

Mark Justin  
3600 Schmidt Road  
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(989) 329-6995  
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Leelanau County Board of Commissioners  
8527 E. Government Center Drive  
Suttons Bay, MI 49682

**Dear Leelanau County Board of Commissioners,**

I am writing in response to your posting for the County Administrator/CFO position as referred to me by Chet Janik and posted on your website. I am experienced in all of the critical functions for this position and am interested in using my knowledge and experience to accomplish the goals and objectives laid out by the Board of Commissioners. I am passionate about representative government and am looking forward to the opportunity to use my unique experience to support Leelanau County into the future.

I am a degreed accountant from Aquinas College in Grand Rapids, and passed the CPA exam in 1987 on my first attempt after completing the Becker CPA review course. I have spent my career in continually progressive roles in the areas of strategy development and financial/budget management, learning the disciplines of leadership along the way as my scope of work increased into human capital management/team leadership. In my most recent position as County Administrator, I was able to successfully leverage the strength of my background and couple it with extensive exposure to aspects which are specific to local government such as governmental accounting, FOIA, Open Meetings Act, grant writing/management, and legislative involvement. I applied these skills along with my already existing skill set to successfully run the day-to-day operations of the county and to manage projects such as the budgeting process, FOIA coordination, AARPA project management, opioid settlement management, and grant writing to help my team reach our goals by successfully bringing these and many other functions to positive results. I improved county operations by the implementation of key human resources practice, union negotiation, peer mediation and conflict resolution, and team building both within the community and with neighboring counties.

I have worked closely with many Boards over the years in the establishment of vision, setting goals, and long term planning. I have found that working with the county Board of Commissioners was very similar to working with corporate boards. I respect Leelanau County's goals and look forward to participating in a workplace culture that promotes further development of connectivity, housing, and economic development. I plan to build upon my background as a public sector professional and contribute to Leelanau County's high standard of service and uphold their reputation within the community.

Thank you for considering me as a candidate for your County Administrator/CFO. My wife and I enjoy spending time in Leelanau County, it is our go-to destination for recreation and relaxation. I appreciate the opportunity to share how I can help support your county's mission. I look forward to hearing back from you and discussing my application in more detail.

Sincerely,

Mark Justin

# MARK A. JUSTIN

## COUNTY ADMINISTRATOR

### CONTACT

3600 Schmidt Road  
Gladwin, MI 8624  
989.329.6995  
markjustin62@yahoo.com

### EDUCATION

BS/BA ACCOUNTING/BUSINESS  
• MAY 1987

Aquinas College  
Grand Rapids, MI

Becker CPA Review - Passed CPA  
Exam, 1<sup>st</sup> attempt • November 1987

AAS CRIMINAL JUSTICE • MAY  
1982

KIRTLAND COMMUNITY COLLEGE  
Roscommon, MI

### KEY SKILLS

Financial Management  
Budgeting  
Project Management  
Staff Development  
Strategic Planning  
Excellent communication  
Organized

### INTERESTS

Family  
Motorcycling  
Woodworking  
Travel  
Cooking

### PROFILE

Hardworking and reliable business professional with strong abilities in adaptive and proactive results delivery. Offering deep experience and broad perspective in the complexity of today's workplace in the areas of financial management, budgeting, strategy, organizational change, partnerships, leadership, and business process.

### EXPERIENCE

COUNTY ADMINISTRATOR • 2021 - 2023

County of Gladwin, Gladwin, MI

- Directed and managed financial and budget operations for county, including all special funds and general fund
- Acted as liaison between Board of Commissioners, the public, and county employees
- Provided structure and advice to Board of Commissioners, carried out all resolutions, ordinances, and motions by Board
- Initiated and managed various large projects including ARPA funding, opioid settlement, jail/juvenile center solutions, solid waste disposal, and broadband implementation
- Credentialed as a Certified Grant Writer by the AGWA
- Managed county staff of non-elected Department Heads
- Directed union negotiations between county and 8 labor unions

FINANCIAL PLANNING ADVISOR • 2012 - 2021

Hantz Financial Services, Midland, MI

- Bonded fiduciary, licensed at the federal and state levels in general securities trading, insurance, and as a registered principal
- Built client base of mid to high net worth individuals and small businesses for financial planning services
- Functioned as portfolio analyst for region; balanced all client portfolios and made recommendations for enhancements

INDEPENDENT BUSINESS CONSULTANT • 2010 - 2012

Gladwin, MI

- Transitional time performing various strategic planning projects for former customers/associates

VICE PRESIDENT/MARKETING AND BUSINESS STRATEGY •  
2009 - 2010

Monogram Food Solutions, Memphis, TN

PRESIDENT & GENERAL MANAGER • 2007 - 2009

Medical Consulting Group, Springfield, MO

VP/GROUP ACCOUNT DIRECTOR • 2003 - 2007

Noble & Associates, Springfield, MO

VICE PRESIDENT SALES & MARKETING • 2001 - 2003

SureBeam Corporation, San Diego, CA

MANAGING DIRECTOR OF MARKETING, ADVERTISING &  
PROMOTION • 2000 - 2001

Farmland Foods, Kansas City, MO

DIRECTOR OF MARKETING • 1998 - 2000

Sara Lee Corporation, Cincinnati, OH

MARKETING MANAGER • 1997 - 1998

Perdue Farms, Salisbury, MD

BRAND/BUSINESS MANAGER • 1993 - 1997

ConAgra Foods Corporation, Downers Grove, IL

PRODUCT MANAGER • 1989 - 1993

Sara Lee Corporation, Zeeland, MI

STAFF ACCOUNTANT • 1987 - 1989

Seidman and Seidman, Grand Rapids, MI