

03/25/21

Sycamore Township Trustees
c/o Beth Gunderson

Re: Sycamore Township Administrator

To: Township Trustees

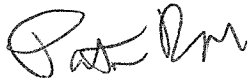
I was extremely pleased to see the listing for the vacant Administrator position in Sycamore Township. I have lived in southwest Ohio most of my life and know that there is not a finer township in Ohio. I am excited about the opportunity to join the Sycamore team as a collaborative, flexible, and thoughtful administrator. I am confident my professional experience and personality will fit well for what Sycamore desires in its next Administrator.

In response to your solicitation for the position, I wish to submit myself for consideration. As Safety Service Director in Reading, Ohio for more than twelve years, my approach to this meaningful work has been shaped by my experiences leading the City through difficult financial circumstances to fiscal stability, developing partnerships, fostering an environment conducive to business growth, personal and professional development opportunities for staff, and taking a hands-on role in safety and public services concerns.

I am passionate about the role local government plays in improving the quality of life for our residents, organizations, and businesses. Administrators play a strong role in all aspects of the community, and I look forward to the opportunity of doing so in Sycamore. We have strengthened relationships with our neighboring communities during my tenure and I have always believed working in a collaborative team centric manner benefits all.

I would appreciate the opportunity to meet with you and discuss the position, Sycamore's vision for the role, and my unique qualifications that have prepared me to serve as Sycamore's next Township Administrator. My contact information is provided within the attached documents, or you may reach me by phone at (513) 376-2501.

Respectfully,

A handwritten signature in black ink, appearing to read "Patrick Ross", written in a cursive style.

Patrick Ross

PATRICK ROSS

1143 Fuhrman Rd. • Reading, OH 45215 • (513) 376 2501 • pat8316@gmail.com

SELECTED ACHIEVEMENTS

Manage city with over 120 employees
Secured positions on premier NFL teams, played in Superbowl
Started for three years on Boston College football team
Achieved Dean's List recognition during Master's degree program
Earned several honors while garnering Bachelor's degree in finance

PROFESSIONAL EXPERIENCE

City of Reading, Reading, OH (January 2010 – Present)

-Safety Service Director

Chief Administrative Official. ICMA, OCMA, CAMA Member
Annual Budget and Appropriations Preparation. Manage day to operations, including Police, Fire, and Service Department, and Utility Operations. Report to Mayor and Council regularly, Manage Health and P&C Insurance, Oversee Economic Development and Capital Project Planning and Management (i.e., SCIP, MRF, CDBG). Supervise Building and Zoning Department. Short- and Long-term planning.
Communicate with residents and businesses regularly regarding questions or issues.
Collective Bargaining Negotiations and Contract management

City of Reading, Reading, OH (July 2009- January 2010)

-City Clerk

Payroll (CMI), Human Resources Management, Utility Payment Reconciles and Deposits, New Hire Processing
Water Billing (Trained in Utility Software by D.R. Frey and Co.)

Arizona Cardinals, Phoenix, AZ (Aug 2008-Mar. 2009)

-Member of NFC Champ team that played in Superbowl XXXIII

Indianapolis Colts, Indianapolis, In (Dec. 2007-May 2008)

New England Patriots, Foxboro, MA (Oct. – Nov. 2007)

Seattle Seahawks, Seattle, WA (May 2006 – Aug. 2007)

EDUCATION AND HONORS

Master of Science in Administrative Studies

Dean's List

Boston College, Chestnut Hill, MA (May 2006)

Bachelor of Science in Finance

Voted Football Team Captain (2005) • Earned All-ACC Honors (2005)

• Won Scanlon Award, highest honor a BC football player can achieve
Boston College, Chestnut Hill, MA (May 2005)
