

Scott Blake



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Board of County Commissioners Palm Beach County
301 N Olive Ave Unit 1201
West Palm Beach, FL 33401

Subject: Application for County Administrator Position

Dear Members of the Board of County Commissioners,

I am writing to express my strong interest in the County Administrator position for Palm Beach County. My extensive experience in executive-level management, coupled with my proven ability to drive organizational success in complex governmental settings, aligns seamlessly with the qualifications and responsibilities outlined in the position announcement.

For over 15 years, I have held progressively responsible leadership roles in federal agencies, where I have overseen large-scale programs, managed multi-million-dollar budgets (including experience with a \$9 billion budget), and directed diverse teams. In my current role as Upper Colorado Basin Regional Outdoor Recreation Planner for the Bureau of Reclamation, I am responsible for the administration and coordination of key recreation resource management programs across a vast region.

I have a demonstrated history of success in:

- **Strategic Planning:** Formulating and executing strategic plans to achieve organizational goals, improve efficiency, and enhance service delivery.
- **Budget Management:** Developing and managing complex budgets, ensuring fiscal responsibility, and maximizing resource allocation to support operational needs.
- **Interagency Collaboration:** Building and maintaining strong relationships with federal, state, and local agencies, as well as community stakeholders, to achieve common objectives.
- **Policy Implementation:** Developing and implementing policies and procedures to ensure compliance, optimize operations, and drive organizational effectiveness.

- **Team Leadership:** Leading, supervising, and mentoring high-performing teams, fostering a collaborative work environment, and promoting professional development.

I am particularly drawn to Palm Beach County's commitment to sustainable growth, community prosperity, and the provision of high-quality services to its diverse population. I am confident that my skills and experience in strategic planning, financial management, and stakeholder engagement would enable me to effectively address the challenges and opportunities facing the County.

My resume, which is attached, provides further detail on my qualifications and accomplishments. I am eager to discuss how my leadership experience and commitment to public service can contribute to the continued success of Palm Beach County. Thank you for your time and consideration.

Sincerely,

Scott Blake

Scott Blake

[Your Address]

[Your City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

Summary

Highly accomplished and results-oriented executive with over 15 years of progressive experience in environmental and natural resource management, demonstrating a strong track record in program administration, strategic planning, and interagency collaboration. Proven ability to manage complex programs and budgets, lead diverse teams, and engage stakeholders to achieve organizational goals. Seeking to leverage expertise to excel as County Administrator for Palm Beach County, bringing vision, leadership, and a commitment to sustainable growth and community prosperity. Core competencies include:

- **Budget Management:** Proven ability to oversee and manage budgets, including experience with a \$9 billion budget.
- **Program Administration:** Extensive experience in directing and coordinating large-scale programs, ensuring alignment with organizational objectives and regulatory compliance.
- **Stakeholder Engagement:** Adept at building and maintaining relationships with diverse stakeholders, including government agencies, community organizations, and private sector entities.
- **Policy Development and Implementation:** Expertise in developing, implementing, and evaluating policies to drive organizational effectiveness and achieve desired outcomes.
- **Team Leadership:** Demonstrated success in leading, supervising, and mentoring teams to achieve high levels of performance and productivity.

Experience

Upper Colorado Basin Regional Outdoor Recreation Planner | Bureau of Reclamation |
January 2024 – Present

- Oversee the administration and coordination of key recreation resource management programs across the Upper Colorado Basin Region, impacting millions of acres of federal land and waterbodies.
- Develops and implements policies, coordinated funding allocations, and negotiated agreements with state and local agencies to enhance recreational opportunities.
- Administers the recreation rehabilitation program, developing guidelines, managing contracts (>\$4 million), and ensuring the maintenance and replacement of facilities.
- Serves as the Regional Accessibility Coordinator, ensuring compliance with ADA/ABA regulations across all regional facilities.
- Reviews and prepares recreation planning reports, coordinated master planning efforts, and participates in special studies involving multiple stakeholders.
- Acted as a liaison with stakeholders and agencies, including the National Park Service, Bureau of Land Management, and state water boards, to address complex recreation and land management issues.
- Manages program funds, develops annual work plans, and reviews financial data, ensuring alignment with strategic priorities and budget constraints.
- Manages Federal Lands Transportation Program (FLTP) and Federal Lands Access Program (FLAP) grant projects, overseeing all phases from application and planning to implementation and closeout, ensuring compliance with Federal Highways Administration (FHWA) regulations and project timelines.
- Administers grant budgets totaling over \$10 million, tracks expenditures, and ensures compliance with federal funding requirements, including reporting to funding agencies.
- Oversees regional sign programs, promotes recreation events, and participates in invasive species management initiatives in collaboration with local conservation groups.

Outdoor Recreation Planner/Water Conservation Specialist | Bureau of Reclamation |
October 2017 – June 2024

- Served as the functional coordinator for recreation programs, involving interdisciplinary and multi-agency collaboration with agencies such as the US National Park Service, Natural Resources Conservation Service, Bureau of Land Management and Forest Service.

