

2019-29

BRYAN MOSIER

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EDUCATION

Bob Jones University, Greenville, SC
B.S., Operations Management, 1994

PROFESSIONAL EXPERIENCE

City of Jacksonville, Neighborhoods Department

February, 2008 - Present

Chief – Municipal Code Compliance Division

October, 2015 - Present

- Responsible for ensuring proper enforcement of the City's Property Safety/Maintenance, Zoning, Litter Sign, and Addressing Ordinances
 - Monitor productivity and make strategic adjustments as needed to ensure attainment of annual goals and objectives
 - Oversee all Municipal Code Compliance Division operations including field and office personnel
 - Represent the Division before City Council and Standing Committees on legislative items
 - Prepare annual budget, including Division projections and goals
 - Review and respond to customer emails submitted through the Mayor's Office
 - Represent the Division at Council Member Town Hall meetings, or other public functions to discuss enforcement activities and community initiatives
- Meet with Council Members and others regarding current and proposed ordinance/legislation, providing input and expertise as it relates to Enforcement
Communicate with citizens on escalated enforcement issues
Ensure implementation of effective training programs and enforcement initiatives to help reduce blighting conditions throughout the City of Jacksonville

Administration Manager

June, 2014 - October, 2015

- Oversaw Department fleet, cell phone, and equipment inventories
- Acted as Department Administrative Liaison and assisted Division Chiefs with complex administrative issues
- Researched and reviewed municipal administrative fine settlement requests
- Managed the Code Enforcement Special Magistrate Administrative Office
- Administered staff performance evaluations and coaching
- Served as the Department Legislative Liaison and represented the Department at City Council meetings
- Compiled weekly, monthly, and quarterly Department reports and performance measures
- Served as the Department Ethics Officer and Emergency Coordinating Officer to the EOC
- Managed special projects assigned by the Director
- Assisted the Office of General Counsel and the Housing and Community Development Division with inquiries related to municipal property debts
- Assisted attorneys, lending institutions, realtors, and title agents with issues related to administrative fines and abatement liens.
- Provided guidance to the Code Enforcement Contract Administration section on contract related issues

Contract Compliance Manager

February, 2008 - June, 2014

- Managed daily contracting activities (nuisance abatement, board up, and demolition)
- Wrote bid specifications and scope of work for contractual services
- Performed staff performance evaluations and coaching
- Managed the Code Enforcement Special Magistrate Administrative Office
- Served as the Records Clerk for the Code Enforcement Special Magistrate Administrative Office
- Coordinated the Lien Review Committee
- Researched and reviewed administrative fine settlement requests
- Developed procedures for expanded implementation of the Special Magistrate Policy for Reduction of Fines (established in 2006), leading to increased collection of lien revenue

Community First Credit Union of Florida

October, 2000 - February, 2008

Assistant Manager/Branch Manager

November, 2002 - February, 2008

- Managed daily branch operations
- Assisted members with accounts, loans, mortgages, and investments
- Budgeted branch expenses
- Set goals for branch and staff
- Coached staff and conducted performance evaluations
- Led weekly branch sales meetings
- Coordinated with local business partners
- Interviewed and hired staff
- Represented the Credit Union at Business Partner and Chamber of Commerce functions
- Supervised member service representatives and tellers

Member Service Representative

October, 2000 - November, 2002

- Assisted members with financial products and services
- Assisted teller line when needed

Bank of America

February, 1997 - October, 2000

Lease Auditor

March, 1999 - October, 2000

- Audited lease contracts for accuracy
- Prepared contracts for funding
- Communicated with dealerships regarding contract issues

Mortgage Collections

February, 1997 - March, 1999

- Called on delinquent mortgage loans
- Negotiated payment arrangements
- Secured payments to achieve monthly goals

ADDITIONAL PROFESSIONAL ACTIVITIES

- Member of Clay County and Duval County Chambers of Commerce - 3 years
- Notary Public - State of Florida - 6 years
- Florida Department of Financial Services - Credit Life & Disability License - 3 year
- Finance Committee member at Terry Road Baptist Church - 4 years
- Deacon at Terry Road Baptist Church and Grace Community Church - 16 years
- Member of the Florida Association of Code Enforcement (F.A.C.E.) - 10 years