

Jennifer McMahan, CPRP

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Experience:

City of St Pete Beach, Florid. Chief Operating Officer/Acting Assistant City Manager, 2021-2024

In addition to directing the Parks, Beaches, and Recreation department the following responsibilities have been added as Chief Operating Officer

- Supervise and maintain fiscal control of the Planning Division, Parks, Recreation and Beaches annual budgets.
- Review development site plans, landscape plans and design plans
- Supervise and plan economic development policy, procedure, and programs.
- Manage, coordinate, review, and update the city's strategic plan and vision since 2020
- Develop private/public partnerships.
- Supervise Public Information Officer, social media and press releases.
- Coordinate Town Hall Meetings on a quarterly basis
- Participate in HOA and neighborhood meetings.
- Oversee the community policer officers and act as the main contact for the county police department and the city staff.
- Coordinate with the Operations Managers of the city to ensure all city operation needs are met.
- As of October 2023, Act as Community Development Director through to March 18, 2024.
- Oversaw library operations for the City of St. Pete Beach since June 2023
- Oversaw HR functions for the City of St Pete Beach from June 2023 – December 2023.
- Served as interim HR Administrator for the City of St Pete Beach from September 2023 – December 2023.

Parks and Recreation Department, City of St. Pete Beach, Florida

Parks and Recreation Director, April 2012- Present

Responsible for the direction and development of recreational activities and facilities that meet the needs of the St Pete Beach community.

- Supervise, maintain and fiscal control of park and recreational facilities and staff.
- Creates and implements ordinances, fees and policies with respect to park and recreation programs and events.
- Enforces departmental policies, procedures, and regulations as they affect patrons & assigned employees.
- Select, train, evaluate and supervise full and part time employees, contractual instructors, and volunteers.
- Develop, implement, equip and evaluate leisure programs for all ages.
- Coordinates all special event permitting for the City of St Pete Beach
- Manage and coordinate the operation, maintenance, and security of all park and recreational facilities by coordinating, budgeting, and evaluation of capital projects.
- Partner with community groups, advisory boards and businesses

Recreation Parks and Arts Department, City of Largo, Florida

Recreation Program Manager, May 2003 – April 2012

Responsible for the development, organization, and management of comprehensive leisure programs, activities and a recreation complex that meets the needs of the Largo community. *Recreation Program Coordinator, September 2001 – May 2003*

Responsible for the coordination of the before and after care school aged program, planning special events and supervising summer camp programs.

Dublin Recreation Services, City of Dublin, Ohio

Recreation Program Supervisor, January 1999 – August 2001

Responsible for planning, programming and the implementation of programs for teens, adults, and special needs for the City of Dublin.

Recreation Specialist, July 1998 – January 1999

Responsible for the supervision of drop-in babysitting for children ages 3 months to 7 years old. YWCA of Fort Wayne, Indiana

Youth Programming Supervisor, June 1996 – June 1998

Supervised, programmed and implemented a before and after school program, summer camp, and holiday camps for school aged children. Researched, developed, coordinated, and implemented a teen program in middle schools and high schools in the Fort Wayne area.

Education:

Indiana University, Bloomington Indiana

B.S. in Parks and Recreation Administration, 1994

*Member of Varsity Tennis Team, 1989 – 1990

University of Phoenix, Online

Master's in education, Adult and distance learning, May 2006

Certifications

- Certified Parks and Recreation Professional (CPRP)
- Certified NRPA accreditation visitor for CAPRA
- Public Health Fundamentals for Park and Recreation Professionals Graduate Certificate (Indiana University)
- Inclusive and Ethical Leadership Certificate (University of South Florida)
- Childcare Director Certification
- School Aged Childcare Verification Certified
- CPR and First Aid

Public Speaking

- Indiana School Age Conference, Indianapolis In, February 1997 & 1998
- The Ohio State University, Columbus, OH, March 1999
- Ohio Autism Society, Columbus, OH, November 1999
- Volunteer Network of Ohio, Columbus, OH, April 2000
- NRPA's Programming Our World (POW) conference 1999 - 2002.
- Early Childhood Education Conference, Pinellas Park, FL, February 2002
- FRPA, District IV, Florida, multiple times from 2002 – present
- Camp Programming and Management Conference, Clemson University, April 2005
- One Goal Conference, Florida Department of Children and Families, 2007, 2008
- Commission for Accreditation of Park & Recreation Agencies, Accreditation Visitor 2007
- LERN conference: San Francisco, CA; November 2008
- LERN conference: Chicago, IL; November 2010
- LERN webinar: October 2010, September 2011, May 2012
- National Recreation and Parks Association Congress, 2002 – 2008, 2012
- Florida Recreation and Park Association, State Conference, 2002 – 2008, 2011, 2012, 2013, 2017, 2018, 2019
- Florida Recreation and Park Association, State Workshops, 2013, 2014, 2017, 2018

Awards/Honors

- Creativity Award, City of Largo, 2003
- Manager of the Year, City of Largo, 2004 & 2011
- Award of Excellence, Florida After-School Alliance, 2005
- Creating Memorable Experiences Thru Education Award, City of Largo, 2005 and 2009
- Programming Award, City of Largo, 2009, 2010 & 2011
- Advisory Team Member, Florida Department of Education, revise training, 2005-09
- Operational Manager of the Quarter, City of Largo, 2007
- Chair, Recreation Council Member 2008- 2013, LERN
- Program of the Year Award, City of Largo, December 2010
- Chair, Rotary Club of Largo, *Death By Chocolate*. raise over \$25,000 for youth charities
- Board member and President Elect 2012, Rotary Club of Largo
- Education Committee Member for Florida Recreation and Parks (2013-present)
- Board Member (2014-2019), Past Secretary (2017-18) and President (2019) Suncoast Tennis Foundation
- Member, Dunedin Youth Guild (2018-present)
- Co-Chair, Florida Recreation and Parks, *Providing Ultimate Leisure Programs*, 2007-09
- Committee member, Florida Recreation and Parks, Health Pillar
- Author of “Community Fitness Programs for Older Adults” in the *FRPA Journal*, Fall 2021