

APPLICATION

The City of Tumwater's advisory boards, commissions and committees are listed below with a short paragraph describing the make-up of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. Please attach a letter of interest and a resume with this application showing your current qualifications and interests.

Name: Joseph J. Munro

Address: [REDACTED]

Telephone: [REDACTED] (Home) [REDACTED] (Cell)

[REDACTED] (Work)

Date: 12/03/2022 Email: [REDACTED]

BOARD, COMMITTEE OR COMMISSION

PREFERENCE NUMBER:

Barnes Lake Management District Steering Committee
Eleven members; Mayoral appointment; two-year terms; active

Board of Parks and Recreation Commissioners:
Seven members; Mayoral appointment with Council
confirmation; three-year terms; active

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Civil Service Commission:
Three members; Mayoral appointment; six-year terms; active

Crime Stoppers:

One citizen representative; Mayoral appointment with Council confirmation; three-year terms; active

Historic Preservation Commission:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

Planning Commission:

Nine members; Mayoral appointment with Council confirmation; four-year terms; active

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Thurston Community Television:

One citizen representative; Mayoral appointment; three-year terms; active

Tree Board:

Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active

Joe J. Munro



December 3, 2022

Dear Mr. Denney,

I am writing to express my interest in the opportunity to participate on the Tumwater Parks & Recreation Commission.

Over the past 18 years of employment with Simpson Door Company I have held a variety of positions with increasing responsibility. My most recent position requires me to manage a staff of 175 employees and the manufacturing operations of our McCleary, WA facility. My resume is attached and can speak to my professional career.

On a more personal note, I have spent most of my adult life participating in activities that in some way or form have served or helped others. I have participated in employee driven programs that donate funds to fellow employees in need. I have held the roles of Treasure and Secretary of our neighborhood homeowner's association. I served 10 years with the City of Elma as a Reserve Police Officer. I am currently serving as the Treasure of the Black Hills Highschool Alliance for Music, where I regularly volunteered as a cashier for the concessions stand.

I feel with my accomplishments in my professional career as well as my time volunteering for various organizations I would be a great addition to the Parks & Recreation Commission, or any other commission or board the City of Tumwater would allow me to participate in. I look forward to hearing from you soon.

Sincerely,

Joe J. Munro

Joe J. Munro



EDUCATION

Central Washington University

Ellensburg, WA

Student, 1998 – 2002

- Bachelor of Arts in Law and Justice: Major in Law Enforcement, Minor in Geography
- Participated in Internship with Ellensburg P.D. and acted as Alpha Phi Sigma Club Senator

South Puget Sound Community College

Lacey, WA

Student, 2017 – 2019

- Continuing Education Certificates in Project Management: Scheduling, Coordinator, and Project Manager

WORK EXPERIENCE

Simpson Door Co.

McCleary, WA

Manufacturing Manager, September 2022 - Present

- Develop short-term and long-term manufacturing strategies, production objectives, plans, and processes to support customer requirements and financial performance. This will include maximizing allocation of labor and raw material to control costs, increase productivity, and attain ship on time targets.
- Clearly communicate expectations, accountabilities, and responsibilities to the production team.
- In concert with HR, develop and implement a plan to increase the engagement, involvement, and satisfaction of employees to increase retention and their value to the company. This should include appropriate training plan to maximize delegation of production process decision making to the floor level, whenever practical.
- Lead the manufacturing group's efforts to continuously improve safety performance, safety conditions, and work practices. Work closely with our Safety Manager to develop a strategy supporting and imbedding a successful, proactive, and compliant safety culture in production. Establish high standards for housekeeping and work process organization.
- Establish high performance standards and use measurable goals to track progress, deliver results, and continually raise the bar on performance and expectations of the production team.
- Manage a team of 10 production supervisors along with 165 manufacturing employees.

