

March 31, 2025

Palm Beach County  
Board of Commissioners

RE: County Administrator position

Dear Board of County Commissioners :

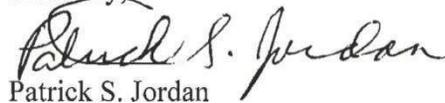
The posting for this position immediately caught my interest. I've spent 30 years in public service, the first 10 or so in law enforcement and the Courts, and the last 20+ years in municipal management. I have managed island communities, waterfront communities, industrial communities as well as communities with agriculturally-based economies. Despite differences, all communities are sharing the same struggles and trying to do more with less.

I earned a Master of Public Administration at Western Michigan University. I taught as college adjunct faculty for 9 years teaching American Government and International Relations. My experiences in municipal management have included a great deal of economic development, intergovernmental partnerships and utility construction and improvements totaling approximately \$200 million.

I am looking for a long-term position with positive, respect-filled relationships with my Board members and employees. I have close friends and immediate family all over Florida, including Palm Beach County, and look forward to living and working there. Springtime and summer are beautiful in Michigan, but I'm no longer fooled by it.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Patrick S. Jordan". The signature is written in black ink and is positioned above the printed name.

Patrick S. Jordan

# Patrick S. Jordan

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Phone: ( [REDACTED] )

Email: [Patrick-Jordan@live.com](mailto:Patrick-Jordan@live.com)

## SUMMARY

More than twenty years of local government experience with expertise in the following areas:

- Operations & Project Management
- Labor Relations
- Customer Service
- Media Relations
- Strategic Planning & Operations Analysis
- Financial Operations and Budget
- System Design and Implementation
- Organizational Change and Development

An innovative leader with demonstrated organizational, analytical and communications skills. Experienced in managing change and specializing in turnarounds. Achievement-oriented with foresight; a dedicated team player who is able to work independently within the organizational framework.

## RELEVANT PROFESSIONAL EXPERIENCE

**County Administrator**, Ionia County, MI

2022 – 2024

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 serve as liaison for various community commissions.

**City Manager**, Escanaba, MI

2017 – 2022

Chief Administrative Officer of a full-service municipality of 13,000 with a private deep water port. Our budget, that I am responsible for assembling and managing, is \$30 Million including Electric, Water and Wastewater utilities. I am responsible to the 5-member City Council and serve at their pleasure. I am very active as a community liaison with other local governments, working groups, Tribal governments and committees with interest in the community. I oversee Directors of Water, Wastewater, Electric, Public Works, Recreation, Finance, HR/Treasurer, City Clerk, Public Safety and Library. We have a DDA that covers our approximately 1 ½ mile long downtown corridor. I arrived in Escanaba after the first Court of Appeals decision in the “Dark Store” case, Menards v. City of Escanaba. I built support for our case through the MML, MTA and MAC and raised over \$250,000 in contributions from member communities to help fight this fight. I directed improvements to our water system and hydrant system, and oversaw the initial phases of lead service line replacements.

**Wexford County Administrator, Wexford County, MI**

2015 – 2017

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.

**Assistant City Manager, Unalaska, AK**

2013 – 2015

I was the Director of Administration for the City. 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. Unalaska had several Enterprise Funds. Critical ICS 100-400 certification.

**Borough Manager, Bristol Bay Borough, AK**

2011 – 2013

I served as Borough Manager with Bristol Bay Borough. Bristol Bay Borough is made up of three villages; Naknek, South Naknek and King Salmon. Children in S. Naknek are flown to school every day. 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 are \$7 million for property acquisition and port expansion. My general fund budget was \$8 Million, with 40FT employees. In Alaska, the Native Corporations own virtually all lands, so good relationships are a necessity. I worked closely with the Native Corporation and the local Tribe on cooperative issues.

**OTHER PROFESSIONAL EXPERIENCE**

Also worked briefly as the Chief of Staff for the House Majority Leader of the Alaska State Legislature. Additionally, served as a Vital Records Manager (three years) for the Tarrant County (TX) Clerk, as a Township Supervisor (four years) for Muskegon Township (MI), and as an Adjunct Professor (ten years working part-time while working full time elsewhere) at Baker College in Muskegon, MI where I taught college level courses in American Government, International Relations and Western Regional Geography.

Early in my career, worked as Deputy County Clerk Supervisor (four years) in Muskegon, MI, a Friend of the Court Investigator (two years) for Ottawa County Family Court in Grand Haven, MI, and as a Corrections Officer (four years) for the Ottawa County Sheriff Department

**EDUCATION**

Master of Public Administration, Western Michigan University, Kalamazoo, MI (awarded 2000)  
Bachelor of Science, Political Science Grand Valley State University in Allendale, MI (1995)

**PROFESSIONAL AFFILIATIONS**

- 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
- Muskegon Area First, Governmental Economic Development Agency Board of Directors