

Jennifer McMahon

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Profile Summary:

Strategic and service-driven municipal leader with over 25 years of progressive experience in local government administration, currently serving as Deputy City Manager in Cooper City, Florida. Proven ability to lead diverse city departments, manage complex budgets, drive strategic initiatives, and foster community engagement. Known for operational excellence, cross-departmental collaboration, and hands-on leadership, including acting as City Manager when needed. Deep expertise in parks and recreation, public safety coordination, strategic planning, community development, public information, and intergovernmental relations. Committed to building transparent, responsive, and results-oriented city operations that serve residents and enhance quality of life. Known for leading with vision, driving public service innovation, and consistently enhancing municipal operations.

Experience:

City of Cooper City, Florida

Deputy City Manager, December 2024 – Present

- Strong focus on leadership, public service, improving recreational services, community engagement, and organizational management that includes strategic planning.
- Supervises assigned city departments, establishes goals and objectives, and evaluates their performance.
- Prepares, administers, and monitors large and complex city budgets for assigned areas.
- Assists in developing and implementing city policies, programs, and initiatives.
- Providing professional advice, high-level management support, and acting as the City Manager in their absence.
- Directly supervising selected City departments, monitoring their performance, and coordinating their activities with other departments.
- Providing functional and direct supervision for assigned staff, establishing controls, and evaluating performance to ensure effectiveness.
- Serving as a liaison between the City Manager's Office and other City entities, coordinating activities with outside agencies, and acting as a public spokesperson for the City.

City of St Pete Beach, Florida

Chief Operating Officer, 2021-2024

Appointed COO in 2021 with expanded responsibilities beyond directing the Parks, Beaches, and Recreation Department. Oversaw multiple city functions to ensure efficient operations, strategic alignment, and public engagement.

- Directed and maintained fiscal oversight for the Planning Division, Parks, Recreation, and Beaches annual budgets.
- Led coordination and updates of the City's Strategic Plan and Vision since 2020, aligning long-term goals across departments.
- Supervised Public Information Officer and managed citywide communications, including social media, press releases, and town hall meetings.
- Served as liaison to the County Police Department, overseeing community police officers and facilitating coordination with city staff.
- Collaborated with departmental Operations Managers to ensure effective delivery of city services.
- Served as **Interim Community Development Director** (Oct 2023 – Mar 2024), managing planning and zoning functions.
- Assumed oversight of **Library Operations** (since June 2023), ensuring continuity of services and staff support.
- Appointed as **Interim HR Administrator** (Sept 2023 – Dec 2023), managing recruitment, personnel matters, and HR compliance.

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

Parks and Recreation Director, April 2012- October 2024

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

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

