

March 31, 2017

Northfield Township
Attn: Personnel Committee
8350 Main St.
Whitmore Lake, MI 48189

RE: Township Manager

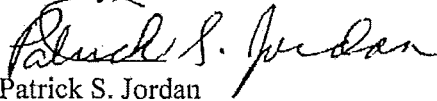
Dear Township Board of Trustees:

Please accept these application materials for the above position. I have a wealth of experience in county and local government as well as a Master's Degree in Public Administration. I've also served as Township Supervisor of Muskegon Charter Township, so I understand well the peculiarities of Township operations.

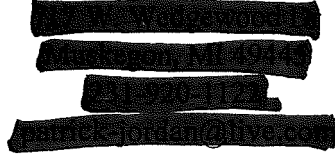
I've spent 9 years as Adjunct Faculty with Baker College in Michigan, teaching in the areas of Management/Supervision, American Political Systems, International Relations and Regional Geography, and enjoyed that role very much.

I hope to hear from you soon. Thank you.

Sincerely,


Patrick S. Jordan

Patrick S. Jordan



SUMMARY

Seeking a challenging, rewarding position as Township Manager with Northfield Township, Michigan.

PROFESSIONAL EXPERIENCE

Wexford County Administrator Cadillac, MI

November 2015 – March 2017
\$88,000

Chief Administrative Office for the County, serving at the pleasure of the Board of Commissioners. Responsible for ensuring directives and policies of the BOC are implemented. Responsible for the day-to-day business activities of the County, Finance/Budget management and Human Resources including union negotiations. Staff resource to the Board of Commissioners on all matters facing the County and attend all BOC and Committee meetings. I served as liaison for various community commissions. The County is in the midst of a \$13.8 million jail construction project financed through USDA-Rural Development.

Assistant City Manager City of Unalaska, AK

January 2013- November 2015
\$113,500

I was the Director of Administration for the City. Worked with the CAPSIS system. My duties included management of all HR functions, Risk Management, City Housing program and the Community Grants program, a program with a \$1 million annual endowment. I served as City Manager in his absence and therefore must stay current on all issues facing the city. I worked closely with the Tribe and the Native Corporation on various community projects.

Borough Manager Bristol Bay Borough, Alaska

November 2011-January 2013

I served as Borough Manager with Bristol Bay Borough. Worked with the CAPSIS grants system. We have an established Port but have also been accepted as part of a GO Bond by the State for \$350 million of which we were \$7 million, something I lobbied for with Governor Parnell and legislators. My general fund budget was \$8 Million, with 40FT employees. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

Vital Records Manager Tarrant County Clerk

August 2008-November 2011

I served as Vital Records Manager for the Tarrant County Clerk's Office. I managed the operation of the main downtown office as well as the 6 Sub-courthouses throughout Tarrant County. Since joining the County Clerk's Office, Tarrant County agreed to assume Registrar duties for the City of Ft. Worth, and I was responsible for implementing organizational improvements to provide for a smooth transition. Under my leadership, we accomplished this and in the process won a 2008 5-Star Award from the Texas Bureau of Vital Statistics and a 2009 Exemplary Award, the first such awards since 2002. Our revenues approximately tripled from this transition. Under my direction, we were able to use new technologies and old ones to offer the 1.7 million residents of Tarrant County the ability to obtain their need vital records and any of the 7 court house locations around the county.

Muskegon Charter Township Supervisor March 2004- August 2008
Muskegon, MI

The oldest Township in Michigan, Muskegon Township has a diverse population of 19,000. As a full-service Township, I supervised Department Heads over Sanitation, Highway, Police, Fire, Inspections, Utilities and Economic Development.

The Township has 50 employees and a \$13 million budget. In addition to budget development and management, I dealt directly with expansions of our water and sewer systems and related financing, sustainable growth, economic development, industry retention, personnel administration and collective bargaining with 3 unions. As Township Supervisor, I was the Chief Elected Official and Chief Administrative Officer. I spent a good deal of my time and energy in the Economic Development area, with good success, and that success continues today based upon the positive relationships I maintained with the business community. Muskegon Township maintains 3 enterprise funds, water, sewer collection and sanitation.

Adjunct Professor, Baker College August 1998 – May 2008
Muskegon, MI

Taught college level courses in American Government, International Relations and Regional Geography.

