

Dr. Sheryl L. Mitchell

Strategic Planner | Community Collaborator

www.linkedin.com/in/dr-sheryl-mitchell

EXECUTIVE SUMMARY

A champion for building vibrant communities through community engagement, job creation, and neighborhood revitalization. A collaborative bridge-builder with an extensive and diverse professional network of public and business leaders to create mutually beneficial opportunities for communities. Passionate and highly skilled at critical thinking, connecting ideals, people and opportunities to develop solutions that are aligned with core values and priorities. A visionary and innovative leader with a specialty in cultivating relationships and developing strategic public/private partnerships to increase capacity and to implement bold strategies in culturally and economically diverse communities.

SKILLS & AREAS OF EXPERTISE

- Strategic Planning
- Program Development & Evaluation
- Facilitating Strategic Partnerships
- Community Outreach & Advocacy
- Stakeholder Engagement & Value Creation
- Research, Analysis & Policy Formation
- Public Communication & Media Relations
- Government & Nonprofit Relations

EDUCATION

Doctorate | Business Administration,
Lawrence Technological University,
Southfield, MI.

Master of Science | Public Administration
Central Michigan University, Troy, MI.

Bachelor of Science | Political Science
University of Michigan, Dearborn, MI.

Fellow, Michigan State University, Michigan
Political Leadership Program

PROFESSIONAL EXPERIENCE

CITY ADMINISTRATOR, City of Lathrup Village, MI.

April 2018 – Present.

Chief Administrative Officer for a municipality with an \$8 million budget.

- Improved transparency and effectiveness introducing town halls, community surveys, and social media communications.
- Cultivated strategic partnerships, building regional collaborations, to secure new sources of funding from the Michigan Economic Development Corporation and Oakland County.
- Instituted employee self-evaluations focused on their core strengths and aspirational goals. Implemented continuous improvement measures as part of a new annual performance evaluation to develop talent.

CITY MANAGER, City of Albion, MI (Sep 2014 - Mar 2018)

Chief Administrative Officer for municipality with a \$14 million budget.

- Restructured departments and operations to achieve greater efficiency and cost savings.
- Created new initiatives through strategic partnerships and secured nearly \$1.5 million in new grant funding for new recreational programming and park/trail expansions.
- Introduced new economic development events to promote local businesses and economy to advance equitable opportunities.
- Established positive relationships with key stakeholders including, school board, colleges, county, state, surrounding communities, chamber, non-profit organizations, and elected officials.
- Instituted capacity building partnerships with Albion College and Albion EDC to establish internships to assist with essential projects, including the Parks and Recreation Master Plan, and redevelopment-ready community initiatives.

Dr. Sheryl L. Mitchell

HONORS & RECOGNITION

- Community Builder Award, Michigan Municipal League (2020)
- Legacy Award, Abon Across Ages Mentoring Youth Leadership Center (2018)
- Stand Tall Award, Starr Commonwealth (2017)
- Abon Hometown Hero (2016)
- Women Offcials Network, Wonder Woman Award (2015)
- Lawrence Tech Alumni Association Ed Don ey D st ng u shed Graduate Award (2014)
- Presenter: Academy of Management, Public and Nonprofit Divisions Doctoral Consortium (2014)
- Dr. Gary Burnstein's Esteemed Woman of Michigan Award (2012)
- Leadership Oakland – Leader of Leaders Honoree (2012)
- League of Women Voters Oakland Area – Race Reat onsh ps Task Force Diversity Champion (2011)
- Michigan District Opt m sts Hall of Fame Award (2008)

PROFESSIONAL ASSOCIATIONS

- President & CEO, Warren & Associates, LLC
- Advisor. Michigan Municipal League, (MML) 16/50 Project
- Member, International City/County Management Association (ICMA)
- Member - Government Finance Officers Association (GFOA)
- Member - Michigan Municipal Finance Officers Association
- Member - Michigan Municipal Executives (MME)
- Member - Michigan Chapter, Association of Planners
- Member - Engaging Local Government Leaders (ELGL)
- Graduate & Former Board Member, Leadership Oakland

PROFESSIONAL EXPERIENCE (Continued)

SENIOR ANALYST (2000 – 2014); ACTING CHIEF OF STAFF (2000); ADMINISTRATIVE ANALYST (1997 – 2000).

Oakland County Board of Commissioners, Pontiac MI.

Legislative research and program, policy, and fiscal analysis.

- Organized Tri-County Summits – wherein the County Commissioners from Wayne, Oakland and Macomb County and the City Council from the City of Detroit established a strategic alliance to address regional issues in a cooperative effort with corporate, nonprofit and civic organizations.
- Administered \$25 million Environmental Infrastructure Fund, monitoring and distributing grants to 61 municipalities.
- Partnered in the design and implementation of Oakland County's initial Employment Diversification Program for Management and Mentorship Program.

PARKS AND RECREATION COMMISSIONER,

West Bloomfield, MI. **Commissioner** (2003-2008 and 2012-2016);

Chairperson (2006-2007); **Secretary** (2007-2008).

