

# ADRIAN L. JONES

119.071(4)(d)2h

[adrianjonesjohnson@gmail.com](mailto:adrianjonesjohnson@gmail.com)

*Dear Mayor and Members of the City Commission,*

*I am writing to express my interest in the City Manager position with the City of Madeira Beach. With more than twenty years of executive leadership experience in municipal and county government, supported by a Master of Public Administration and a Bachelor of Science in Civil Engineering, I bring a strong background in coastal community management, capital project delivery, financial stewardship, and tourism-driven local government operations that aligns well with the needs of “Mad Beach.”*

*I currently serve as Town Manager for a historic coastal tourism community, where I act as the chief executive officer and principal advisor to the governing body. In this role, I oversee all municipal operations, manage a diverse workforce, and administer operating and capital budgets while balancing the unique demands of a small residential population and a significant visitor economy. Managing a coastal destination community has required a strong focus on service delivery, infrastructure resilience, public safety coordination, and maintaining the quality of life that attracts both residents and visitors year-round.*

*My experience includes direct oversight of capital improvement programs involving stormwater infrastructure, roadway and streetscape improvements, beach and shoreline-related projects, public facilities, parks, and marina-related operations. I have managed projects funded through a combination of local revenues, grants, and state and federal programs, ensuring regulatory compliance, fiscal accountability, and timely project delivery. My background in civil engineering allows me to engage effectively with consultants, contractors, and staff on technical issues while maintaining an executive-level perspective focused on outcomes, cost control, and community impact.*

*In Florida and other coastal environments, I have worked closely with elected officials, county partners, and regional agencies to address issues related to resiliency, tourism impacts, infrastructure maintenance, and emergency preparedness. I am experienced in coordinating with sheriff's offices, fire and EMS providers, public works teams, and regulatory agencies to ensure seamless service delivery in communities with limited geographic footprints but high public visibility.*

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*As City Manager, I bring a collaborative, transparent, and service-oriented leadership style. I value clear communication with elected officials, staff, residents, and business owners, and I understand the importance of balancing fiscal discipline with responsiveness to community needs. My experience managing small, high-profile organizations with lean staffing structures has strengthened my ability to prioritize effectively, build strong teams, and deliver results in fast-paced, public-facing environments.*

*Madeira Beach's blend of small-town character, coastal tourism, and complex service demands is a setting in which my experience is particularly well suited. I am enthusiastic about the opportunity to work with the Mayor and City Commission to advance strategic priorities, manage capital investments, and preserve the community's unique coastal identity while ensuring effective, professional municipal operations.*

*Thank you for your time and consideration. I would welcome the opportunity to further discuss how my coastal community leadership experience, capital project background, and commitment to public service can support the City of Madeira Beach.*

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## PROFESSIONAL SUMMARY

I am a dedicated and results-oriented Executive who has led multidivisional teams and driven the success of municipal government organizations. I possess strong leadership skills, a strategic mindset, and a passion for process improvement. I currently serve as the Town Manager for the Town of Atlantic Beach, SC. I have also served in leadership roles such as County Administrator, Public Works Director and Administrator for municipal water departments. I have managed budgets ranging 150k to 1 Billion successfully and effectively on schedule and under budget.

## EDUCATION

### **Master of Public Administration (Finance)**

Concordia University, Austin, TX

### **Bachelor of Science in Civil Engineering**

University of Arkansas, Fayetteville

## SOFTWARE PROGRAMS

ArcGIS, Publisher, Word AUTOCAD, ESRI, Bluebeam, Tyler Enterprise ERP, BambooHR, Executime, Civic Clerk, Google Workspace, Business Software, Microsoft Office (including Outlook, Excel, PowerPoint, Teams, and Word), MUNI, Accounting

## KEY SKILLS

- Strategic Planning and Execution
- Financial Leadership, Project Management and Team Development
- Capital Planning, Budget Management and Cost Reduction Strategies
- Public Engagement and Communications Strategy
- Experienced in high-growth municipal environments
- Possess knowledge for administering Type-A General Law cities and other government policies and regulations
- Knowledge of Federal, State, and Local Regulations
- Adept at working with elected officials, MUDs, and regional partners
- Knowledge of Generally Accepted Accounting Principles (GAAP)
- Effectively communicate professionally in both verbally and written

## **WORK EXPERIENCE**

### **Town of Atlantic Beach– Town Manager**

***November 2023 – Present***

- Developed the Towns 10 year Master Development Plan to establish short-term and long-term goals for the Town.
- Maintain clear and consistent communication among the Mayor, City Council, staff, committees and citizens.
- Manage and supervise all departments of the city which include: Electrical, Water/Wastewater, Public Safety, Parks & Recreation, Finance, Community Development, Airport, Administrative and Maintenance with the following in mind: Effective leadership and communication, Strategic structural organization of departments, Efficient and sufficient staffing, schedules and workload assignments.
- Engage and motivate staff to excel within roles.
- Ensure staff receive appropriate training to excel.
- Ensure uniform conformance and implementation of policies and procedures.
- Update and standardize policies and procedures to improve efficiency and effectiveness of operations.
- Assign projects to departments and staff.
- Complete performance evaluations and make decisions regarding hiring, disciplining, and terminating of city staff, excluding the Mayor and City Council.
- Discuss and present the annual budget with the Mayor and City Council.
- Monitor and administer revenues and expenses are in accordance with the adopted budget.
- Provide timely financial reports to the Mayor, City Council, and Department Directors.
- Assist with completing the annual audit, correcting deficiencies and presenting to the Mayor and City Council.
- Ensure laws, policies, ordinances, purchasing policies and regulations are enforced
- Advise Mayor and City Council of current and future needs for planning purposes (for example future growth and economic development).
- Frequently communicate Departmental updates to the Mayor and City Council.
- Perform and administer contract management.
- Develop and maintain intergovernmental relationships.
- Prepare, oversee, and/or review studies/reports, and coordinate/communicate with the Mayor and City Council for decision making.
- Attend all City Council and committee meetings and workshops.
- Maintain a positive professional image.
- Establish and maintain effective working relationships with employees, city officials and the public.
- Efficiently and effectively make sound judgements and decisions with the best interest of the citizens and city in mind.
- Perform other duties as may be directed by the Mayor and City Council.

**Francis County– Asst. County Administrator**  
**September 2021 - November 2023**

- Prepared, monitored, and executed the county's annual budget, ensuring fiscal responsibility and alignment with community priorities.
- Organized comprehensive budget packets, including options and recommendations, to the County Council for review and potential approval.
- Ensured, through collaboration with the Finance Director, annual audit and all required reporting is completed, reviewed, and submitted appropriately.
- Evaluated planning-related legislation and applicability to the city and departmental functions.
- Possessed a familiarity with applicable city planning laws, statutes, and ordinances and incorporated updates into the Development Code.
- Provided guidance to short and long-range decisions in comprehensive and current land use planning and code administration.
- Informed the Mayor and Council of upcoming events and impacts affecting City land use practices and policies.
- Supervised operations of all county departments, providing direction and support to department heads and setting clear goals and expectations as well as accountability measures for County operations.
- Oversaw the selection, evaluation, discipline, and suspension of all county employees, ensuring adherence to personnel policies and fostering a productive workforce. Also oversee employee training and development to build a skilled and motivated workforce.
- Performed as a strategic advisor to the County Council on overall governmental operations, providing expert guidance and recommendations.
- Implemented and monitored all ordinances, resolutions, and policies set by the County Council.
- Fostered a positive and inclusive workplace culture that promotes employee engagement and professional growth.

**The Jones Firm Consulting LLC – President/Owner**  
**January 2015 – Present**

- Guided municipalities in securing state and federal funding through grant programs
- Prepared amendments to the City Code, Comprehensive Plan, and Redevelopment Plans, and processes them according to local regulation and state law.
- Collaborated closely with the County Manager's to implement the county-wide strategic plan while tracking organizational performance expectations and goals.
- Implemented priorities and policies developed by executive leadership working with department leaders to align resources, monitor initiatives, and achieve desired outcomes.
- Provided leadership and direction to departments as directed by the COO, ensuring efficient service delivery and coordination among different departments to align common goals.
- Assisted in budget planning for county operations and identifies opportunities for cost-savings and operational efficiencies.
- Responded inquiries and provides demographic and other planning data and information to other employees, other public agencies, realtors, appraisers and private developers, engineers, architects and the general public.
- Provided technical assistance and support to local nonprofit and for profit organizations in

establishing and implementing community development programs.

- Attended various board and committee meetings, both as a source of professional information and as a leader and facilitator; engage in special projects and other similar tasks.
- Performed other duties as assigned by the Office of Community Development and Building and Code Enforcement Departments.
- Maintained relationships with key stakeholders to advance public policy objectives.
- Designed measurable program goals and implemented best practices in public engagement.
- Provided strategic financial consulting, helping clients achieve sustainable budgeting and results.
- Delivered workshops on fiscal responsibility and financial planning for municipal leaders.

### **Ware County – Public Works Director**

***September 2007 – July 2015***

- Formulated and implemented policies to optimize city operations and compliance.
- Oversaw department budgets exceeding \$10 million, ensuring alignment with city goals and fiscal responsibility.
- Directed all municipal functions by directing and administering policies and procedures governed by city code, ordinances and resolutions, directing department and contractor activities, establishing goals and objectives, making major administrative policy decisions, reviewing and presenting the annual budget, and developing short- and long-term strategies for growth.
- Managed staff performance, hiring, and training to achieve operational excellence.
- Developed long-term capital improvement plans, securing funding for critical infrastructure projects.
- Represented the city to media, citizens, and local organizations, fostering positive relationships.
- Provided training to departmental employees related to general ledger process and guidelines, policies, procedures and reporting; provided additional training as needed and required.
- Set up new accounts, accounting units and activities for Departments in the computerized financial/ accounting systems as needed.

### **City of Forest Hill – Water/Wastewater Department Administrator**

***August 2000 – July 2007***

- Supervised staff, ensuring compliance with safety regulations and performance standards.
- Planned and implemented annual budgets and operational goals.
- Provided assistance to Chief Financial Officer(s) in the municipalities to ensure all accounting transactions.
- Prepared monthly, quarterly and annual financial statements for multiple municipalities.
- Oversaw daily operations, ensuring efficient, effective, and ambitious execution of programs and services.
- Fostered a culture of excellence, collaboration, and continuous improvement.
- Ensured compliance with all relevant regulations and standards.
- Improved revenue tracking systems, reducing billing errors by 25%.
- Collaborated with local, state, and federal agencies to meet public works

requirements.

- Enhanced community relations through timely responses to citizen inquiries and project updates.
- Planned, supervised, assigned, monitored and evaluated the work activities to assigned personnel.
- Collaborated with other engineers, architects, and construction professionals to ensure the successful completion of projects.
- Conducted site visits and inspections to ensure compliance with design specifications and safety standards.
- Prepared and present reports, proposals, and other documentation related to projects.

### **ACHIEVEMENTS**

- Successfully increased operational efficiency by 20% through process improvements at Ware County
- Secured over \$5 million in grant funding for municipal clients at The Jones Firm Consulting LLC.
- Spearheaded a community outreach initiative, resulting in a 30% increase in public engagement.
- Led a financial restructuring project at Wesson, achieving a 15% cost savings.

### **PROFESSIONAL MEMBERSHIPS**

- Active Member of Tau Iota Sigma Chapter of *Phi Beta Sigma Fraternity, Inc.*
- Committee Member, Greater Memphis Chamber of Commerce Small Business Task Force

## Public Records Exemptions

Enclosed please find a copy of the response documents for your public records request. The following information is provided to explain the process employed to review and produce the response documents.

Reason	Description	Pages
119.071(4)(d)2h		1-3