

**Jill Lathan C.P.R.E., L.C.S.W., C.P.O**

**EDUCATION**

**University of Kansas**, Lawrence, KS  
Master of Clinical Social Work, May 1994

**University of Kansas**, Lawrence, KS  
Bachelor of General Science, May 1988

**JOB RELATED EXPERIENCE**

Over 30 years of administrative management, organizational restructuring and redesign, recreational/athletics & health/wellness programming, community services, facility/playground/waterfront management, contract negotiations, fiscal oversight, risk management, vendor acquisitions, strategic planning, marketing, event coordination, fundraising, personnel development & evaluation, leadership development & implementation, outdoor experiential education modalities, adventure-based group facilitation, emergency management, curriculum development, policy writing, and coaching.

**PROFESSIONAL EXPERIENCE**

**City of Somerville**, Somerville, MA

December 2020-Present

**Position:** Department of Public Works Commissioner

- Supervises plans, directs and administers all aspects of the Department of Public Works, including the planning, design, maintenance and construction of all city public projects, roads and bridges, other public works structures, cemeteries and natural resources.
- Represents the department at a variety of meetings both within and outside of the city develops and maintains effective working relationships with municipal, county, state and federal officials and agencies to ensure compliance with all laws and regulations affecting the work of the department.
- Responds to inquiries from the general public and employees pertaining to departmental projects and policies.
- Formulates policies and program objectives for the department's operation; provides overall direction to operating divisions; plans, organizes and directs departmental activities through subordinate supervisors; participates in the development of departmental goals and objectives and development of the department's organizational structure; assesses departmental performance in relation to established goals and takes appropriate actions to improve department's efficiency and services provided.
- Responsible for personnel, including assignment of personnel, evaluation of performance, establishing standards of performance and conduct, administering discipline, attendance promotional processes and other personnel management functions in concert with the city's Personnel Department.
- Oversees the preparation of the annual departmental budget; reviews and approves consolidated figures; presents budget recommendations and justification to the Mayor.
- Develops and implements appropriate controls to ensure operation within budgeting limitations; prepares the capital budget for review of the Mayor.
- Presents budget to City Council and responds to City Council requests and/or meetings.
- Chair of the Traffic Commission.

**City of Somerville**, Somerville, MA

November 2014-Present

**Position:** Director of Parks & Recreation

- Provide visionary, strategic, innovative, flexible, and change-oriented leadership.
- Develop innovative, inclusive, and cost-effective recreational programs to meet community needs and coordinate the implementation of various recreational programming.
- Oversee all parks & recreation programming with other City agencies, including but not limited to the Somerville Public Schools, local non-profit providers, and various vendor programs.
- Oversee marketing of parks & recreational programming.
- Oversee and select all parks & recreation personnel and supervise training for assistants, referees, scorers, timers, and related positions.
- Develop and implement policies related to park & recreational activities, maintain high quality, up-to date records of recreational programs, activities, and personnel, and carry out data-informed assessment of program effectiveness and need.

- Oversee the use of facilities for various parks & recreational programs, including but not limited to Dilboy Stadium, Founders Rink, Veterans Memorial Rink, the municipal pool, boathouse, and aquatics program.
- Manage the departmental budget and enterprise accounts to ensure the effective use of budgeted funds, monitor departmental revenue and expenditures, and prepare annual budget requests.

**City of Somerville, Somerville, MA**

March 2020-Present

**Position: Operations Section Chief- Incident Command**

- An executive member of the ICS general staff.
- Responsible for primary operations of the identified mission.
- Supervises and organizes elements of incident in accordance of action plan and its direct execution.
- Directs the preparation of the unit's operational plan.
- Responsible for managing all tactical operations of the Pandemic.
- Provide necessary guidance for the Incident Action Plan (IAP).
- Assure the continuity operations.
- Manage operations
- Ensures accurate and effective communication within the ICS.
- Develop the operations portion of the IAP.
- Supervise execution of operations portions of the IAP
- Request and procure additional resources to support l operations especially relating to allocation and securing of resources.
- Approve release of resources.
- Make or approve expedient changes to the IAP.
- Convert incident objectives into strategies, tactics, and assignments for the branches, divisions, groups, and single resources assigned to the operations section.

**City of Somerville, Somerville, MA**

August 2019-December 2019

**Position: Interim Chief of Staff to Mayor Joseph Curtatone**

- The Chief of Staff (COS) is responsible for providing a high-level of support to the Mayor.
- Established and maintained the communication framework for the office of the Mayor, both internally and to the external constituencies the office serves.
- Assisted in the management of the Office and is responsible for overseeing staff and personnel matters, the Office budget, and coordinating a variety of office and staff functions.
- Initiated and managed projects to developing effective constituent service processes, attending meetings and calls on the behalf of the Mayor, helping with drafting responses, proposals, emails, letters, etc.
- Acted as a facilitator with the Mayor's staff, City departments and external partners throughout the City and beyond.

**Point Sebago Resort, Casco, ME**

April 2010-November 2014

**Position: Recreation & Lifeguard Director**

- Develop and Implement comprehensive programming & special events for 30,000+ participants.
- Facility management of recreational facilities, playgrounds, and beach waterfront.
- Management of over 55+ recreation/lifeguard personnel, and contracted vendors.
- Program design/facility management for various recreational and athletics events 7 days a week.
- Management of waterfront safety programs and protocols including but not limited to, swim safety, water surveillance, first aid compliance, supervision, training, and emergency response.
- Employee scheduling of all recreational, outdoor education, and waterfront programs.
- Fiscal management & policy development of the parks, recreation and lifeguarding departments.
- Development of staff mentoring & inclusion programs.

**Thomas College, Waterville, ME**

July 2008-April 2010

Position: **Director of Recreation, Fitness, & Intramural Programs**

- Recreational/ Intramural programming and fiscal management.
- Facilities management coordinating the daily operations of the Athletic Center including employee supervision, equipment, vendors, and summer camp rentals.
- Development and implementation of Thomas Adventure Outdoor Education programs.
- Development of leadership, health/wellness, and fitness programming.
- Active member of the Student Affairs and risk management committee.
- Member of the Thomas College safety and institutional management committee.

**Eastern Maine Healthcare System/Northeastern Maine Regional Resource Center, Brewer, ME**

February 2007-July 2008

Position: **Emergency Preparedness Coordinator (Grant Funded)**

- Facilitated regional planning efforts involving homeland security compliance and public health emergencies. Worked collaboratively with State, local, and regional stakeholders.
- Authorship of plans, After Action Reports, and policies relating to emergency preparedness.
- Participated in the coordination and execution of education and training initiatives.
- Developed and implemented Emergency Preparedness State and regional exercises.
- Project management of grant funded programs.

**Kansas City CARE Clinic, Kansas City, MO**

July 2006 to February 2007

Position: **Prevention Manager (Grant Funded)**

- Coordinated health prevention services, diversity awareness programs, and subcontracts with other agencies.
- Coordinated activities utilizing consumer, volunteer, and staff input to evaluate and improve client service delivery.
- Initiated the development, review, and approval of all prevention related written materials, pictorials, audiovisuals, questionnaires and survey instruments.
- Fiscal monitoring of program budgets, expenditures, and strategic development.
- Collaborated and developed positive working relationships with community organizations.
- Coordinated community events that promoted program services and overall clinic services.

**OHI, Brewer, ME**

June 2001 to April 2005

Position: **Director Child & Family Services**

- Administrative/ Clinical oversight and development of the Child and Adolescent Division.
- Created diversity programming that promoted inclusion within the workplace & surrounding communities.
- Fostered improvement to agency policies and organizational re-structuring.
- Fiscal management, strategic planning, community liaison, and marketing.
- Conflict mediation facilitator, coordinator of special events, seminar trainer, grants writer, and group development/facilitator. Developed and facilitated outdoor experiential adventure based programs.

**Community Health & Counseling, Bangor, ME**

August 1997 to June 2001

Position: **Clinical Coordinator**

- Responsible for the oversight, development, & fiscal management of the adolescent unit.
- Promotion of agency diversity/inclusion awareness within the workplace.
- Provided clinical/administrative supervision to staff and a conflict mediation facilitator.
- Involved in agency policy reviews, community outreach, coordinated special events and created promotional information. Served as seminar trainer, grant writer and group development facilitator.
- Develop and implemented therapeutic theater programs for schools, experiential outdoor adventure based programs, and a new service delivery model.

**The Children's Place, Kansas City, MO**

November 1994 to August 1997

Position: **Program Director/ Child and Family Therapist**

- Program development of services to at risk children/adolescents and their families who have witnessed or experienced various traumatic events.
- Developed and facilitated community diversity education seminars and program promotion.
- Responsible for providing clinical services to abused, neglected, and emotionally troubled children/adolescents. Provided case management to families, in home therapeutic interventions, and adoption assessments.

**Kanakuk Inc., Kids Across America & Sports Camps, Branson, MO**

May 1991 to August 1992

Position: **Women's Director/Program Director**

- Responsible for recruitment of college athletes, coordination of activities, head women's soccer director, fiscal management, program development, and oversight of sport camp facilities. Marketing, fundraising, experiential outdoor adventure based programs, and the creation of diversity inclusion programs.

Position: **Program Director, Unit Coordinator, and Counselor.** Summers 1985 to 1990

- Responsible for creating sport camp catalogs, teaching activities, head women's soccer director, planning, experiential outdoor adventure based programs, and facilitating entertainment programs.

**Kansas State Men's Correctional Facility, Lansing, KS**

September 1989 to June 1990

Position: **Program Coordinator**

- Responsible for development, and administrative oversight of inmate programs. Budgetary planning and implementation. Created and facilitated therapeutic theater, athletic, and recreational programs for inmates. Inmate community inclusion initiatives.

**Certification/Licenses**

- **Certified Parks and Recreation Executive**  
July 2015-Present
- **Certified Pool Operator**  
March 2015-Present
- **Certified Lifeguard**  
September 2010-Present
- **Licensed Clinical Social Worker**  
October 1997-Present