Deputy County Clerk Supervisor April 2000- March 2004
Muskegon, MI

Served as Assistant County Clerk I supervised the daily operations of the County Clerk's office. Coordinated County Elections which included optical scan programming, training, and facilitation of elections throughout the county with a population of 170,000. Managed the Circuit Court jury system, and developed and implemented an enforcement system for "no-show" jurors.

Friend of the Court Investigator January 1998- April 2000
Ottawa County Family Court
Grand Haven, MI

Managed a caseload of 1,400 domestic relation cases, enforced court orders, and investigated child support, parenting time, and custody matters. Facilitated agreements with parents concerning support and parenting issues. Served as the enforcement officer for hearings in open court.

Corrections Officer May 1994- January 1998
Ottawa County Sheriff Dept.
Grand Haven, MI

Supervised and performed intake, classification, administration and court commitments and dispositions of inmates. Coordinated LEIN operations. Maintained security of the 400 bed facility.

EDUCATION

Master of Public Administration, June 2000
Western Michigan University
Kalamazoo, MI

Bachelor of Science, Political Science, December 1995
Grand Valley State University
Allendale, MI

Professional Affiliations

- Member-Michigan Association of Counties
- Muskegon Area-Wide Plan-Smart Growth/Sustainable Development
- West Michigan Shoreline Regional Development Commission Board /MPO
- COPS (9-1-1) Board of Directors of Muskegon County
- Leadership West Michigan, Class of 2005
- Prison Liaison Committee, Brooks, MCF and Shoreline Correctional Facilities
- Former VP, Southwest Alaska Municipal Conference
- Muskegon Area First, Governmental Economic Development Agency Board of Directors

PROFESSIONAL REFERENCES

Roland Crummel
Laketon Township Supervisor (Retired)

[REDACTED]
N. Muskegon, MI 49445

[REDACTED]
[REDACTED]

James Borushko
Muskegon County Administrator (Retired)

[REDACTED]
Twin Lake, MI 49457
[REDACTED] H [REDACTED] C

Curt Babcock, EdD
Superintendent
North Muskegon Public Schools

[REDACTED]
N. Muskegon, MI 49445

[REDACTED]
[REDACTED]

Lisa Vogler, PC

[REDACTED]
Beulah, MI 49617

[REDACTED] C
[REDACTED] O
[REDACTED]

Joe Levesque, PC

[REDACTED]
Anchorage, AK 99503

[REDACTED]
[REDACTED]

LEVESQUE LAW GROUP, LLC

Joseph N. Levesque
Shane E. Levesque, Of Counsel

[REDACTED] Alaska [REDACTED]

Phone: [REDACTED]

Fax: [REDACTED]

Website: [REDACTED]

March 16, 2017

Re: Letter of Recommendation – Patrick Jordan

TO WHOM IT MAY CONCERN:

I have known Patrick Jordan for over four (4) years and have worked as an attorney with him while he served as Borough Manager for the Bristol Bay Borough. I also have knowledge of his work as Assistant City Manager for Unalaska. Based upon my personal experience, I consider Mr. Jordan to be a very capable manager. Any Alaskan municipality would be well served by Mr. Jordan's abilities and experience.

Mr. Jordan has demonstrated excellent communication and management skills relating to large scale projects, as well as managing day to day activities involved in administering efficient and cost effective government. It has also been my experience that he is able to make difficult decisions in the best interest of the municipality, as well as carry out directives of the governing body. It has appeared to me that Mr. Jordan is a good communicator with staff and volunteers.

In addition to his managerial skills, Mr. Jordan has general experience dealing with the wide variety of issues confronting Alaska's municipalities today. I have known Mr. Jordan to be honest, upright, considerate and kind. As a very capable manager, Mr. Jordan has demonstrated his ability to be steadfast and assertive when the situation requires. Mr. Jordan is also conscientious and hard working.

In summary, Mr. Jordan possesses a temperament of even mindedness and fairness which is necessary to serve the public. As an attorney with over 23 years' experience serving Alaska's municipalities, it is my opinion that Mr. Jordan would be an asset to any municipality that has the good fortune to retain his knowledge and experience.

Should you have any questions please do not hesitate to contact me at [REDACTED]

Sincerely,

LEVESQUE LAW GROUP, LLC

Joseph N. Levesque

Joseph N. Levesque

cc: Patrick Jordan

NORTHFIELD TOWNSHIP MICHIGAN

8350 Main St.
Whitmore Lake, MI 48189

Phone: 734-449-2880
Fax: 734-449-0123

Employment Application

Prospective employees will receive consideration without discrimination based on religion, race, color, sex, age, national origin, height, weight, marital status, disability, or veteran status.

