

JOHN P. SKEEL, MS

EXECUTIVE SUMMARY

Highly versatile, Director, with excellent communication skills and a proven track record of providing strong effective leadership and management skills to various communities and agencies. Demonstrated ability to guide, develop and market both traditional and non-traditional forms of community services. A decisive leader with a proven ability to collaborate at all levels of an organization with both public, private and non-profit sectors. Highly skilled in revenue generating efforts through grant acquisition, creative operations marketing and public/private sector partnerships.

PROFESSIONAL EXPERIENCE

City and County of San Francisco, San Francisco, CA

(09/19 – 03/21)

Deputy Director

Deputy Director reporting to the executive Director of Animal Care & Control, acting as assistant head of the department. The deputy assists with the overall management of the department and is the primary designee to act on behalf of the Director when they are not available. This position is primarily responsible for managing law enforcement programs, public safety, and custody programs.

County of Sonoma, Santa Rosa, CA

(07/15 – 09/19)

Animal Services Director

Animal Services Director responsible for providing key leadership for Sonoma County Animal Services. The Animal Services Director ensures and is responsible for sustainability, planning, revenue generation, community outreach, and partnership development. The Animal Services Director plans, organizes, administers, and oversees a comprehensive animal services program and budget, exercising independent judgment and initiative to achieve program goals and objectives.

Sonoma County Animal Services represents a collaboration of County, cities, and partner organizations dedicated to improving the health and lives of animals in Sonoma County. The Sonoma County Animal Shelter receives and provides services for over 5,000 animals a year, primarily dogs and cats.

Asian Pacific Community Counseling, Sacramento, CA

(06/14 – 12/14)

Executive Director

Responsible for development, implementation, and oversight of all APCC programs, services, including but not limited to all personnel, facilities, fiscal, and administrative management as guided by Board policies and procedures, procuring grants and contracts, fundraising as well as development of community partnerships in promoting the mission of APCC. \$2.7 million grant funded budget and more than 40 full time employees.

Tahoe Resource Conservation District, South Lake Tahoe, CA

(07/12 – 01/14)

District Manager

District Manager for the Tahoe Resource Conservation District overseeing all staff, program services, budget administration and grant administration. Coordinate numerous grant funded projects throughout the Tahoe Basin with local, state and federal agencies. Grant funds for fiscal year 12/13 exceed \$7 million. District provides a broad range of programs and services that include biological and watershed services, boat inspection sites, special events and extensive grant administration and coordination, utilizing more than 200 staff consisting of full time, part time and seasonal employees during the season.

El Dorado Hills Community Services District, El Dorado Hills, CA

(01/11- 12/11)

General Manager / CEO

General Manager of the District, responsible for managing over 170 acres of land, including 134 acres of parks and 82 acres of open space; fifteen undeveloped parks. Managing a full time staff of nearly 40 park and recreation professionals and support staff, in addition to over 150 part time and seasonal employees, with an annual budget of over \$8 million. Responsible for planning, directing and leading the planning the development and maintenance of parks and landscaping as well as the operation of all recreation facilities and community service programs.

Evergreen Park & Recreation District, Evergreen, CO

(01/08 – 12/10)

Executive Director

Executive Director overseeing an annual operating budget of \$6.7 million; responsible for all parks, parks operations, facility maintenance, recreation services, recreation centers, 50 acre lake and lake house property, administrative building and other facility operations, including; Skate park, seasonal ice arena, softball/baseball fields, swimming pools and numerous trails. Recruit and manage a full-time staff of 35 and a part time seasonal staff of over 200.

City of San Ramon, San Ramon, CA

(07/02 – 01/08)

Division Manager - Community Services

Division Manager, managing and overseeing the Community Services Division, as well as the Sports Division, Aquatics Division Youth Resources Division, County Library and Community Access Television (CTV). Directing division activities; hiring supervising and evaluating staff; conducting and participating in public meetings; served on various boards, commissions and committees, including the Library Advisory Committee, Open Space and Conservation Advisory Committee and High School Design Committee. Budget responsibilities included the joint oversight, development and implementation of the budget which was \$6.8 million 2007/08.

