
LYNDA BOSWELL, ICMA-Credentialed Manager

6803 Bluffs Blvd
Temple Terrace FL 33617
(719) 349-5675
lynwin08@gmail.com

Local Government Manager and Program/Project Auditor

Collaborative Leadership/Budget and Finance/Economic Development/Infrastructure Planning/Grant Writing Skills

A proven creative, visionary, strategic leader and organizational innovator with exceptional people skills are assets which can help your County. Broad experience in government budgeting and financing issues, communication and implementation of measurable results will support your commission's goals. I am a diplomatic, persistent, and persuasive professional. Skilled in team building, management, budget and finance, economic development, organized and decisive, and technically proficient, my administrative expertise will make an immediate and visible positive contribution to the county and its citizens.

Related Local Governance in U.S. Overview

City of Fulton, Missouri (pop. 12,721, bud: \$53million+) On behalf of Strategic Government Resources:– Interim Chief Finance Officer

March 2023 to June 2023

- Hired as a “fixer” to assist the City between finance directors.
- Completed the ACFR in short time.
- Put in place templates and policies for streamlining the finance department, to include the utilities billing staff.
- Built-up staff morale and introduced a collaborative team environment encouraging ideas, questions, and positive attitudes.
- Submitted required federal reports for ARPA and the Census.
- Recommended ideas for more transparency.
- Provided manual guides (step-by-step visuals) for new processes.
- Involved with and contributed to community events.
- Sounding board for immediate staff and those outside the department.
- Quickly put staff and others at ease.

City of Temple Terrace, Florida (pop: 26,600; bud: \$80million+) – Finance Director

March 2017 to June 2022

- FEMA lead in Finance/Administration; successful grant writing and bonds of several millions of dollars.
- Directs the daily financial administration of the City; develops, executes, and manages the annual budget; manages investments; reconciles monthly bank statements; prepares various financial statements; performs short-term and long-term financial analysis and planning
- Supervises and manages activities and work processes of all staff of professional and clerical employees engaged in maintaining the general ledger, payroll, purchasing, capital asset records, utility accounts, receipt and disbursement of funds, general reception, and budgetary functions of the City
- Works with the external auditors to prepare annual, audited financial statements in accordance with GAAP and GASB rules and regulations.
- Arranges for the issuance of bonds and other instruments of debt; manages the debt service funds to ensure adequate revenues are available to settle short-term and long-term debt obligations.
- Manages the City's cash flows and banking arrangements, including the collection of monies due, safeguarding, investment of funds, and payment of monies owed in a timely manner.
- Confers with the City Commission, City Administrator, and department heads concerning financial strategies and needs.

- Implements, directs and monitors internal financial controls, including controls for utility billing, cash receipting, payroll, fixed assets, special assessments, capital projects and construction contracts; oversees the collection and disbursement of City funds; monitors and ensures the compliance of City policies and local, state and federal laws and regulations.
- Attends and/or participates in operational meetings, including department head, Emergency Operations Center, Economic Development, Special Assessment, and City Commission; provides input regarding accounting, funding, budgeting and information requests or directives.

Town of Kiowa, Colorado (pop: 663; Bud: \$700k)– Town Administrator/Chief Financial Officer

December 2006 to June 2009

- Successfully applied for competitive and non-competitive grants; lauded for solid federal, state, and county compliance.
- Worked with elected officials as they developed policies.
- Discussed problems and recommendations, proposed new plans, or discussed issues that affected the community and its residents.
- Wrote, won and administered millions in grant funds to finish capital projects in the town.
- Sought feedback from residents and members of the business community to address and solve problems. Prepared the annual budget, submitted it to elected officials for approval, and implemented it once approved. Supervised department heads, administrative personnel, and other employees, and supervised top appointees.
- Solicited bids from contractors and selected or recommended the appropriate individual(s) or organization(s) to perform the work.
- Investigated citizen complaints and problems within the administrative organization and recommended changes to elected officials.
- Stepped in to do sewer and potable water readings, as well as making sure the town's infrastructure was in a good working order.
- Provided expertise on street maintenance, and coordinated with state resources in the area.
- Planned, developed, coordinated, and implemented all fiscal, administrative, policies, goals, objectives, procedures and standards for local government.
- Responsible for equipment and material purchases, as well as the recruiting, hiring, training and supervision of staff. Consulted with directors of departments to go over operational, programmatic, and budget issues before official presentation to the Council.
- Managed the day-to-day operations of the town.

