



SCOTT MINNIX

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Seattle, WA

CAREER HISTORY:

12/07 to Present

CITY OF SEATTLE / FLEET AND FACILITY DEPARTMENT – Seattle, WA

Director / Facility Operations / Real Estate Services Division

As member of executive team, oversee property management and maintenance for 3 million square feet of City-owned properties, including fire stations, police precincts, City Hall, Justice Center, Seattle Municipal Tower, shop facilities (i.e., Charles Street complex, Haller Lake, Sunny Jim, and Park 90/5) and a variety of community facilities. Co-develop and administer \$80 million operations budget. Oversee 160 department employees. Plan, execute, and review facility maintenance and operations plans. Oversee and coordinate the delivery of real estate management, property management, building maintenance, asset preservation, major projects, construction and janitorial services to support city services such as security, parking, warehousing, surplus property disposal, and mail distribution for the Civic Center complex. Train, supervise, motivate, discipline, advise, and evaluate 9 department managers. Meet with staff to identify and resolve problems; assign tasks, monitor work flow, and review / evaluate work methods and procedures to ensure that quality standards are met. Manage the delivery of HVAC, electrical, mechanical, plumbing, custodial services, and grounds keeping services. Prepare forecasts of funds needed for staffing, equipment, materials, and supplies. Monitor and approve expenditures. Work with the Finance and Administrative Services senior management team to establish “appropriate” rate structure for space rents and City-owned parking facilities.

04/05 to 12/07

CITY OF SEATTLE / DEPARTMENT OF NEIGHBORHOODS – Seattle, WA

Manager / Acting Director /Community Building Division

Member of executive team that oversaw, managed, and administered the programs to facilitate improvements in community relations and foster neighborhood outreach and community development. Supervised team of 13 coordinators and oversaw activities at 13 district offices. Prepared and managed operating budget, monitored programs, and administered grants. Oversaw day-to-day operations and personnel functions; trained, developed, and evaluated employees. Analyzed and adjusted policies, procedures, and best practices to ensure alignment with the City’s changing needs. Graduate, City Leadership Institute. Acquired a broad knowledge of city operations, municipal services, and public communication issues. Oversaw comprehensive community garden program. Taught leadership classes and provided learning opportunities to support leadership growth in the community.

Accomplishments:

- Implemented neighborhood plans, matching funds programs, and projects to foster quality of life improvements for 300 neighborhood organizations.
- Recipient of “2005 Department of Neighborhoods Outstanding Leader” award (nominated by peers).
- Led first-ever department “re-visioning process” which resulted in positive work process improvements, department expansion and in collaboration across multiple city departments.
- Promoted from division manager to co-director within 14 months.

05/03 to 04/05

SAFECO / COMMUNITY RELATIONS DEPARTMENT – Seattle, WA

Corporate Community Relations Manager

Managed \$40 million budget to support community relationship building. Developed and implemented national / local strategies to enhance company visibility and increase goodwill within the community. Worked closely with regional marketing managers, diversity marketing specialists, and urban center managers to plan and implement programs to support corporate responsibility goals. Managed administrative staff and vendors. Oversaw local community groups and their participation in the grant review process. Supported Safeco's corporate community relations initiative: *Strengthening American's Neighborhoods*. Organized and led community development meetings. Co-developed diversity marketing strategies for each region and coordinated implementation process. Worked with Human Resources Department to develop college recruiting strategies and processes.

Accomplishments:

- Developed and managed nationwide community-building program (still operating) that demonstrated effective partnerships between Safeco, non-profits, and the community.
- Managed and refocused “Play Ball Program” that generated high volume of media attention and television coverage. Managed national youth / community programs in cities such as Los Angeles, Dallas, Indianapolis, Atlanta, and Seattle. As a result, 50 communities received new baseball scoreboards and the accompanying events were attended by 20,000+ people. Managed the site selection, agreements and construction and installation of all scoreboards.
- Signed on local celebrities and secured “special appearances” by mayors, Safeco agents, City Council members, and local celebrities. Increased media hits 300% (83 new stories and 6+ million impressions). Featured in Broker Agent Magazine.
- Developed program with goal of achieving 80% proactive grants by 2004. Achieved 70% in less than 6 months. Worked with community based non-profit organizations to improve program performance and funding development opportunities.
- Successfully extended Safeco's efforts into underserved and diverse communities.

1999 to 2003

PORTLAND STATE UNIVERSITY / SCHOOL OF ENGINEERING & APPLIED SCIENCE - Portland, OR

Executive Director (MESA Program)

Managed Mathematics Engineering Science Achievement (MESA) Program. Led expansion of MESA program and increased student participation. Cultivated MESA partnerships with families, teachers, schools, school districts, higher education, business, industry, government, professional organizations, and alumni. Secured support (in-kind and fiscal resources) from higher education, school districts, industry, business, government, community, professional organizations, and families. Cultivated positive work environment that fostered highly productive and motivated teams.

Accomplishments:

- Awarded \$1 million grant for program development.
- Tripled program size and operating budget.

- Managed professional, management, and exempt staff.
- Developed first Summer Scholars Bridge Program (for entering high school freshmen).
- As member of PSU's President's Diversity Action Council, initiated Faculty of Color "Connections" Network.
- Increased number of underrepresented minority students who were academically prepared to enter college.

1993 to 1999

UNIVERSITY OF WASHINGTON / COLLEGE OF ENGINEERING – Seattle, WA

Student Services Coordinator / Associate Director

Pioneered initiative that placed first-year minority students in technology-based internships.

Accomplishments:

- Created program that was used as national model for working collaboratively with industry and academia to provide technical internships.
- Recruited the college's largest-ever Minority Science Engineering Program Bridge Class.
- Finalist, 1997 "Staff of the Year Award" (College of Engineering).
- Guest speaker, National Society of Black Engineers' 1996, 1997, and 1998 national conference.

1992 to 1993

HONEYWELL / ALLIANT TECHSYSTEMS – Minneapolis, MN

Senior Organization Development Consultant

Served as team leader and provided employee development and training to support engineering and manufacturing organizations. Advised and counseled managers in how to resolve employee conflicts and work performance issues.

Accomplishments:

- Designed and delivered training to groups (typically 10-15 employees) on self-directed work team implementation, performance management, layoff communication, effective meeting management, change management, and new hire orientation.
- Provided leadership development training for managers and executives.
- Won "Directors Award" in 1993 for exceptional performance in delivering Self-Managed Work Team (SMWT) training.

Senior Human Resources Representative

1990 to 1992

Recruited employees and managed the New Graduate Training Program. Functioned as the primary liaison on all employee relations issues. Oversaw employee recruitment, compensation / benefits, and performance management programs.

Accomplishments:

- Coordinated Reward and Recognition Program.
- Co-designed performance appraisal system.

1988 to 1990

ALLSTATE INSURANCE COMPANY – Bothell, WA

Regional Operations Manager

EDUCATION:

- Master of Public Administration Program, University of Washington / The Evans School
- Bachelor of Arts, Business Administration / Management, University of Puget Sound

MILITARY SERVICE:

As Naval Reserve Officer for the US Navy, served as Northwest Region College Relations Manager (1997-2008) and managed staff in coordinating logistics to support US-led tsunami relief effort. Additionally planned recruiting initiatives at colleges and high schools nationwide with focus on the West Coast. Strategically identified colleges with the best potential recruits. Actively pursued diversity goals. Received Joint Service Leadership Medal (2006) and Navy Achievement Medal (2005 and 2006). Took district from 14th place (out of 50) to #1 (nationally) in 3 years. Successfully achieved diversity goals across the board for engineering and technology officers.

CERTIFICATION:

- Positive Psychology- Harvard University
- BOMA Certificates
- IFMA Certified Facility Manager Curriculum (taking CFM Exam 12/10)
- Certificate in Corporate Community Involvement (6 courses)
- Boston College; Two-Year Leadership Fellows Program
- Excellence in Leadership Management Development Program
- Honeywell / Alliant Techsystems
- Management Development: Mini MBA, National Technological University

AFFILIATION:

- City of Seattle Office of Sustainability and Environment
- Building Owners and Managers Association
- International Facility Management Association
- Annual Speaker, Martin Luther King Jr. Day Science Celebration
- Advisory Board Member / Vice Chair, Seattle MESA Program
- Recruiting Advisory Council, Seattle Navy Recruiting District
- Board of Directors, Seattle YMCA Northshore
- Member, National Society of Black Engineers
- Advisory Board Member, Alderwood Boys and Girls Club
- Assistant Coach and Tutor, Rainier Beach Youth Track and Field Team
- Philanthropic Northwest
- Grant Writer

ADDITIONAL INFORMATION AND REFERENCES: Available at interview or upon request.