Experiential Program Design, St. Johns, MI**(02/94 - 06/02)****Recreation Consultant**

Experiential training and design services provided to schools and other agencies. Program design consultation; grant writing, community collaboration. Specializing in services to youth-at-risk and corporate clients. Designed and delivered programs ranging in length from a few hours too more than a year.

- Designed, developed and facilitated curriculum based experiential recreation programs for local school districts.
- 2 year contract with Shepherd Public Schools, serving as an Experiential Program Design Consultant.
- Presented at several local, state and national conferences on team building concepts and their implementation.

BOPARC, Morgantown, WV**(01/01 - 01/02)****Executive Director of Parks and Recreation**

Director overseeing an annual operating budget of \$1.6 million; responsible for all parks, recreation, senior center and other facility operations, including; Skate park, ice arena, softball/baseball fields, swimming pools and 500 seat amphitheater. Recruited and managed a full time and part time staff of over 200. Respons ble for restructuring and reorganizing the department through the updating of policies and procedures, new accounting practices, updating job descriptions and benefits, creation of a new marketing campaign for newly created annual membership program.

- Successfully reorganized the 18th Annual Mountaineer Balloon Festival, which had to be relocated with only 6 weeks' notice from its original City Airport location (due to Sept. 11th).

City of Ionia, Ionia, MI**(11/97 - 01/01)****Director of Parks and Recreation**

Director overseeing all park and recreation services for the City and County. Developing and managing an operating and capital improvement budget in excess of \$1 million dollars. Facility and staff operations, program design and development. Created a quarterly program and special event brochure, completed paved rails to trails and marina facility. Responsible for the City becoming a "Community of Promise". Applied for and received several grants including two from the Michigan Department of Natural Resources and another grant from Art Train USA, which is a cultural arts program via rail.

Michigan Capitol Girl Scout Council, Holt, MI**(10/96 - 11/97)****Director of Program Services**

Directed and developed seasonal and year round program services. Created staff training opportunities, presented to various groups, involved in facility development and management. Recruited, trained and evaluated staff.

Eagle Village INC, Hersey, MI**(06/88 - 10/96)****Program Director**

Numerous positions held over the years, responsibilities included program delivery, instruction, counseling, staff training, presenting, recruiting, photography, marketing and promotions, as well as teaching outdoor leadership skills which use high adventure and other experiential based activities. Respons ble for organization and oversight of summer camp programs also assisted with residential treatment program and corporate training programs.

EDUCATION

MSU
Michigan State University
Master of Science in Park Recreation & Tourism Resources / Urban Studies
GPA: 3.66
(1998)

CMU
Central Michigan University
Bachelor of Science in Therapeutic Recreation / Psychology
GPA: 3.30
(1996)

TRAINING/SERVICE

CAWA – California Animal Welfare Association - Cal Animals Disaster Committee
Committee Member
(2020-21)

CAW – Commission on Animal Welfare
Board Member
(2019-21)

CAPRA - Commission for Accreditation of Park and Recreation Agencies
CAPRA Accreditation Visitor Team Member
Accreditation visit: Tucson, Arizona, June 2015
(2015)

NRC – Non Profit Resource Center
Executive Director Boot Camp Training
(2014)

CAPRA - Commission for Accreditation of Park and Recreation Agencies
CAPRA Accreditation Chair of Visiting Team
Accreditation visit: Bismarck, North Dakota, June 2013
(2013)

CSDA – California Special District Association
Membership & Recruitment Committee
(2013)

El Dorado County & City of South Lake Tahoe
Parks, Recreation & Trails Master Plan - Evaluation & Advisory Committee
(2012-13)