Kit Carson County, Colorado (pop: 8,000; Bud: \$17million+) – County Administrator/Chief Financial Officer

June 1997 – November 2006

- Appointed by 9 counties (represented by elected county commissioners) in the Eastern Region of Colorado, I was on the technical committee to protect the interests of my region and succeeded.
- Tapped by several Colorado state agencies to provide expertise such as budgeting, transportation, and legislation for workshops and committees.
- Researched bills and policies that affected counties, presented talking points for board, and scheduled meetings with state and local officials.
- Developed comprehensive financial interface to include clerk, treasurer, and assessor.
- Created the non-profit group "High Plains Highway" in order to lobby state and feds for transportation dollars and prioritization in the funding process.
- Managed all aspects of Human Resources, Payroll, Accounting, wrote most of the resolutions, coordinated with local elected officials. Handled all unemployment and claims (risk management), whether legal or property. No employment related lawsuits were ever filed during my tenure.
- Wrote several grants and managed county finances while being able to provide raises and benefits to all employees (during economic downturn).
- Established the public works capital schedule to include road maintenance (2000 lane miles) and equipment purchases
- Worked with constituents, department heads and elected officials to analyze and solve problems. Prepared budget and wrote MD&A along with CAFR according to the GASB 34 instructions.
- Managed day to day operations of the county.

Related Local Governance Overseas Overview

RTI International (Iraq Local Governance Project) (pop: 40million; bud: \$100billion+)– Local Government Advisor
October 2009 to March 2011

- Implemented financial system for capital management of \$2 billion for 14 provinces to provide transparency and accountability
- Developed budget manuals for government to help officials understand the process according to national law
- Provided recommendations to local government in providing water and sewer service, including emergency water trucks; as a result of the recommendation, Baghdad Council built a potable water system the following year in Kadhmiya
- Trained government staff in responding to community needs including security, basic services, and employment
- Developed and implemented national training workshops to teach local government how to provide internal oversight, through the use of performance management tools
- Created several performance management tools depending on the level of management (details for staff, overview for management) which was adopted nationally
- Designed and wrote policies for general local governance, including planning, budgeting, organizational development, and law
- Researched and provided talking points for management to present to USAID officials in deciding whether to fund a future program for automation. It had pros/cons, consequences, recommendations, and realistic potential for sustainability
- Within months, I was the source of “true” information from various parts of the country because of my no-nonsense and objective approach to solutions; veteran employees would call me to provide counsel on problems of implementing tasks
- Interpreted and wrote activity plans for legal, planning, budgeting, organizational development, and monitoring of provincial government efforts to be fulfilled in Iraq, in coordination with the US goals and USAID policy

International Local Government Consultant on behalf of US Government: (pop: 40million; bud: \$3billion+)
QED, LLC, and Mercy Corps International
April 2011 to January 2012

- Program auditor of US National projects in Iraq (Economic Development, Small Business Administration, Youth Programs, Banking, and Civil Society)
- Supervised both Iraqis and Americans, coordinating logistics with 6 different agencies for multiple events (US Military, Security Detail, Iraq government officials, US Embassy staff, local offices, and contractors)
- Reviewed, assessed, evaluated, and provided recommendations for improving the requirements for programs, including tighter fiscal responsibilities, and more transparent processes across Iraq and Kurdistan
- Wrote and presented reports regarding conclusions to USAID officials as well as the implementers, which reduced the budget of the program by 15%
- Provided tools to help the companies track and report activities, leading to higher accountability and more transparency
- Reconciled funding and reviewed 3 year budgets in less than 2 weeks

