

JEFFREY W. MCKITTRICK, MBA

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PROFESSIONAL PROFILE

- Passionate and experienced servant leader with the ability to carry out the vision and goals of the organization.
- Dedicated and visionary public servant with the skills to transform and empower team members to service excellence.
- Exceptional communicator with the ability to conduct formal and informal presentations, trainings, public meetings, and written plans.
- With over 28 years of successful experience in local government and having been recognized consistently for performance excellence, I bring the ability to solve problems and work collaboratively with both internal and external stakeholders to carry out the mission and vision of the organization.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

KING UNIVERSITY, BRISTOL, TENNESSEE

GPA 3.9

BACHELOR OF SCIENCE – CRIMINAL JUSTICE

KING UNIVERSITY, BRISTOL, TENNESSEE

EXPERIENCE

2020-PRESENT

ASSISTANT DIRECTOR HOUSING

PASCO COUNTY BOARD OF COUNTY COMMISSIONERS, DADE CITY, FLORIDA

- Assist the Community Development Director in the overall leadership and management of the department with a \$40 million budget.
- Lead the affordable housing operations for a large Community Development Department which includes a budget of nearly \$30 million dollars for affordable housing projects.

- Lead the administration and implementation of the Local Housing Assistance Plan (LHAP) for affordable housing programs to include new construction, and rehabilitation projects.
- Led and completed the rewrite of Local Housing Assistance Plan (LHAP) to begin a new three (3) year cycle on July 1, 2021.
- Successfully started a new Affordable Housing Advisory Committee (AHAC) on short notice, recruited members, and coordinated all meetings and a public hearing.
- Administer a 55-million-dollar in-house loan portfolio for Affordable Housing Development, Owner Occupied Rehabilitation, and Down Payment Assistance.
- Formed the CARES team from ground up and administered rent, mortgage, and repair assistance program, which included just under 500 households, and \$2.5 million expended in a four (4) month timeframe.
- Successfully collaborate with local non-profit organizations to provide guidance and technical assistance for affordable housing projects.
- Coach and motivate team members on productivity strategies, policy updates and performance improvement plans to accomplish personal and departmental goals.
- Develop team members through individual coaching and training to allow for career advancement.
- Our department has won numerous awards both nationally and at local level.
- Served as a member of Pasco Onboarding Team 2022 which developed and implemented a new Onboarding process for county employees.
- Presenter at the National Community Development Association (NCDA) Winter Conference in Washington, D.C. 2023.
- Presenter for Florida Housing Coalition Webinar.
- Serve as mentor for graduates of Pasco County Leadership Development Program
- Serve as Sergeant at Arms for Pasco County Government Toastmaster Club

2019-2020

GRANT AND REDEVELOPMENT MANGER

KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY, KINGSPORT TENNESSEE

- Promoted to Grant & Redevelopment Manager.
- Severed as a member of the Authority's Executive Leadership team.
- Worked directly with the Executive Director to support the overall mission and operation of the agency.
- Established collaborative partnerships with area service providers.
- Led redevelopment efforts in partnership with the City of Kingsport.
- Established goals and procedures for solicitation, funds management and disbursement of grant funding.
- Wrote funding requests and grant applications to obtain funding for Housing Authority operations.
- Met with local non-profits and service providers to discuss issues and solutions to the homelessness problems in the community.
- Prepared a variety of different written communications, reports, and documents to stakeholders, including the Executive Director, Board of Commissioners, and state and federal agencies.
- Served as a member of the United Way of Greater Kingsport's Self-Sufficiency Vision Council, and as a member of the Kingsport Homeless Coalition.
- Developed team communications and information for meetings.

2015-2019

SUPPORTIVE HOUSING MANAGER

KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY, KINGSPORT, TENNESSEE

- Promoted to this position.
- Served as member of leadership team.
- Led the agencies Supportive Housing Programs which included Continuum of Care grants totaling more than one million dollars annually, HOPWA grant of over \$350,000 annually, and ESG grant.
- Responsible for the housing of over 175 families at one time.
- Managed all financial operations of these grants which included annual and multiyear grants totaling over \$1,500,000.
- Answered client questions about lease and rental agreements and advocated on behalf of client needs.
- Coordinated the relocation of 20 special needs residents from an unsafe building that the housing authority purchased to rehabilitate into affordable housing.
- Located and facilitated new housing for those who were involuntary relocated. This included following all Uniform Relocation Act (URA) requirements.
- Led the relocation of over 100 residents from a public housing property that was to be demolished. Ensured all URA regulations were followed.
- Sought out affordable housing options and residences for people in need.
- Worked with community partners to reduce homelessness and house those who were experiencing homelessness.

2013-2015

SUPPORTIVE HOUSING SPECIALIST

KINGSPORT HOUSING AND REDEVELOPMENT AUTHORITY, KINGSPORT, TENNESSEE

- Explained rental and housing regulations to clients and helped them to determine best options for housing.
- Identified and recruited landlords and brokers to provide suitable and affordable units to meet clients' needs.
- Assisted applicants in filling out housing applications and verifying assets.
- Coordinated with local agencies to provide support and wrap around services to those who obtain permanent housing.
- Answered client questions about lease and rental agreements and advocated on behalf of client needs.
- Sought out affordable housing options and residences for people in need.
- Negotiated with landlords and real estate agents to obtain vacant apartments for clients with histories of homelessness, mental illness, and substance abuse.
- Conducted home and apartment inspections to identify safety issues and needed repairs.