- Developed guidance on resource planning documents, including Resource Management Plans (RMPs), that influenced land-use decisions across millions of acres.
- Managed recreation budgets of up to \$3 million annually, monitored project progress, and oversaw the technical accomplishments of partners and contractors.
- Acted as Contracting Officer Representative (COR) and Grants Officer Technical Representative (GOTR), providing contractual and grant related guidance and coordination to various entities, including non-profit organizations, tribal governments, consulting firms, and local and county governments.
- Negotiated, and administered recreation agreements, contracts, and grants with federal, state, and local entities, totaling over \$30 million in funding.
- Served as a liaison between the Area Manager and partner organizations, facilitating communication and collaboration on key initiatives.
- Developed, implemented, and evaluated water management and conservation studies and projects.
- Administered WaterSMART Grant Program projects, coordinating with stakeholders and agencies, and ensuring projects met environmental and economic goals.
- Reviewed funding applications, developed budget proposals, and monitored program progress, ensuring efficient allocation of resources.
- Provided technical assistance to water users, analyzed water systems, and proposed improvement measures, leading to a 30% increase in water efficiency for participating entities.

Supervisory Natural Resources Specialist (Recreation) | U.S. Forest Service | December 2016 – October 2017

- Managed recreation programs on the Montpelier and Soda Springs Ranger Districts, overseeing a team of employees.
- Wrote and secured grants for trail improvements and seasonal employee wages.
- Realigned trails to reduce resource damage, resulting in a decrease in erosion, and collaborated with specialists to ensure proper management of facilities.
- Recommended development sites, and planned/monitored the construction of recreation facilities, including 10 miles of new trails and two campground renovations.

- Implemented recreation plan objectives, inspected recreation uses, and administered special use authorizations and concessionaire operations, ensuring compliance with federal regulations.
- Developed environmental documents, processed special use applications, and negotiated rights-of-way with private landowners and utility companies.
- Utilized databases (INFRA, NRUM, MM) to maintain unit information and communicated program information to the public through presentations to community groups and stakeholders.
- Ensured compliance with Off-Highway Vehicle (OHV) regulations, collaborated with law enforcement on enforcement strategies, and developed OHV area operating plans.
- Planned work, assigned tasks, conducted performance reviews, and addressed employee complaints for permanent and seasonal staff.

Resource Management Specialist | Bureau of Reclamation | January 2012 – December 2016

- Served as the primary liaison for the Provo Area Office (PAO) Water Conservation Program, particularly the WaterSMART Program, managing relationships with water districts and municipalities.
- Developed, implemented, coordinated, and evaluated complex water management and conservation activities, including annual WCFSP planning, budget proposals (up to \$2 million), and progress reporting.
- Ensured the development of water conservation plans by water users, reviewed compliance, developed monitoring procedures, and provided technical planning assistance.
- Provided assessments, cooperative study plans, and detailed water conservation plan development, including field assessments and improvement recommendations.
- Evaluated system problems and opportunities, determining structural and non-structural alternatives to enhance water management and use efficiency.
- Assisted entities in demonstrating new technologies, developing partnerships, and providing grants or cost-shared funding, resulting in the adoption of new water-saving technologies.

- Coordinated the planning, design, and construction of control features and improved management practices, working with engineering teams and contractors.
- Developed, coordinated, and evaluated education outreach activities related to water conservation and management.
- Coordinated the development of water conservation and management databases, including GIS applications, to track and analyze water usage data.
- Developed, negotiated, and administered grants and cooperative agreements, serving as the COR and GORT for agreements totaling over \$5 million.

Conservation Tech./Program Manager | Franklin Soil and Water Conservation District |
May 2009 – December 2011

- Managed and executed multiple long-term conservation projects, including a 38-mile pipeline installation project with a budget of \$4.3 million.
- Oversaw project budgets, schedules, and resource allocation, ensuring adherence to grant timelines and objectives, and completing projects 10% under budget.
- Developed and implemented project proposals, reports, and funding applications.
- Supervised and directed teams of seasonal employees, including performance management, training, and safety compliance for up to 12 staff members.
- Developed and managed budgets for conservation projects and invasive species inspection stations, ensuring cost-effective resource allocation.
- Secured funding through grant writing and vendor partnerships, including establishing a vendor program with Idaho Parks and Recreation that generated revenue.
- Coordinated and collaborated with diverse stakeholders, including landowners, government agencies (NRCS, ISWCC), irrigation companies, and contractors, to achieve project goals.
- Conducted public and private meetings, delivered presentations to audiences of up to 300 people, and maintained effective communication through various channels.
- Conducted on-site inspections and assessments of natural resource projects, ensuring compliance with project specifications and environmental standards.

- Ensured compliance with environmental regulations, including erosion and sediment control (certified by Pocatello, Chubbuck, and Boise), and trained staff on compliance procedures.

Education

Utah State University | Bachelor of Science, Recreation Resource Management | 2004 – 2006

- GPA: 3.31
- Dean's List, Senior Year

Skills

- Budget Management
- Strategic Planning
- Policy Development & Implementation
- Interagency Collaboration
- Stakeholder Engagement
- Team Leadership & Supervision
- Contract & Grant Administration
- Emergency Management
- Financial Reporting
- Performance Management
- Negotiation & Conflict Resolution
- Communication & Presentation Skills
- Data Analysis & Reporting
- GIS Applications