Business Services Manager, January 2015 – September 2022

- As Business Services Manager ensure stability and compliance in all technology centric areas of the business including network security, 125 plus computer end points, 40 virtual environments, Phishing training and real-world responses, and managing the relationship with the Managed Service Provider (MSP).
- Manage staff of 10 including Production Scheduling, System & Product Knowledge Analysts, Contract Developers and Desktop Support.
- Manage the scheduling group and its interaction between sales and manufacturing includes extensive product knowledge, best practices in application use, and providing a reliable stream of data that ensures products are built to customers' rigorous expectations.
- Manage annual department IT budget nearing \$1.1MM.
- Managed purchasing practices across wood, glass, and any sundries that go in to the manufacturing process staying in regular contact with suppliers and manufacturing, assessing new opportunities in the market, and determining when to make or buy a product. During this time our budget ranged from \$6MM to \$25MM.
- Established a Project Management Office (PMO) where in we review, discuss, and work with Executive Leadership to approve new projects.
- Currently in the early planning stages of an Enterprise Resource and Planning (ERP) replacement project, expected to span the next 12 to 18 months with an estimated Go-Live of December 2022.

Accomplishments

- Worked with a third-party software supplier to develop a web-based dynamic product configurator for nearly 1,000 stile and rail door models allowing users to create an average of 7,600 quotes per week. This software was instrumental in an increase to EBITDA of \$7.83MM in 2020 and an expected increase of \$20.1MM through 2021.
- Managed migration from a 1,000+ employee-based enterprise company to a 200+ small-mid size business.

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- Worked with foreign equipment manufacture to define and implement high-speed tooling change over equipment.
- Managed vendor relations across various product types, including price increases, contracts, etc.

Scheduling Group Supervisor, August 2006 – January 2015

- As system administrator, managed data in the manufacturing scheduling system to include review of data structures, provide guidance with data entry, and coordinate with development team to reconcile issues and make system modifications
- Managed daily scheduling office personnel and activities including Bill of Material maintenance, price and availability quotes, layout sheets, and manufacturing reporting
- Managed all glass purchasing (\$300k per month), inventory, and vendor relations to ensure that price, service, and quality objectives were met
- As a member of the supervisor group, discussed production issues, problem solved, recommended and implemented solutions; lead and participated in Lean Manufacturing business process improvement initiatives
- Coordinate with production, sales, and engineering staff to ensure all products will be manufactured in line with customer expectations of quality

Accomplishments

- Designed, developed, tested, and implemented Manufacturing Scheduling Production (MSP) system on SQL Server development platform spread across 80 end points and users
- Developed, designed, tested, and implemented Glass Shortage Log in Access Database
- Worked with suppliers to achieve product specification documents
- Participated and lead several lean Kaizen events to improve glazing through put, order entry, communications, etc.

WORK EXPERIENCE (cont.)

Simpson Door Co.

Special Projects Lead / Quality Control Lead, April 2004 – August 2006

McCleary, WA

Elma Police Department

Reserve Police Sergeant, Feb 2006 – June 2016

Elma, WA

PRIOR EXPERIENCE

June 2002 – April 2004	Quality Assurance Inspector	NAT Seattle, Inc.	Redmond, WA
Nov 2003 – Feb 2004	Communications Officer	Washington State Patrol	Bellevue, WA
Sept 1999 – June 2002	Student Lead & Assistant	CWU Dining Services Warehouse	Ellensburg, WA

SKILLS


- Proficient in Microsoft Word, Excel, Access, PowerPoint, AutoCAD, Tableau, Power BI
- Excellent written and verbal communication, supervisory and managerial skills
- Talented, highly self-motivated, hard worker, adaptable and flexible
- Responsible, trustworthy, organized, committed to team work

Joe J. Munro




PROFESSIONAL REFERENCES


Phil Steklenski – President
Simpson Door Company



Jim Brandt – Vice President Sales & Marketing
Simpson Door Company



Tanya Dierick – Vice President Business Services
Simpson Door Company



Ryan Cristelli – Sergeant
Elma Police Department



Stacie Conkle – Vice President & General Manager
Simpson Door Company (Retired)

