

JAMES P. BOWLIN

SUMMARY OF QUALIFICATIONS

- Varied administrative background in municipal and county government.
- Demonstrated ability to communicate with and relate well to public government officials and employees.
- A highly motivated manager willing to use different and innovative concepts of management.
- Adept at problem solving.
- Proven ability to:
 - Efficiently use available funds
 - Develop community support
 - Prepare/manage 7 figure budgets
 - Manage a variety of facilities
 - Encourage tourist activity

SUMMARY OF PROFESSIONAL EXPERIENCE

Management

Effective ability to improve, direct and supervise a variety of governmental services
Initiated and facilitated departmental changes designed to streamline operations while increasing efficiency
Skilled in coordinating and scheduling multiple priorities
Efficient in managing available human resources, equipment and funds
Flexible in adjusting to change

Budgeting

Formulate annual budgets within city and county park systems
Develop cash flow projections for specific projects
Administer grant programs awarded to the city
Prepare quarterly budget adjustments, monthly and annual reports

Community Relations

Maintain working relationship with local civic and service clubs
Work with Advisory Board and Chamber of Commerce
Inform local organizations of status of facilities and programs through public speaking engagements
Maintain a strong service-oriented philosophy with an emphasis on effective public relations

Tourism

Supervise development of marketing materials to stimulate interest in recreational resources and programs (Publications have included a quarterly parks recreation magazine, brochures and maps)

Develop, promote and encourage activities designed to increase tourism (Projects have included development of a family water park, master plan for zoo expansion, development of a "Kansas" themed arboretum, and an annual hot air balloon rally)

Experience

2004-Present Director of Parks and Recreation - City of Edmond, OK
1996-2004 Director of Parks and Recreation – City of Rowlett, TX
1991-1996 Director of Parks and Recreation – City of Dodge City, KS
1988-1991 Superintendent of Registration and Permits – Jackson County, MO
1984-1988 Director of Community Services – City of Alamogordo, NM
1981-1984 Director of Parks and Recreation – City of Alamogordo, NM
1979-1981 Park Ranger Supervisor – St. Louis County, MO
1976-1979 Park Ranger – St. Louis County, MO

Education

Central Michigan University – Master of Science in Administration, 1994
Abraham Baldwin Agricultural College – Assoc. Degree, Wildlife Tech., 1975
University of Arizona – Bachelor of Arts, 1970

Outside Interests

Reading, Rodeo, Coach Youth Hockey and Lacrosse

Past and Present Civic and Professional Memberships

Oklahoma Recreation and Parks Society
Edmond Roundup Club
Rowlett Chamber of Commerce
National Recreation and Park Association
Texas Recreation and Parks Society
Kansas Recreation and Parks Association
KANZ Public Radio Board of Advisors
Dodge City Chamber of Commerce
Missouri Parks and Recreation Association
Alamogordo Chamber of Commerce
New Mexico Recreation and Park Association
Alamogordo PTA Council President