2006-2013

DEPUTY SHERIFF - SCHOOL RESOURCE OFFICER

SULLIVAN COUNTY SHERIFF'S OFFICE, BLOUNTVILLE, TENNESSEE

- Integrated role of law enforcement officer into school based setting.
- Increased positive image of law enforcement among students, parents, and staff through participation in school and community events.
- Introduced and presented educational and preventative programs related to community and social problems in the school and community.
- Met with students, parents, or administrators to discuss student behavior and formulate plans to improve student's behavior.
- Advocated for student's success in the school and home.
- Led efforts to increase safety and security awareness throughout the school system.
- Monitored crowded public areas and events to mitigate risk and promote safety.
- Patrolled designated areas in patrol vehicle and on foot to identify security and safety issues.
- Provided public safety assistance at community events to maintain safe and secure environments.
- Investigated incidents and crimes, collected evidence and recorded witness statements.
- Prepared reports, took enforcement action, and testified in court as required.
- Gave presentations to community groups which included Citizen's Academy, parent organizations, and other community groups.
- Served on special teams to include Honor Guard, Fatal Incident Reconstruction and Support Team, Dignitary Protection Unit, and Project Lifesaver.
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2003-2006

DEPUTY SHERIFF – FIELD TRAINING OFFICER

MANATEE COUNTY SHERIFF'S OFFICE, BRADENTON FLORIDA

- Educated new deputies on department policy and procedures while serving as their Field Training Officer.
- Instructed and evaluated new deputies on patrol functions including arrests, citations, reports, and officer safety.
- Maintained superior knowledge of federal, state, and local laws.
- Completed reports for criminal activity and conducted appropriate follow-up to include on scene arrest as necessary.
- Gathered information and evidence to assist in solving crimes.
- Organized criminal documents such as logs, records, reports and agendas to streamline processing and improve traceability.
- Interviewed criminal targets and witnesses to uncover facts for verification and authentication.
- Patrolled designated areas in patrol vehicle and on foot to identify security and safety issues.
- Interviewed criminal subjects to acquire data relevant to investigations.
- Investigated incidents and crimes, collected evidence and recorded witness statements.

2000-2003

DEPUTY SHERIFF – PATROL

MANATEE COUNTY SHERIFF'S OFFICE, BRADENTON FLORIDA

- Patrolled designated zones in patrol vehicle to prevent, respond, and apprehend criminal violators
- Investigated incidents and crimes, collected evidence and recorded witness statements.
- Conducted interviews for criminal subjects to acquire data relevant to investigations.
- Provided public safety assistance at community events to maintain safe and secure environments.
- Researched and analyzed crime statistics to conduct targeted patrol and response to criminal activity.
- Completed reports detailing incidents and conducted follow-up as necessary.

1997-2000

DEPUTY SHERIFF – SHIFT SUPERVISOR JUVENILE CORRECTIONS

MANATEE COUNTY SHERIFF'S OFFICE, BRADENTON FLORIDA

- Served as shift supervisor of State of Florida contracted juvenile offender facility operated by the Manatee County Sheriff's Office.
- Responsible for the overall safety and security of facility.
- Provided leadership to shift team members (4).
- Ensured all rules and regulations were followed.
- Completed reports detailing safety or security issues.
- Completed disciplinary reports as necessary.
- Conducted and reconciled inmate counts.
- Conducted transports for court proceedings, or medical appointments.
- Maintained security of inmates in court or other transports.
- Conducted searches upon intake or as necessary in housing units.
- Ensured all inmates were properly secured during lockdown times.
- Counseled with juveniles to change patterns of behavior upon release.

ADDITIONAL INFORMATION/ACCOMPLISHMENTS

- National Incident Management System (NIMS) Certification
- Currently enrolled in Florida State University's Certified Public Manager Program completion Summer 2024
- Presenter for Florida Housing Coalition – SHIP program - 2023
- Presenter at National Community Development Association (NCDA) Winter Conference 2023 – Washington, D.C.
- Member of Pasco County Government 2021 Leadership Development Program
- Member of Pasco Onboarding 2022 Team
- Community Development named Team of the Year for Pasco County for 2020
- Lean Six Sigma Certified Yellow Belt

- Club Officer - Sergeant at Arms of the Pasco County Government Toastmasters Club
- Served on United Way of Greater Kingsport, TN Self Sufficiency Vision Council
- Served as member of Sullivan County (TN) Sheriff's Office Honor Guard
- Served as a Traffic Crash Reconstructionist
- Specialized Housing and Law Enforcement Training totals over 2,500 hours
- Volunteer coach and umpire Blountville TN Little League
- Umpired college level softball including Division I, Division II, and NAIA schools