of Natural Resources funding, construction of \$3 million wastewater treatment plant, attained grants totaling \$2.2 million for marina waterfront park acquisition and development and roadway construction. Also coordinated and directed substantial streetscape improvements totaling \$3.6 million including the development of the Village's first special assessment districts.

January 1985 to April 1987

Village Manager/Clerk, Mattawan, Michigan. The Village of Mattawan is a small bedroom community located at the very eastern end of Van Buren County and 15 miles west of Kalamazoo, Michigan. The population of Mattawan is 2,536. Mattawan services the community through a water utility, police department, public works department, and providing zoning for the community. The Village employed 5 full-time and 8 part-time employees. The community's budget totaled \$430,000.

As the Village Manager-Clerk I worked for a Village Council consisting of 7 members. The Manager-Clerk was responsible for carrying out the policies and programs of the Village Council. The Manager-Clerk also was in charge of Village elections, utility billings, budget preparation, contract negotiations, administration of all Village departments, payroll, and the

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writing of a bi-annual newsletter. Accomplishments included; attainment of \$100,000 federal road grant, \$750,000 state Commerce grant for industrial plant redevelopment, establishment of a revolving loan fund.

HONORS AND PROFESSIONAL AFFILIATIONS

Member of International City Managers Association

Member of Michigan Local Government Management Association – Former Member of the Board of Directors

Member Knights of Columbus, Third Degree – Dan Kennedy Post – Muskegon, Michigan

Member Ancient Order of Hibernians, Third Degree – Father Flannery Division – Gaylord

Member Sons of American Legion Post 154 – Mackinaw City

Parade Marshal WMJZ St. Patrick's Day Parade, 2004

President's Award – Gaylord/Otsego Chamber of Commerce, 2003

Participate on numerous Boards and Commissions in all communities served