

Tonya Flannery

Organizational Development • Human Relations • Leadership

Accomplished Executive with 20 Years experience and consummate achievements in both private and public organizations. Over fifteen years of experience managing employee relations, personnel policies and collective bargaining contract negotiations. A savvy team leader skilled in daily operations and management. Principal contributor to senior leadership executives, providing strategic planning, budgeting, operational plans, and marketing. Innovative problem solver, strategic decision maker, and strong communicator. Solid knowledge of Business, Management and Human Resources best practices.

WORK HISTORY

2013-Present

██████████ Illinois City Administrator (pop. 7,000)

Under general policy guidance from the City Council, plans, organizes, integrates, fiscally controls, directs, administers, reviews and evaluates the activities, operations, programs and services of the City; serves as the top appointed executive in the City, responsible for all employee relation matter, hiring, training programs and collective bargaining contract negotiations; ensures development and execution of the municipality's strategic plan and two-year budget; ensures City government operations effectively serve the needs of the residents and other stakeholders, while complying with applicable laws and regulations; and performs related duties as assigned by the City Council.

- Hires, trains, counsels and removes all department heads and other employees of the city.
- Plans, negotiates and administers labor contracts for 3 bargaining units including contract proposals during negotiations with legal counsel.
- Manages employee relations, resolves grievances, and employee labor actions.
- Establish City Employee policies and updates to the City Personnel Manual.
- Maintains relationship with Unions Stewards, Business Agents, and legal counsel.
- Collects, reviews and analyzes comparative salary and benefit data for represented employees with legal counsel.
- Ensures compliance with applicable employment laws and City policies.
- Oversees internships and volunteers to the City in various departments.
- Responsible to the council for the administration and operations of the city government.
- Prepares and recommends to the council an annual budget of over \$14M.
- Develops and implements strategic plans for the City and its Departments.
- Draft and presents reports to the Council and other appointed Boards.

2004 – Present

██████████ Illinois-Economic Development Director (pop. 7,000)

Responsible for business development strategies that promote and strengthen the economic vitality of the community. Promotes industrial and commercial property development; facilitates land use, and establishes building, zoning and tax ordinances. Served as Acting City Administrator in absences. Assists on Negotiation Team for collective bargaining contracts and employee relations. Establish and serves on Quality Improvement employee team. Conducts performance appraisals. Cooperates with workforce development initiatives to provide learning opportunities for local labor market.

- Recruits potential new business and industry through written proposals, site visits, and development of marketing materials including website maintenance.
- Responsible for grant applications. In the recent past, secured \$1.9M from IDOT ITEP funds for streetscape design and construction and \$2.1M US EDA infrastructure grant, and \$350,000 in grants through local endowments for various city projects.
- Direct and administer City incentive programs including the Enterprise Zone, Tax Increment Financing (TIF) District, Revolving Loan Fund (RLF) program and Façade Grant Program.
- Serves as member of City Collective Bargaining Team for contract negotiations
- Serves on interview team for the City in all Department Level position vacancies.

2001-2004

[REDACTED] *Illinois Tourism Coordinator* (pop. 7,000)

Responsible for developing and implementing the City's tourism program and strategy plan. Developed and implemented the Tourism Marketing Grant Program. Actively marketed the City's recreational opportunities and historical attractions. Organized and executed special events and local program operations.

- Created billboard designs, advertisements, press releases and public relations materials.
- Designed layout and manuscript of [REDACTED] marketing materials and website.
- Served as special events organizer-raised funds, outlined schedule and coordinated activities.
- Recruited, trained, and managed volunteers for special events and City projects.

2000-2001

Clarion-Chancellor Hotel, Champaign, Illinois— General Manager

Managed all functions of the hotel and conference center. Responsible for budgeting, staff development, lodging and conference operations, and guest relations.

- Executed consolidation initiative for two family-owned hotels within the Champaign area. Liquidated assets and merged personnel into one facility.
- Hired, trained, and managed employee relations for over 100 full and part-time staff.
- Developed personnel manual for all company employees and new employee orientation.
- Communicated sales and operational goals to staff to encourage teamwork and maximize revenue potential in accordance with budget design.

1998-2000

Department of the Army Fort Knox Lodging — Operations Manager

Served as the General Manager to the federal government owned and operated lodging facility. Responsible for providing accommodations for military personnel and families, marketing, sales, and administrative operations for the Wickam Guest House. Managed employee relations for federal employees, conducted performance appraisals, job assessments, and counseling. Received excellence awards from headquarters for operations and high performing staff.

- Established a budget that resulted in over \$1,000,000 gross income.
- Handled employee matters including grievance investigations, performance assessments, and progressive discipline counseling.
- Developed and implement facility personnel manual and orientation program.
- Hired, training, and completed professional development plans for staff members.

EDUCATION & CERTIFICATIONS

Degrees:

- 1993 Eastern Illinois University
Bachelor of Science/Business minor
- 2000 University of Louisville, KY
Master of Education Human Resources/Adult Training and Development
- 2013 Southern Illinois University Edwardsville
Master of Public Administration

Certifications:

- University of Oklahoma Economic Development Institute Certification
- Ameren Partners In Development Community Advanced-Level Certification
- Recipient of the Department of the Army Outstanding Civilian Service Medal Award

OTHER MEMBER AFFILIATIONS

- [REDACTED] Community Unit School District [REDACTED] Accreditation-Leadership Team Member
- [REDACTED] Community College [REDACTED] Advisory Board-Committee Member
- [REDACTED] Regional Planning Central Region Team Member
- [REDACTED] Auxiliary & Foundation –Board Member