



Luka Swanson

Deputy City Manager

☎ (863) 555-4172 ✉ luka.swanson@example.com

🌐 linkedin.com/example/lukaswanson 📍 Lakeland, FL 33803

STRENGTHS

- 🛡️ **Incident Leadership**
During emergency activations, assigned clear functions and kept executive decisions connected with field conditions and recovery needs.
- ✅ **Compliance Discipline**
A practical tracking approach turned statutes, grant terms, and corrective actions into visible work for responsible teams.
- ♥️ **Financial Judgment**
Budget and risk reviews connected spending choices with service outcomes, giving leaders useful context before decisions.
- 👥 **Partner Coordination**
County, state, federal, and community partners received clear updates, which helped resolve dependencies during recovery work.
- 💬 **Executive Communication**
Concise reports framed progress, exposure, and decisions plainly, helping officials act with confidence under pressure.

SKILLS

Municipal Administration

Emergency Management NIMS

ICS HSEEP CEMP COOP

FEMA Public Assistance

Hazard Mitigation

Risk Management Compliance

Governmental Budgeting

SUMMARY

Municipal executive with 14 years of progressive public sector experience across city administration, **emergency management**, **compliance**, risk, governmental finance, and executive decision support. Directs NIMS and ICS based emergency operations, FEMA recovery, Public Assistance, HSEEP exercises, COOP planning, safety programs, liability claims, grant compliance, and internal controls. Supervises directors and multidisciplinary staff, briefs elected officials, manages operating and capital priorities, and coordinates with county, state, federal, legal, finance, and community partners. Applies Florida public records, Sunshine Law, ethics, **Chapter 252**, TRIM, 2 **CFR Part 200**, GAAP, GASB, Single Audit, CDBG, mitigation, and capital planning requirements. Combines calm incident leadership with disciplined compliance oversight, financial analysis, clear executive reporting, and practical municipal service delivery.

EXPERIENCE

Assistant City Manager

Gulf Crest City Administration 📅 February 2022 - Present 📍 Winter Haven, FL

- Leads municipal departments, operating priorities, emergency readiness, compliance programs, executive initiatives, and staff coordination for citywide service delivery.
- Directed department priorities and capital initiatives, improving executive visibility into delivery risks and resource needs.
 - Coordinated budget reviews with finance leaders, connecting operating requests with service outcomes and governing priorities.
 - Activated emergency coordination processes during severe weather, aligning departments, partners, and executive communications.
 - Reviewed compliance controls and corrective actions, improving documentation quality across administrative programs.
 - Briefed elected officials with concise reports covering progress, risks, financial effects, and recommended decisions.

Emergency Management and Compliance Director

Harbor Point County Government 📅 July 2018 - January 2022 📍 Bartow, FL

Directed county emergency management, NIMS operations, FEMA recovery, HSEEP training, grants, compliance tracking, and interagency coordination.

- Led **EOC** coordination during incident exercises, assigning **NIMS** functions and documenting operational decisions for review.
- Managed **FEMA Public Assistance** files, supporting **damage assessment**, cost recovery, and corrective documentation.
- Built **HSEEP** exercise cycles with county partners, producing **After Action Reports** and improvement priorities.
- Tracked grant conditions, statutory deadlines, and corrective actions through structured compliance reviews.
- Briefed elected officials and agency partners on recovery status, resource needs, and service restoration priorities.

Risk and Budget Manager

Cypress Bay Municipal Services 📅 January 2015 - June 2018 📍 Tampa, FL

Managed public sector insurance, claims, safety, **budgets**, audits, grants, and **internal controls** supporting sound municipal financial and operational decisions.

- Reviewed liability **claims** with adjusters, legal counsel, and third party administrators, improving file resolution discipline.
- Coordinated annual budget inputs and fund balance reviews, giving leaders clearer financial planning information.

[Grant Management](#) [Public Records](#)

[Sunshine Law](#)

LANGUAGES

English

Native

Spanish

Intermediate

MY CAREER



- Assistant City Manager at Gulf Crest City Administration (4.7 Years)
- Emergency Management and Compliance Director at Harbor Point County Government (3.5 Years)
- Risk and Budget Manager at Cypress Bay Municipal Services (3.4 Years)
- Emergency Preparedness Coordinator at Lakeview Public Safety Administration (1.5 Years)
- Management Analyst at Civic Ridge Administrative Services (11 Months)

- Implemented **safety** review routines after incidents, guiding corrective actions across operational departments.
- Prepared audit schedules and grant records, supporting timely financial review and compliance evidence.
- Presented risk and budget findings to executives, linking exposure trends with practical mitigation choices.

Emergency Preparedness Coordinator

Lakeview Public Safety Administration 📅 June 2013 - December 2014 📍 Orlando, FL

Supported CEMP and COOP planning, EOC readiness, NIMS and ICS instruction, exercises, and preparedness communications across public safety operations.

- Updated **CEMP** and **COOP** materials, clarifying department responsibilities for continuity and emergency operations.
- Supported **ICS** training sessions from introductory through advanced levels, reinforcing common incident language.
- Prepared HSEEP exercise materials, capturing observations and assigning practical improvement actions.
- Coordinated EOC readiness checks with public safety partners before severe weather events.
- Drafted preparedness briefings that translated emergency procedures into clear guidance for staff and officials.

Management Analyst

Civic Ridge Administrative Services 📅 June 2012 - May 2013 📍 Kissimmee, FL

Analyzed municipal purchasing, budget support, contracts, grants, and administrative reporting, strengthening records and decision support for public programs.

- Reviewed purchasing records and contract files, identifying missing documentation before administrative approvals.
- Compiled budget information for management reports, helping leaders compare spending with planned priorities.
- Tracked grant deliverables and reporting dates, reducing late submissions through organized follow up.
- Supported contract and permit reviews, routing questions to appropriate administrative and legal contacts.
- Prepared concise data summaries that helped supervisors evaluate costs, timelines, and program status.

PROJECTS

Regional Resilience Coordination 📅 2024

Coordinated a multi jurisdiction resilience initiative focused on emergency planning, mutual aid, service restoration, and shared recovery priorities. Public service works best when partners prepare together and communicate clearly.

Municipal Grant Controls Review 📅 2021

Reviewed grant controls, FEMA recovery records, and corrective action tracking across public programs. Sound stewardship protects community resources and strengthens trust in government.

LEADERSHIP & AWARDS

- Certified Emergency Manager recognition, 2021, reflecting sustained command level emergency management practice.
- FEMA NIMS ICS Type 3 All Hazards IMT qualification, 2020, supporting incident leadership and operational readiness.
- Executive leadership for municipal preparedness, recovery, compliance, and financial oversight programs across multiple public agencies.

EDUCATION

Master of Public Administration

University of Central Florida 🎓 GPA: 4.0 📅 2014 📍 Orlando, FL

Coursework: Public finance, emergency management, policy analysis, organizational leadership

Bachelor of Science in Public Administration

Florida State University 🎓 GPA: 4.0 📅 2012 📍 Tallahassee, FL

Coursework: Municipal government, budgeting, public policy, personnel management

CERTIFICATIONS

- Certified Emergency Manager 📅 2021
- FEMA NIMS ICS Position Qualification, Type 3 All Hazards IMT 📅 2020
- Valid Florida Driver's License 📅 2026

TECHNICAL SKILLS

- **Emergency Management:** NIMS, ICS, CEMP
- **Continuity Planning:** COOP, continuity planning, business impact analysis
- **FEMA Programs:** FEMA Public Assistance, Hazard Mitigation, cost recovery
- **Exercise Management:** HSEEP, exercises, After Action Reports
- **Government Finance:** TRIM, fund balances, capital budgets
- **Financial Standards:** GAAP, GASB, Single Audit
- **Grant Compliance:** 2 CFR Part 200, CDBG, CDBG DR
- **Risk Programs:** liability claims, loss control, safety
- **Florida Law:** Chapter 252, Chapter 286, Chapter 119
- **Public Administration:** municipal government, procurement, permits

PROFESSIONAL AFFILIATIONS

- Professional collaboration with county, state, federal, legal, finance, emergency management, and community partners.
- Ongoing relationship building with elected officials, department directors, neighboring governments, and regional response organizations.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST