

Daron E. Jordan

Contact Information

Address:

[REDACTED]

Cell:

[REDACTED]

Email: president@dejenterprises.org

Education

- Masters of Organizational Management
University of Phoenix, Phoenix, Arizona
- Bachelor Degree
Western Kentucky University, Bowling Green, Kentucky
- Associates of Arts
Tallahassee Community College, Tallahassee, Florida

Work History

2017 to Present

City of Paris, Kentucky (population 9,870)

City Manager and Alcohol Beverage Control Officer

2000 to 2017

City of Madisonville, Kentucky (population 18,940)

2005 to 2017

Community Development Director

2000 to 2005

Certified Grant Specialist

2015 to 2019

Western Kentucky University, Bowling Green, Kentucky

Adjunct Instructor

2003 to Present

DEJ Enterprises, LLC

President

Data Summary:

Candidate	Daron E. Jordan
Organization	City of Paris, Kentucky
Position	City Manager and Alcohol Beverage Control Officer
Organization Budget	\$17.89 million
Total Number of Employees in Organization	125
Expected Salary	Negotiable and within posted range
Reporting Relationship	Mayor and Board of Commissioners
Years of Experience	18

Professional Affiliations:

- International City County Management Association
- Kentucky City County Management Association
- International Economic Development Council

April 18, 2021

[REDACTED]

I am writing today to express my interest in the opportunity to become part of the Paducah, KY team as their next City Manager. Currently I serve as the City Manager/ABC Director for the City of Paris, KY but I grew up in Western KY (Henderson) and spent a large portion of my professional public service career in Madisonville, KY. Therefore, I am familiar with the Paducah area and I believe that I possess both the skill set and work ethic to be a valuable team member working for the citizens of Paducah. My resume is attached for your consideration and review.

My commitment to continuous learning has resulted in attaining a Masters in Organizational Management, graduating from the Economic Development Institute from the University of Oklahoma (OUEDI), and obtaining the designation of a Certified Economic Developer from the International Economic Development Council (IEDC). This has enhanced my work in the field of Community Development and Community Engagement and provides a strong foundation to help Paducah continue to focus on community growth and civic engagement. As a team member of the Paris and Madisonville, KY local governments, I have been part of successful partnerships that made transformational changes in the areas of business attraction, community diversification, downtown redevelopment, fiscal prudence, and hard work. That success was founded on the principle, and understanding, that to reach success our efforts were not just confined to normal business hours.

I have often served as the agency point person in community information dissemination through various mediums such as radio, print, television, and social media. In conjunction with my work in community engagement, social justice, and being a conduit to collaborative efforts on the City's behalf, I maintain a focus on relationship building and networking with local, state, and federal officials in the advancement of community priorities. These traits, I believe, provide Paducah the opportunity to consider my skill set, and background, and how I would be an asset for the community, elected officials, and the other members of Team Paducah.

I look forward to a further dialog on this opportunity and I thank you for allowing me this opportunity to submit my résumé for consideration. I respectfully request that my interest in this position, to the greatest extent possible, be considered confidential until such time that I am considered a final candidate for this position.

Sincerely,

Daron E. Jordan, CEcD

Daron E. Jordan, CEcD

Daron E. Jordan, CEcD

Paris, KY 40362

Phone:

EMAIL:

PROFESSIONAL SUMMARY

Over two decades of working in the areas of local governance, economic, and community development with a strong history of servant leadership, diplomacy, team building, and working with elected officials at all levels. Proficient communicator and a proven record of successfully working with public officials and volunteer boards. Dedicated focus on community growth, transparency, and diversification to increase the quality of place for the communities I have been honored to serve.

