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SCOTT CZASAK

# SCOTT R. CZASAK

**GOVERNMENT PROFESSIONAL** with educational and professional experience in leadership, analysis and constituent service. Adept in collecting and assessing data sets, statistics, and consulting with key stakeholders. Curious in addressing crucial questions to drive innovation and influence decision making. Works well in teams and is skilled at budgeting and project management. Strong experience in open and personable communication.

## EDUCATION

Certified Public Manager, Saginaw Valley State University  
Fellow, Michigan Political Leadership Program, Michigan State University  
Master of Public Administration (MPA), Local Government Management: Oakland University  
Bachelor of Arts (BA), Political Science: Oakland University  
Associate of General Studies (AGS): Macomb College

## EXPERIENCE

### City of Caro – Caro, MI

2022- Present

#### City Manager

- Served as Chief Administrative Officer of the City of Caro, population 4,328 (2020 Census).
- Developed, executed and managed budgets in excess of \$9,000,000 (2023-2024) and \$13,000,000 (2024-2025) over 14 individual funds.
- Supervised day-to-day operations of the City and over two dozen full time employees across six departments, two dozen volunteer firefighters, and part-time staff.
- Obtained \$12,000,000 in funding from the Clean Water State Revolving Fund for wastewater infrastructure projects, and \$500,000 from the State of Michigan Small Urban Transportation Fund for local road projects.
- Oversaw large water infrastructure projects including development of a new well for the water system and replacement of arsenic treatment media to repaired treatment tanks.
- Supervised acquisition of funding from the Michigan Land Bank, via the Tuscola County Land Bank, to demolish the Old Police Station for \$175,000 at no costs to residents of the City.
- Served as Zoning Administrator which included reviewing project plans, issuing permits, and conducting inspections. Certified Master Citizen Planner and Zoning Administrator by Michigan State University.
- Finalized infrastructure plans to ensure continual service to the Caro Center, a state mental health facility, during the opening of their new building on site.
- Researched and applied for small, medium, and large grants for various City operations and projects.
- Involved in the community as a member of the Rotary Club (including being recognized with the Distinguished Service Citation), and member of the Board of Directors for the Caro Area Chamber of Commerce.
- Informed and advised City Council on a wide range of issues, including development of ordinance amendments regarding marihuana, food trucks, snow removal and in-city camping.
- Served as the official City Liaison to the Indianfields Township Board of Trustees.
- Member of the International City/County Managers Association.
- Member of Michigan Municipal Executives.
- Member of the Michigan Association of Planners.

### Township of Ford River Planning Commission– Ford River, MI

2022

#### Chair

- Chaired monthly and special meetings of the Planning Commission.
- Met with relevant stakeholders, including local business owners, residents, and elected officials on all issues brought before the board for review.
- Began a decennial review of the Master Plan.
- Successfully completed Michigan State University's Citizen Planner program.

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### Escanaba Downtown Development Authority– Escanaba, MI

2020 – 2022

#### *Executive Director*

- Oversaw day to day operations of the Downtown Development Authority, with an annual budget over a quarter of a million dollars.
- Interacted with local business owners, residents, elected officials, and other stakeholders to ensure relevant topics and concerns were addressed.
- Operated the Escanaba Marketplace, a multi-use outdoor event facility, including directing the Escanaba Farmers Market on a biweekly basis during the summer and fall months.
- Developed multiple projects in the Downtown zone, including a mixed-use development on the site of the former County Jail, which was in a Brownfield zone.
- Obtained and executed grant funding for projects to enhance the Downtown and DDA property.
- Certified as a Professional Downtown Manager by the Michigan Downtown Association.
- Certified as a Market Master by the Michigan Farmers Market Association.

### U.S. Census Bureau– Clinton Township, MI

2019 – 2020

#### *Quality Control Enumerator, Enumerator*

- Verified address information for every type of household as recognized by the US Government for the purpose of conducting the 2020 Census, in Macomb, Oakland, and St. Clair Counties.
- Interviewed various people including homeowners, business managers, clergy, etc., in order to obtain accurate and complete data for the Census.
- Was the fastest enumerator of my working group, and one of the fastest in the region.
- Was tasked with reviewing data collected by other enumerators for quality control in order to ensure completeness and accuracy.

### Michigan State House of Representatives – Lansing, MI

2015 – 2018

#### *Legislative Director*

- Managed development of legislation from concept to enactment, over a dozen bills signed into law over the course of nearly 3 years.
- Analyzed legislation which was pending before the committees the Representative served on, as well as bills pending before the whole House, and other hot button legislation.
- Ran day to day operations of legislative office, including maintenance of supplies, management and evaluation of legislative interns, and interacting with all visitors from lobbyists and media, to visiting constituents.
- Led constituent relations from answering questions about pending legislation to assisting with issues with State of Michigan benefits, including interaction with multiple state agencies.

### Township of Macomb – Macomb, MI

2013 – 2014

#### *Historical Commissioner*

- Was a member of the inaugural class of Historical Commissioners for Macomb Township.
- Developed, planned, and executed the “Oral History Project” in order to save local stories from long-time residents for future residents and researchers.
- Oversaw multiple projects, including attendance at local events, saving of historical artifacts, and initial development of plans for the future Historical Village.
- Developed fundraising contacts in order to fund operations of the Historical Commission and our activities.

### U.S. House of Representatives – Milford, MI

2010 – 2012

#### *Legislative Assistant*

- Researched issues to assist in developing legislation, gathered information on pending legislation, communicated with the public on issues they inquired about.
- Managed the day-to-day operations of the District Office including: inventory and ordering of office supplies, cleaning of the office, identifying and using outside vendors when necessary.
- Attended events with the general public for the elected official and held meetings with concerned residents on a monthly basis in multiple cities in the district.

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- Staffed the Representative and Senior Staff when they were holding events in the district.

### *Scheduler*

- Managed the day-to-day schedule of the Member of Congress, including last-second rearranging to ensure everything stayed on track.
- Arranged interactive events with the elected official and the public, scheduled meetings for both the elected official and legislative staff with interested outside parties, and made all travel plans for the elected official and staff.
- Arranged tours of various attractions in Washington D.C. for residents of the district, including the White House, the U.S. Capitol, and the Bureau of Engraving and Printing.
- Traveled to Washington D.C. for training and staff meetings when required to be in touch with most up to date technological assistance tools.

### **Professional Education Services Group – Macomb, MI**

**2008 – 2010**

#### *Substitute Teacher*

- Substitute taught in the L'anse Creuse, Utica, Chippewa Valley, Mt. Clemens, Pontiac, Fitzgerald, & Van Dyke School Districts in Macomb and Oakland Counties.
- Substitute taught classes across all subjects and ages from Kindergarten to High School.
- Formerly certified as a Substitute Teacher by the State of Michigan.

### **Icon Consulting – Macomb, MI**

**2004 – 2022**

#### *Campaign Consultant*

- Developed and executed campaign plans from the ground up as to sell ideas to the public.
- Fundraising and campaign finance compliance, for candidate and PAC committees.
- Grassroots campaigning, including public speaking, selling ideas, and one-on-one interactions.
- Planning and working events, including time and volunteer management, and providing maximum opportunity to interact with the public.
- Research on who was going to vote and target the right ideas which would resonate with them.

### **U.S. House of Representatives – Shelby Township, MI**

**2004**

#### *Intern*

- Responsible for keeping current with incoming mail and phone calls for legislative issues to ensure the best customer service possible.
- Maintained the office cleanliness and saw to daily necessities, including data entry and greeting people when they came to the office and saw to their comfort.
- Attended to constituent services, events, and other functions in any way needed.