

Candidate

Maura Black Sullivan

Experience

Chief Operating Officer Operations Office, City of Chattanooga January 2016 – present

Reports directly to the Mayor, as COO, I run the day to day operations of Chattanooga city government, a city of 173,000, with an operating budget in excess of \$200 million and over 2,000 employees. I direct and coordinate the administration of city government in accordance with policies and priorities of the Mayor and City Council. I supervise, with assistance of Deputy COO and division administrators, the activities/operations/programs of diverse City departments, including police, fire, public works and others. I supervise the preparation and presentation of the City's annual \$200 million plus budget. I plan and execute programs to provide transparency and improved service delivery for the citizens. Implement long and short range plans for city government to improve efficiency of operations and the number and kinds of services provided to citizens.

Deputy Chief Administrative Officer Chief Administrative Office, City of Memphis September 2010 – December 2015

Reports directly to the Mayor and the Chief Administrative Officer, working with the CAO to coordinate operations of all divisions of Memphis city government with over 6,000 employees and an annual operating budget in excess of \$600 million; Serves as member of Mayor's executive team to develop and implement policy for all divisions and departments of city government; Creates and advances programs to reduce spending and increase efficiency and accountability for systems; Coordinates performance management innovation project in city government, including installation of new "citi-stat" and key performance indicator program; Provides oversight and support to the Mayor's Strategic Business Assessment Committee; Serves as coordinator for the Administration on all items before the Memphis City Council; Oversees development of budget and administration for departments in Executive division, which includes Internal Audit, Youth Services, Intergovernmental Relations, Contract Compliance, and 311; Acts upon direction of the Mayor to develop and advance solutions for priority issues and special projects, including those related to business development and retention, transportation and infrastructure, urban planning and environmental stewardship; fosters relationships with private sector and not-for-profit partners to further Mayor's initiatives.

Deputy Division Director Division of Planning and Development, Memphis and Shelby County September 2008 – September 2010

Joint city/county agency with oversight of nine departments including Regional Services and Transportation, Land Use, Landmarks, Comprehensive Planning, Housing, and Codes Enforcement, Economic Development, Regional GIS, and the Depot Redevelopment. The mission of the division is to encourage the development of plans and programs that will result in thriving, livable neighborhoods, better job opportunities, enhanced human potential and safe and efficient buildings in Memphis and Shelby County. Provided direction, coordination and oversight for departments, wrote federal grants, handled budgeting and employee/human resources matters for 200 person staff. Directed comprehensive urban planning activities for Memphis and

Shelby County, as well as initiated and directed long range, coordinated regional planning projects for historic planning, transportation and land use planning as well as environmental/sustainability planning for the community and region.

**Assistant Superintendent, Planning and Student Services
Shelby County Schools**

August 2000 - September 2008

Long range capital project planning for the 47,000 student school system, based on calculations of student population forecasting; annual asset recommendations made along with annual student enrollment projections and school building attendance zones; compiles all student statistics for system; evaluation of all outside research proposals; long term strategic planning for school system; direction and coordination of student services department which oversees student-related issues such as discipline and attendance; direction and coordination of school counseling department which reviews and directs the activities of the school counseling program in each of the 50 district schools; direction and coordination of the school intervention and alternative schools department which provides intervention direction for school personnel to assist students as well as management of the alternative school program for students removed from the regular program for discipline or health related issues; direction and coordination of school health department which promotes health and wellness throughout the district for staff and students, involving mental health services, nutrition, physical activity, school nursing, etc; served as member of the Superintendent's Executive Cabinet.

**Special Assistant
Memphis City Council
November 1999 - July 2000**

Worked for full Council as confidential resource for legal, community, and media relations advice. Acted as paralegal for Council, researching legal issues and writing new ordinances for Council consideration. Wrote resolutions and correspondence for members of the Council.

**Independent Consultant
Public Affairs and Public Relations Consulting
February 1999 - November 1999**

Began own consulting company, offering services such as media relations, public relations, grassroots organizing, government relations, and lobbying. Clients included non-profit agencies, new businesses, and political campaigns.

**Special Assistant to the Congressman for Press and Community Relations
The Honorable Harold E. Ford, Jr.
April 1997 - January 1999**

Directed Congressman's press and communication efforts in the District by initiating press conferences, issuing press releases of the Congressman's activities and positions, and maintaining positive presence within the community by coordinating town hall meeting, congressional speaking tours, publishing and distributing newsletters, and hosting events for the public. Wrote speeches and research materials for the Congressman for media and community appearances. Assisted members of the public with information regarding the Congressman's activities and questions about the federal government. Wrote letters of recommendation, condolence, congratulations, etc. for the Congressman, as well as proclamations and Congressional Record acknowledging constituents. Prepared daily news briefing for the Congressman and staff of national, state, and local news.

**Mediator
Shelby County Juvenile Court
December 1992 - March 1997**

Worked as mediator of child support and paternity establishment cases on behalf of the Shelby County Juvenile Court, assisting members of the public with in and out of court arrangements. Managed case load of over 1000 cases, with over 100 cases going to court each month. Trained new employees. Participated in state-wide transition and training team to prepare employees for new computer system.

Additional Employment History

- Store Manager of a local bookstore, Bookstar, Inc.
- Assistant in the Alumni Affairs office for The University of Memphis
- Graduate Assistant, office of the Vice President, The University of Memphis
- Research clerk, Office of the Shelby County Attorney
- Intern, Office of Public Affairs, Shelby County Mayor, William N. Morris

Education

- M.A., Political Science
University of Memphis, 1997
 - Honors: Awarded outstanding student award.
- B.A., International Relations and Public Administration
University of Memphis, 1989
 - Honors: President of the Student Government Association; Chief Justice of the Women's Panhellenic Council; Who's Who; Awarded outstanding student award by Political Science Department.

**Certifications
& Continuing
Education**

- Attended University of Memphis School of Law, gaining one and a half years of coursework toward a Juris Doctorate, 1990 - 1991.

**Professional
Affiliations
& Activities**

- Board member, Ballet Memphis
- Board member Leadership Memphis
- Board member, (ex officio), Brooks Museum of Art, 2012-present
- Board member, Women's Foundation, 2012-present
- Board member, Grace St Luke's Episcopal School, Board of Trustees, 2012-2015
- Board Member, Project Green Fork, 2011- present
- Board member, Community LIFT, 2011-present
- Urban Land Institute, Memphis Chapter, member 2008 – 2011
- Member of Grace St. Luke's church
- Board Member of the Grace St Luke's School Alumni Board, 2006-2010
- Board Member, SAVE (Student Advocates for better Vision and Education), 2008-present
- Member of the Memphis and Shelby County Juvenile Justice Board, 2008-present

- Member of Junior League of Memphis, serving in various offices in League leadership, 2001-present
- Member and Secretary of the Board of Shelby County Headstart, 2002
- Board Member of the Community Board of the Metropolitan Planning Organization for Shelby County, 2001- 2006
- Member of the Shelby County Geographic Information Council 2001-2009
- Member of the Memphis Area Research Council, 2000-2008
- President, Shelby County Democratic Women, 1999-2001
- Elected member of the Shelby County Democratic Party's Executive Committee, serving as member of steering committee, party's treasurer and vice chair, 1995 – 2002
- Founding member and past Vice President, Shelby County Women's Leadership Forum
- Past Board member, Public Issues Forum
- Past Board member, Women's Community Foundation

Community Achievements

- Leadership Tennessee, class of 2016
- Daniel Rose/ULI Fellow, class of 2013-2014
- Elected member of the Tennessee Democratic Party, representing District 30, 2010 – 2013
- Leadership Academy Master's Program Certificate, 2012
- Outstanding Alumnae Award, University of Memphis College of Arts and Sciences, 2008
- Appointed to serve as a member of the Shelby County Election Commission, 5 member board charged with administering elections in Shelby County, served two terms, 2003-2007
- Leadership Memphis, class of 2006
- Appointed member of Tennessee Board of Regents, 1988-1989