EDUCATION/CERTIFICATIONS

Masters of Organizational Management, University of Phoenix
Bachelors Degree, Western Kentucky University
Associates of Arts, Tallahassee Community College
Certified Economic Developer – International Economic Development Council
Economic Development Institute Graduate – University of Oklahoma
Certified Community Development Block Grant Administrator – Commonwealth of KY

PROFESSIONAL SKILLS

- Team Focused Organizational Management Style
- Economic/Community Development
- Financing/Budgeting
- Leadership Development
- Open Communication Style with Focus on Building Relationships
- Project Management

PROFESSIONAL EXPERIENCE IN LOCAL GOVERNMENT

City Manager and Alcohol Beverage Control Officer, City of Paris, KY
2017 to Present

- Responsible for providing leadership and direction to all team members in a full-service local government agency that includes: Fire, EMS, Police, Dispatch, Power Production, Electric Distribution, Water Treatment, Water Distribution, Wastewater Treatment, Sanitation, and Public Works
- Responsible for oversight of a General Fund and Combined Utilities Budgets
- Work with local and state elected officials, community members, and team members to promote community growth, expansion, and increased quality of place for residents and visitors
- Agency point person for economic development activities
- Helped team navigate the transition of service delivery during COVID-19 pandemic

Community Development Director, City of Madisonville, Madisonville, KY
2005 to 2017

- Led project management and community outreach activities by providing leadership for the implementation of strategies, and programs, to promote and support community growth, expansion, and business retention
- Coordinated activities to develop opportunities and strategies for the rehabilitation, revitalization, and redevelopment of downtown
- Worked in partnership with local, state, and federal agencies on new, or contemplated, capital improvement projects and long-range plans
- Secured, managed, and provided oversight for federal and state grant funds

**Certified Grant Specialist, City of Madisonville, Madisonville, KY
2000 to 2005**

- Worked with local, state, and federal officials to obtain grant financing for community projects
- Develop and implement processes for grant projects
- Track & monitor project status, and expenditures, to comply with state and federal guidelines
- Conduct public hearings, press conferences, and deliver public presentations. Conduct research and statistical analysis

OTHER RELEVANT PROFESSIONAL EXPERIENCE

Adjunct Instructor, Western KY University

Spring 2015 Semester to 2019

- On-line instructor for the Undergrad Level Course REC 460 (Grant Writing for Non-Profit Organizations) and for the Master Level Course RSA 570 (Fiscal Administration in the Non-profit Sector) in the School of Kinesiology, Recreation & Sport

President, DEJ Enterprises, LLC

2003 to Present

- Consulting service

COMMUNITY INVOLVEMENT

Paris-Bourbon County Economic Development Authority – City Liaison
Central KY Regional Policy Committee – Member
Paris, KY Rotary Club – Active Member
International City/County Management Association – Conference Planning Committee Member
KY City/County Management Association – Chair of Legislative Committee
International Economic Development Council – Membership Committee Member
KY Commission Community and Volunteer Service – Past Chair and former Board Member
Madisonville Rotary Club – Past President and former Member
Glema Mahr Center for the Arts – Past Advisory Committee Member
Madisonville-Hopkins County Chamber of Commerce – Past Vice Chair
Leadership Hopkins County – Past Board Member
United Way of Hopkins County - 2003 Campaign Chair; 2002 & 2011 Campaign Co Vice-Chair

Daron Jordan, CEcD

Questionnaire name: Release of Information - Paducah, KY - CM May 12, 2021

Questionnaire taken on: 2021-05-13

Job applied for: Paducah, KY - City Manager (May 7, 2021) - Paducah, KY

Question	Answer
NOTE: Any false response, misrepresentation, or omission of relevant information submitted by you to the questions below may disqualify you from eligibility, selection, or appointment. Misleading or inaccurate information may result in our client withdrawing any conditional or final job offer, or in litigation against you.	Yes, I agree with these terms and conditions.
First Name:	Daron
Middle Name:	E.
Last Name:	Jordan
Alias Names: Other names by which you've been known by. Ex. Nicknames, Legal Names, Maiden Names etc.	DJ
Preferred Pronoun (ex. He/She/They etc.)	He
How did you learn about this position?	Friends
Street Address:	[REDACTED]
City, State, Zip:	Paris, KY 40362
Cell Phone:	[REDACTED]
Email Address:	[REDACTED]
Male or Female (Optional):	Male

EDUCATION: Highest Degree Earned:	Masters
College/University & Location(city):	University of Phoenix (Phoenix, AZ)
Additional Degree Earned:	Bachelors
College/University & Location(City):	Western KY University (Bowling Green, KY)
Additional Degree Earned:	Associates
College/University & Location (City):	Tallahassee Community College (Tallahassee, FL)
CURRENT EMPLOYMENT INFORMATION: 1. Total # of full time employees in your current or most recent overall organization (if applicable):	125
2. Total # of full time employees in your current or most recent department (if applicable):	Oversee all departments
3. Total budget in your current or most recent overall organization (if applicable):	\$17.89 million
4. Total budget of your department or areas of responsibility (if applicable):	\$17.89 million
5. Expected compensation for this position:	Negotiable and within posted range
6. Who do you (or did you) report to (title only):	Mayor & Board of Commissioners
7. Related professional affiliations:	International City/County Management Association; KY City/County Management Association; International Economic Development Council
8. Please confirm that you agree to immediately advise the GovHR USA consultant assigned to your recruitment if you accept another position or your employment circumstances change at any point during the recruitment and selection process for this position.	Yes, I agree to immediately advise the GovHR consultant and provide all necessary information.
9. At any time in the last seven (7) years, have you been convicted of any offenses relating to your operation of a motor	No

vehicle, or has your drivers license been suspended for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

10. At any time in the last seven (7) years, have you been a party to a lawsuit in any court or administrative proceeding, personally or professionally? If yes, please provide general information and applicable dates. Additionally, please identify the applicable venue or jurisdiction of any applicable court or administrative proceeding, and if known, the current status and/or disposition of such court or administrative proceeding. Yes or No (If yes, please list and briefly explain).

Yes. In my official capacity as City Manager I have been listed as a party to general suits filed against the City of Paris. One suit against the City in the matter of a rezoning issue and one filed in the matter of an employee grievance. Both are active.

The City was also served in a wrongful death suit for a drowning in which were were released from any liability. All suits were filed in Bourbon County Kentucky.

I have not been named in any personal suits.

11. At any time in the last seven (7) years, have you been disciplined by your employer, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

No

12. At any time in the last seven (7) years, have you been investigated by a professional association or other organization, including but not limited to a governmental entity with investigative authority, for any reason? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

No

13. At any time in the last seven (7) years, has anyone made a complaint against you to a professional association regarding your professional status or certification? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

No

14. At any time, have you been asked to resign, or have you been terminated from employment? If yes, please provide applicable dates and please indicate if a severance agreement and/or release of claims was executed by you regarding such resignation/termination.

No

15. At any time, has anyone made a

Yes.

complaint against you to a professional organization or your employer for alleged violations of state or federal civil rights or sexual harassment laws? If yes, please provide all information and applicable dates. Yes or No (If yes, please explain).

A current team member has filed suit against the City of Paris in which I was named as a party in my official capacity. The suit alleges that civil rights were violated by all parties names because of a suspension of the team member. Subsequent to the original filing the employee has alleged racial discrimination as a reason for his suspension and that he was passed over for a promotion because of race and for having filed a suit.

REFERENCES: We typically contact at least two references before recommending you to a client. Upon the client's selection of you for an interview, we will conduct additional due diligence including further reference contacts, and background screening, etc. Due to the confidential nature of your candidacy, please only provide information for references we can contact now without jeopardizing your present employment. References should include at least one supervisor and one subordinate, from a previous or current employer, as well as others who can speak to your professional qualifications. Indicate your relationship with each reference submitted, salutation, telephone contact number, and email address. By checking the box below, you are authorizing us to contact the references you have listed on this form. Thank you.

GovHR USA may contact all references that I have submitted. (*In checking this box you authorize GovHR USA to contact your references.)

#1 Reference Name:

#1 Relationship to Reference:

#1 Reference Salutation:

#1 Reference Phone Number:

#1 Reference Email Address: We will contact references via email to schedule an appointment. Please provide accurate email information.

#2 Reference Name:

#2 Relationship to Reference: