

Norman W. Lucas
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EDUCATION:

Graduate Degree: University of Missouri- St. Louis, Masters of Public Policy Administration, 2005

Task Oriented Training Certificate: University of Missouri- Columbia, Instructional Materials Lab.

Undergraduate Degree: University of Missouri - Columbia, B.S. Ed., 1980.

Diploma: Graduate of Centralia High School, Centralia, Missouri, 1975.

EXPERIENCE:

June 2003 to Present

City of Park Hills, Missouri

Position: Assistant City Administrator and Economic Development Coordinator

Duties:

Plan and implement economic development strategies, Facilitate industry retention, Resolve local government and business concerns, Increase entrepreneurial activities, Organize and assist business support groups, Plan and conduct presentations for community meetings, Manage infrastructure construction projects, Administer TIF Districts and Transportation Development District, Coordinate efforts with regional and state economic development staffs, Assist regional industry clusters, Administer grant projects and assist in technical training initiatives.

October 2001 to June 2003

City of Park Hills, Missouri

Position: Interim City Administrator

Duties:

Supervised daily operations of the city departments, Helped Mayor and council present a successful sales tax issue to voters, Prepared and tracked budgets and proposals, Prepared and presented council agendas, Scheduled hearings and public workshops, Delegated special projects among teams, Coordinated interdepartmental efforts, Evaluated personnel, Served as media liaison for Mayor and council, Coordinated projects with state agencies, Reviewed and planned legal proceedings with attorneys, Coordinated annual fiscal reviews with auditors, Improved personnel policy, Improved city codes, Facilitated health insurance procurement

March 1999 to October 2001
City of Park Hills, Missouri
Position: Assistant City Administrator
Duties:

Prepared budget reports and proposals, Planned and implemented special projects, Prepared grant applications, Resolved personnel issues, Monitored litigation, Negotiated project details with State and Federal regulators, Assisted departments in risk management and safety awareness, Processed procurement solicitation and selection, Reviewed engineering plans for cost-effectiveness. Facilitated community work groups, Presented information to media, Drafted and edited documents for policy development.

July, 1995 to March, 1999
Southeast Missouri Regional Planning and Economic Development Commission,
P.O. Box 366 Perryville, Missouri 63775.
Position: Grant Administrator
Duties:

Documented community compliance with grant regulations. Tracked budgeted expenditures. Negotiated and arbitrated intergovernmental agreements. Reviewed engineering plans for cost-effectiveness. Provided procedural guidance and suggested standard or simplified project development methods. Suggested and supported means for leveraging local funds. Advocated on behalf of local governments with state officials. Researched and documented environmental issues affecting projects. Researched and provided options to solve unforeseen project obstructions. Answered technical questions in public hearings. Drafted news releases furthering public involvement and consensus.

October, 1989 to June, 1995
Southeast Missouri Regional Planning and Economic Development Commission,
P.O. Box 366, Perryville, Missouri 63775.
Position: Job Training Case Manager.
Duties:

Informed employers of job training program availability. Utilized contacts with area businesses to match clients with job training. Assessed clients using the SORT, TABE, or Self Directed Search. Updated curriculum, recruited appropriate clients, and instructed groups in Job Search. Responsible for assisting employers/participants in resolving difficulties in the application and training processes. Followed up on clients on a monthly basis and recorded progress in files. Performed selection and referral for Dislocated Workers with an interest in vocational classroom training. Referred new and expanding businesses to appropriate offerings of assistance available through various sources including Task Analysis through the Missouri Job Development Fund. Attended training sessions through Rural Missouri Inc. and the Missouri Training Institute. Participated in coordinating meetings through the local Private Industry Council. Assisted in submission of program design and proposal as needed.

1988 - 1989 - Employed by Kardon Corp. as Manager of M.A.K. Supply in Ironton, Mo. Opened and set up retail/ wholesale operation providing remodeling supplies to contractors, home owners, and apartment managers. Coordinated work crew schedule for in-house installations. Responsible for inventory, pricing, receiving, and books. Measured, designed, revised, and sold various remodeling projects.

1984 - 1988 - Employed by East Missouri Action Agency in Park Hills, Missouri as Employment Coordinator/Job Search Instructor. Matched adult and youth participants with businesses for on-the-job training. Wrote and taught Job Search curriculum. Performed assessment, selection and referral for participants in vocational classroom training. Represented the agency in meetings and gave internal orientations and training. Provided various training statewide for program operators. Completed MIS forms in compliance with JTPA guidelines for Title III, Title IIA, and Title IIB programs.

1980 - 1983 - Employed by public schools in Iron and Reynolds counties as music instructor. Trained band members in fund raising. Prepared ensembles for televised and adjudicated performances. Assisted in evaluating special student needs. Assembled IMS objectives for K-8 music curriculum. Introduced and coached auxiliary squad. Planned and tracked music budgets.