Personal Information			
Last Name <i>Jordan</i>	First Name <i>Patrick</i>	M. I. <i>S</i>	Today's Date <i>5/15/17</i>
Street Address [REDACTED]		City [REDACTED]	State <i>MI</i>
E-mail [REDACTED]		Home Phone [REDACTED]	Cell Phone [REDACTED]
Are you eligible to work in the United States? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Are you 18 years of age or older? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Do you currently have a valid Driver's License? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		License Number: [REDACTED]	State: <i>MI</i>
Have you been convicted of a felony in the past seven years? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Social Security Number XXX-XX-[REDACTED]	
If yes, please explain:			
What position are you applying for? <i>Township Manager</i>		How did you hear about this position? <i>mml.org</i>	
Expected/Desired Pay Rate <i>\$75,000</i>		Date Available <i>immediately</i>	Have you ever applied with us before? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Education		
Name & Location	Last Year Completed	Major & Degree earned
High School <i>Muskegon H.S.</i>	9 10 11 (12)	<i>Academic / music</i>
College or University <i>Grand Valley State Univ</i>	1 2 3 (4)	<i>Political Science, BS</i>
Trade School		
Other <i>Western Michigan University</i>	(2)	<i>MPA</i>
List any Relevant Certifications you currently hold		
List any other applicable training, skills or proficiencies <i>Budget management, Relationship-building</i>		

Employment History

(Please list your last 10 years of employment, starting with your current or most recent position. Attach an additional sheet if necessary.)

Employer Name	Wexford County	Type of Business	County Government
Address	437 E Division Cadillac, MI 49601	Phone Number	231-920-7193
Job Title	County Administrator	Supervisor's Name	Bill Goodwill
Employment Dates	From: 11/15 To: 4/17	Starting Salary	88,000
		Ending Salary	88,000
Duties:	All business affairs of county, Union negotiations, Budgeting, All HR duties, Risk management + insurance.		
Reason For Leaving:	Resigned, 17 months of a 220 mile per day commute		
May we contact this employer for a reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please explain:	Bill Goodwill only. I'm willing to explain.		

Employer Name	City of Unalaska	Type of Business	City Government
Address	P.O. Box 610 Unalaska, AK 99685	Phone Number	907-581-1252
Job Title	Asst City Manager	Supervisor's Name	Chris Hladick
Employment Dates	From: 1/13 To: 11/15	Starting Salary	105,000
		Ending Salary	117,500
Duties:	Director of Administration, including HR, Risk, Insurance, Management of City Housing, Mgt. of Community Grants program		
Reason For Leaving:	very remote location, my wife's migraines exacerbated by drastic barometric pressure changes.		
May we contact this employer for a reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please explain:			

Employer Name	Bristol Bay Borough	Type of Business	Borough Government
Address	P.O. Box 189 NAKNEK, AK 99633	Phone Number	907-439-6124
Job Title	Borough Manager	Supervisor's Name	Randy Robertson
Employment Dates	From: 11/14 To: 1/15	Starting Salary	108,000
		Ending Salary	116,000
Duties:	All business affairs of the Borough. Budget, Liaison with Native Corp. + Tribe.		
Reason For Leaving:	Better position, School, community		
May we contact this employer for a reference?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If no, please explain:			

References (no relatives please)

Name	Phone Number	How do you know this person?	How long have you known this person?
Mike Holman	[REDACTED]	City of Unalaska Colleague	4
Tam Cohenow	[REDACTED]	" "	3
Lisa Vogler, PE	[REDACTED]	Professionally	1 1/2
Don Moore	[REDACTED]	Professionally	1

Disclaimer & Signature

I hereby authorize the Township of Northfield to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references except where I have indicated they may not be contacted. I also hereby release the Township of Northfield and its representatives from all liability for seeking, gathering, and using such information to make employment decisions, and all other persons or organizations for providing such information.

By signing, I certify that the facts set forth in my application for employment are true, correct and complete to the best of my knowledge. I understand that if employed, any false statement on the application may result in my dismissal. I further understand that this application is not nor is it intended to be a contract of employment, nor does this application obligate the Township of Northfield in any way if the township decides to employ me. I understand and agree that my employment is at-will, and can be terminated by either party with or without notice, at any time, for any reason.



Signature

5/15/17

Date