

County Council of Howard County, Maryland

2018 Legislative Session

Legislative day # 12

RESOLUTION NO. 126-2018

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the appointment of Michael Richardson to the Personnel Board.

Introduced and read first time on September 4, 2018.

By order Jessica Feldmark
Jessica Feldmark, Administrator to the County Council

Read for a second time and a public hearing held on September 17, 2018.

By order Jessica Feldmark
Jessica Feldmark, Administrator to the County Council

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn by the County Council on October 1, 2018.

Certified by Jessica Feldmark
Jessica Feldmark, Administrator to the County Council

NOTE: [[text in brackets]] indicates deletions from existing language; TEXT IN SMALL CAPITALS indicates additions to existing language. ~~Strike-out~~ indicates material deleted by amendment; Underlining indicates material added by amendment.

PUBLIC RESUME**Michael Richardson**

PROFILE Government and County experience spanning nearly three (3) decades. Successfully obtaining supervisory and managerial positions with transferable skill sets.

COMPETENCES Personnel management, US and local statutes experience, strategic planning, document management, policy development, policy compliance, public safety, event management, training development, leadership acumen, communication mastery, document review, national database compliance, incident command, administrative investigations, continuity and emergency action planning

WORK EXPERIENCE **Support Position** - June 2014 to Present

Duties and Accomplishments

- Conduct event coordination
- Develop system design
- Conduct database management
- Execute Agency communications
- Conduct document management

Managerial Position – January 2006 to May 2014

Duties and Accomplishments

- Conducted personnel management
- Conducted administrative investigations
- Conducted strategic planning
- Ensured policy compliance
- Obtained leadership acumen
- Obtained communication mastery
- Utilized Incident Command
- Conducted document review and approval
- Executed corrective action for policy compliance

Managerial Position – January 2001 to January 2006

Duties and Accomplishments

- Demonstrated leadership execution
- Conducted emergency action and continuity planning
- Conducted training
- Agency national database manager

**WORK
EXPERIENCE**

Supervisory Position – October 1995 to January 2001

Duties and Accomplishments

- Served as a training instructor
- Ensured national database compliance
- Ensured compliance with periodic audits
- US and Local statues training
- Conducted document Review

Technician Position – April 1995 to October 1995

Duties and Accomplishments

- Served as instructor on national Agency systems
- Trained international counterparts on Agency systems

Entry Level Position – May 1989 to April 1995

Duties and Accomplishments

- Obtained training on US and local statues
- Obtained training on policy adherence
- Public safety administration

Volunteer Position – May 1984 to May 1989

Duties and Accomplishments

- Obtained training on local Code
- Obtained training on reporting

EDUCATION

Bachelor of Science Degree

**RELEVANT
PROFESSIONAL
DEVELOPMENT**

Johns Hopkins Antietam Leadership Experience – August 2012
Radiation Safety – May 2008
Incident Command Training – December 2008
Johns Hopkins Strategic Thinking Gettysburg – October 2006
Critical Incident Peer Support – March 1998

AWARDS

Performance – 1991, 1993, 1993, 1998, and 1999
Recognition – 2004, 2005, 2007, 2011, and 2012
Honor – 2007 and 2008

**COMPUTER
SKILLS**

Computer Maintenance and Repair, MS Access, MS Office, Adobe Acrobat,
MS Projects, SPSS and Accela.