Oversight of a \$4 million annual budget & capital improvement projects.

- Engaged in multi-stakeholder outreach for the 5 year recreation master plan that highlighted universal accessibility, innovation and sustainability of recreation opportunities.
- Created the Youth Advisory Council and established dedicated grant funding for youth programs.
- Developed organizational strategy and communication initiatives; digitized community communications, including newsletters, calendars and the Annual Report.

CHIEF OF STAFF, National Association of Counties (NACo), Pontiac, MI/Washington, DC. (July 2007 – August 2008)

- Led strategic planning process for national organization with 2,000 member counties and facilitated multi-jurisdictional projects.
- Facilitated Oakland County Initiative which established a national model and handbook on the prevention of the exploitation of children.
- Coordinated a national advocacy initiative addressing the needs of youth aging out of the foster care system.

Dr. Sheryl Mitchell

Strategic Planner & Community Collaborator

COVER LETTER

[linkedin.com/in/dr-sheryl-mitchell-7454679](https://www.linkedin.com/in/dr-sheryl-mitchell-7454679)

Greetings,

I am writing to express my enthusiastic interest in the opportunity to leverage my extensive expertise in the public sector into the role as Executive Director for the Michigan Independent Citizens Redistricting Commission. This would be a truly extraordinary opportunity to contribute my talents and experience as a member of your progressive leadership team.

During my tenure with Oakland County, I supported their strategic planning and redistricting process following the 2010 Census. My skills include supporting the work of elected commissions, particularly public engagement initiatives. Additionally, I bring extensive experience in budgeting and policy proposals.

Throughout my 30-year city administration career, I have demonstrated visionary leadership in cultivating and leveraging strategic relationships. As a City Manager for over 7 years, my role encompasses serving as the director for human resources, labor relations, job classifications and employee benefits. My experience includes translating strategies into priorities with actionable and measurable results, managing complex organizations, and establishing measurable performance objectives. My leadership style is inclusive and focuses on positive organizational change and team transformations. I have negotiated several labor agreements, including with public safety, without any union grievances ever being filed.

My strength, as well as my heartfelt passion, revolves around building collaborative partnerships and engaging with broad, cross sections of communities to achieve shared objectives. My background brings a strong understanding of aligning educational, governmental, private businesses and community organizations in capacity building initiatives. I am an active advocate for employment diversity, equity and inclusion initiatives, outreach to women and minority-owned businesses, and youth mentoring programs.

I earnestly embrace the belief that through intentional engagement, government, nonprofits and private organizations can build a value added, shared sense of community where the uniqueness of each individual is honored and empowered. This has been the focus of my life's work. I enthusiastically look forward to the possibility of bringing my strategic planning, organizational transformation, and expertise in results-driven management to the role of Executive Director for the Michigan Independent Citizens Redistricting Commission.

Thank you for your time and consideration.

Sincerely,

Sheryl Mitchell

Position of Interest

Executive Director

Michigan Independent Citizens Redistricting Commission

Dr. Sheryl Mitchell

Strategic Planner & Community Collaborator

SUPPLEMENTAL QUESTIONS

linkedin.com/in/dr-sheryl-mitchell-7454679

Supplemental Questions

1. How many years of experience do you have working in Michigan state government and/or public sector administration?

- none
- 1-4years
- 5-9years
- 10 or more years

2. Describe your experience working in an executive level position.

Over 6 years as Chief Administrative Officer for the Cities of Albion and Lathrup Village. 17 years as Acting Chief of Staff and Senior Analyst for Oakland County Board of Commissioners. One year as Chief of Staff for National Associations of Counties President Eric Coleman. 14 years as Special Projects Administrator for Detroit City Council.

3. How many years of experience do you have managing staff?

- none
- 1-4years
- 5-9years
- 10 or more years

4. Describe your leadership approach and explain how you have implemented this approach in your current/previous position(s).

Positive Organizational Solutions Driven:

- **Open lines of communication.**
- Challenge people to strive for **excellence** and provide highest level of service.
- **Collaborative and engaging.** In terms of leadership, I focus energy on inspiring, motivating, and guiding others toward goals, while coaching, mentoring, and challenging staff.
- Model and expect the highest **standards** of honesty, integrity, trust, openness, respect, and accountability.
- **Empower** staff by sharing authority throughout the organization and continually developing their levels of leadership.
- My leadership style is **inclusive** and **embraces diversity** and individual differences in the workforce and community.
- Focus on encouraging and facilitating **cooperation**, pride, trust, and fostering commitment and a team spirit to gain collaboration to achieve goals that maintain the highest levels of excellence.

5. Do you have experience in accounting, developing and executing a budget, or public reporting?

Yes. Municipal budget preparation, execution, oversight and reporting includes:

- a. \$8 million in Lathrup Village
- b. \$14 million in Albion
- c. \$800 million in Oakland County
- d. \$ 4 million in West Bloomfield Parks and Recreation

6. Are you familiar with the Open Meetings Act?

Yes. Adherence in all of my municipal roles, including the most recent Governor's Executive Orders.