Other Related Public Administration Overview

Assistant Program Manager/Monitoring and Evaluation Specialist for Afghanistan (pop: 38million; bud: \$8million+)
US Department of State Bureaus: International Narcotics and Law Enforcement & Population, Refugees and Migration
(FIAT) for TigerSwan January 2016 – November 2016

- Designed and developed all surveys as third-party monitors for 66 subtasks
- Liaised with government officials in DC on a monthly basis
- Provided stateside administrative support for staff in Kabul
- Designed interface of survey technology to dashboard for real-time actionable data collected in the field

Monitoring and Evaluation Advisor, Kabul, Afghanistan (pop: 38million; bud: \$6billion+)
International Narcotics and Law Enforcement’s JSSP for PAE, International
May 2012 – December 2015

- Led team of 30 Host National staff to design and develop first innovative Monitoring and Evaluation System
- Developed the program’s annual \$2 billion total budget (\$12 million/year).
- Directly supervises 23 Afghan staff; developed capacity building skills in accountability and transparency in the M&E Unit. Writes work plans, and submits quarterly, and end of project reports.
- Assists in ensuring that JSSP activities are in line with goals outlined in the work plan and contractual obligations.
- Coordinates with each JSSP Section or Team to maintain record keeping on JSSP activity statistics.
- Designed an automated IT system to track projects, accomplishments and deadlines.
- Designed and implemented survey tools to assess the effectiveness of the program, including economic analysis of impact

- Reviewed national policies and laws regarding economic and civil activities in provinces for recommendations of changes needed to implement domestic product growth and tackling unemployment
- Evaluated the extent of community buy-in and involvement, and recommended ways to include and assist the community, through hundreds of interviews across Iraq and with elected officials

Morgan Community College, Burlington, Colorado – College Instructor

December 1997 to May 2008

- Taught college courses such as MS Excel, economics, psychology, English, teambuilding, management, leadership and career advisement
- Developed course syllabi
- Used innovative and most relevant resources that was later adopted college-wide

US Department of Defense, Incirlik, Turkey – Chief of Commodities Research

January 1995 - December 1996

- Provided contract resolution with international vendors, and resolved and accounted for millions of dollars in contracts per year
- Communicated and negotiated with several top level international officials in Turkey, including the General of the Turkish Army for the release of confiscated US goods
- Developed great relationships with those inside the organization as well as those outside such as foreign officials
Only civilian to receive the Unsung Hero Award by the base commander

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Education & Credentials

PhD Candidate, Public Policy and Administration, Walden University, MN (anticipated) Aug 2023.

MA, Administrative Management – Public Administration, Bowie State University, MD, 1997.

BS, International Business, Western International University, Phoenix, AZ, 1994.

Professional Achievements and Associations:

Certificate – Cultural Diversity and Ethics (2021 to current)

Certificate – DHS/FEMA in Finance and Administration Chief (2021 to current)

Member and Credentialed Manager – International City & County Manager's Association (1997-current)

Member – American Society of Public Administrators (1997-current)

Member – Government Finance Officer Association (2003 to current)

Secretary – Kiowa Economic Development Committee (2008-2009)

Member – Colorado Metro City and County Managers' Association (2006-2009)

Relevant Presentations:

- **Panel** *Multicultural and International Perspectives on Government Ethics*. American Society of Public Administration virtual conference held on March 24, 2023.
- **Presenter** *Paper to Electronic: Efficient Government Finance Automation*. Florida Government Finance Officers Association Conference held in Orlando, FL, 2018

Skills:

Computers: Any software system to include finance, payroll, utility billing, all Microsoft and expert in Excel; Database designer in SQL, MS SQL, Oracle, AS400 (IBM systems); and Business Intelligence software – Cognos, BI, and Tableau.