South Lake Tahoe Chamber of Commerce Facilitator - State of the South Shore Forum	(2012)
CSDA – California Special District Association Ethics AB 1234 Compliance Certificate of Completion	(2012)
International City Managers Association ICMA, Washington, DC Advisory Board on Graduate Education	(2011-12)
CSDA – California Special District Association General Manager, Roles & Responsibilities Certificate of Completion	(2011)
CSDA – California Special District Association Governance Foundations Certificate of Completion	(2011)
CAPRA - Commission for Accreditation of Park and Recreation Agencies CAPRA Accreditation Visitor Team Member Accreditation visit: Dublin, Ohio, June 2010	(2010)
Leadership Evergreen, Evergreen, CO Certificate of Completion Completed a yearlong Leadership Development Program	(2009)
CPRA – Colorado Park & Recreation Association Directors Section Chair Elect 2009 - 2010	(2009)
CAPRA - Commission for Accreditation of Park and Recreation Agencies CAPRA Accreditation Visitor Team Member Accreditation visit: Mecklenburg County North Carolina, March 2009	(2009)
NRPA – National Recreation & Park Association Executive Development Program, Clemson University, SC Certificate of completion – Year 1	(2008)
CPRS – California Park & Recreation Society Administrators Leadership Institute, Monterey, CA	(2002 - 2007)
Certificate of Achievement – Sixth year Certificate for Completion of the Administrators Leadership Institute	
CAPRA - Commission for Accreditation of Park and Recreation Agencies CAPRA Accreditation Visitor Team Member Re-Accreditation visit: Lee County, April 2006	(2006)
CAPRA - Commission for Accreditation of Park and Recreation Agencies CAPRA Accreditation Visitor Team Member Re-Accreditation visit: Little Rock, Arkansas, October 2005	(2005)
CAPRA - Commission for Accreditation of Park and Recreation Agencies CAPRA Accreditation Visitor Team Member First visit: Bellingham, Washington, June 2005	(2005)
Leadership San Ramon Valley, Danville, CA Certificate of Completion Completed a year Leadership Development Program	(2005)
NRPA – National Recreation & Park Association Reitz Marketing and Revenue Sources Management School, La Jolla, CA National Certificate for Completion of the Recreation and Facilities Design School	(2003 - 2004)
NRPA – National Recreation & Park Association Recreation Facilities Management and Design School, Denver, CO Certificate of Achievement	(2003)
Governor's Office of Emergency Services Specialized Training Institute, San Luis Obispo, CA Certificate of Achievement - Completion of 40 hours Emergency Management Course	(2003)
Governor's Office of Emergency Services Specialized Training Institute, San Luis Obispo, CA Certificate of Achievement - Emergency Management System - Introductory Course	(2003)

Infopeople, San Francisco, CA Certificate of Training for Libris Design National Certification as a Certified Library Building Design Programmer	(2002)
West Virginia University Prevention Research Center, Morgantown, WV Certificate for Evaluation of a Community Trail Project State Certificate from WVU for Prevention Research	(2001)
NCTRC - National Council for Therapeutic Recreation, New York, NY Certified Therapeutic Recreation Specialist (CTRS) National Certification	(2000)
NRPA – National Recreation & Park Association National Risk Management School, Colorado Springs, CO Diploma in Risk Management	(1998 - 99)
NRPA - National Recreation & Park Association National Park Planning and Maintenance School, Colorado Springs, CO Certificate of Achievement	(1998 - 99)
NRPA -National Recreation & Park Association National Recreation and Park Association, Ashburn, VA Certified Park and Recreation Professional (CPRP)	(1999)
Texas A&M - NRPA National Prevention through Recreation Services School, Dallas, TX Certificate in Community Recreation National Certificate for completion of Prevention through Recreation Services School	(1999)
NRPA – National Recreation & Park Association National Recreation and Park Association, Ashburn, VA Certified Playground Safety Inspector (CPSI)	(1999)
NRPA – National Recreation & Park Association National Recreation and Park Association, Ashburn, VA Aquatic Facility Operator (AFO) National Certification	(1999)
ACA - American Camping Association, Chicago, IL Certificate in Residential Camping National Certificate for Completion of Basic Camp Director's Course	(1997)