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BY: _____

**APPLICATION FOR APPOINTMENT TO
GROVELAND COMMUNITY SERVICES DISTRICT
BOARD**

INSTRUCTIONS

If you are interested in serving on the Groveland Community Services District Board of Directors, please complete this application and return it to:

**GCS D Administration Office
18966 Ferretti Rd
Groveland, CA 95321**

**COMPLETED APPLICATION AND ADDITIONAL ATTACHMENTS MUST BE RECEIVED IN THE
DISTRICT OFFICE BY 4:00 P.M. November 10, 2017**

Name: Spencer W. Edwards Age (optional): _____

Residence Address: 20656 Crest Pine Easement, Groveland CA 95321

Mailing Address: Same

Phone: _____ E-Mail: _____

Which term are you applying for: (Please circle one)

Term Ending November 2018

Term Ending November 2020

No Preference

EDUCATION			
Institution	Major	Degree	Year
Columbia College	Fire Technology	AS	1996

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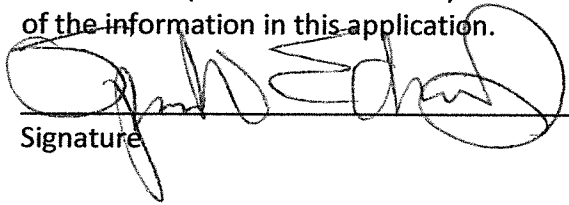
WORK/VOLUNTEER EXPERIENCE			
Organization	City	Position	Dates
Best Buy Co. Inc	Merced, CA	Dept. Manager	2005-15
TEKsystems and Qualxserv	West Coast and Pacific	Project Manager	2002-05
Groveland Community Services District	Groveland, CA	Operations, Maintenance, Firefighter, Director	1994-02

Cover Letter and Resume

* **Please attach a Cover Letter and Resume with this application**

Certification:

I certify that the information contained in this application is true and correct. I am a registered voter whose permanent residency is within the boundaries of GCSD. I authorize the verification of the information in this application.



 Signature

11-7-17

 Date

Spencer W. (Spence) Edwards

20656 Crest Pine Easement, Groveland, California 95321,

November 7, 2017


Board of Directors
Groveland Community Services District
18966 Ferretti Road, Groveland, California, 95321
209 962-7161

To the Board of Directors,

I would like to take this opportunity to introduce myself and express my sincere interest in one of the two Director's positions you are seeking to fill.

I have called Groveland and Pine Mountain Lake home since 1992. I am a former employee of the Groveland Community Services District (GCSD), member of the Groveland Volunteer Fire Department and a former member of the GCSD Board of Directors.

I look forward to discussing this opportunity with the GCSD Board of Directors in whatever format you feel is appropriate.



Spencer W. Edwards
SFC, USA, (Ret.)

Encl:

Résumé

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BY:

SENIOR PROJECT MANAGER, CONSULTANT AND SERVICES AND RETAIL SALES LEADER

~ LEARNER ~ RESPONSIBILITY ~ ARRANGER ~ STRATEGIC ~ ANALYTICAL ~

Highly accomplished Senior Project Manager, Consultant and Services and Retail Sales Leader with a verifiable track record of managing complex technology projects routinely exceeding expectations and meeting sales goals through the supervision and leadership of staff. Practiced in clarifying business requirements, performing gap analysis between goals and existing procedures and skill sets. Routinely met sales objectives and goals while maintaining a fun and energetic working environment for the staff. Experienced in designing process and systems improvements to increase productivity and reduce costs. Strong interpersonal skills, highly adept at diplomatically facilitating discussions and negotiations with stakeholders, resolving customer issues while staying within organizational policies. Recognized project management skills, consistently deliver complex, large-scale projects on time and within budget. Additional areas of expertise include:

- | | | |
|--|---------------------------------|-----------------------------|
| ~ Employee Development | ~ Project Management & Tracking | ~ Budgeting & Planning |
| ~ Management of Cross-Functional Teams | ~ Customer Service | ~ Cost & Resource Estimates |
| ~ Project & Delivery Methodologies | ~ Change Control Management | ~ Project Risk & Scope |

PROFESSIONAL EXPERIENCE

BEST BUY CO. INC

NOVEMBER 2005-PRESENT

Notable Assignments include:

- **SUPERVISOR FOR GEEK SQUAD, APPLIANCE AND COMPUTER DEPARTMENT, MERCED BEST BUY**
Supervisor for three departments at the Best Buy store in Merced California. Responsible for all aspects of the services and retail operation to include revenue, margin, accessory and warranty attachments, merchandising, labor forecasting, training and professional development of the staff. Reported daily on customer and employee insight to develop a better end-to-end solution for the customer. Responsible for all aspects of shrink reduction in my department. Member of Viewpoint Team. Graduate of Best Buy Professional Development training Assistant Manager Level.
- **BEST BUY FOR BUSINESS, DISTRICT 41, SACRAMENTO/EAST SAN FRANCISCO BAY**
Consultant to small to medium sized businesses throughout the Central Valley of California offering enterprise level technology solutions at an affordable price. Experienced in business related information systems, enterprise applications review/ analysis/ recommendations/implementation and support. Managed the installation of complex business/clinical systems in retail, healthcare and US Government settings. Business process development experience.

PROJECT MANAGER

JUNE 2004 – NOVEMBER 2005

TEKSYSTEMS ~ THOUSAND OAKS, CA.

Project Manager for large complex engagements designing organizational structure and improving business process for integration with systems existing with the client. Specialized in designing the organization to meet client-scheduling restrictions. Demonstrated skills in interviewing business and technical leaders to gather and clarify project data and business requirements.

Notable Projects include:

- **SOFTWARE DEPLOYMENT PROJECT MANAGER**—Health Insurance Portability and Accountability Act (HIPAA) Security Software deployment for Community Regional Medical Centers, Fresno, CA. Developed a complex workable schedule and project plan to register 6500 employees and 1100 Physicians with the latest HIPAA Security Software. Organized, advertised and held registration fairs at three hospitals and 16 satellite clinics to ensure total availability to all employees. Tracked all 7600 employees by name, unit and facility to ensure total compliance with federal HIPAA security standards. Conducted a memory upgrade project concurrently with software deployment project.
 - Maintained on-site managerial presence
 - Developed complex project plan to track cost, resource use and schedule of events
 - Tracked the registration of 7600 personnel and 3500 workstations
 - Advertised at an enterprise, facility and unit level to gain attendance at registration fairs
 - Conducted weekly meetings with management personnel to disseminate progress
 - Improved cost effectiveness of assigned staff.
- **WORKSTATION DEPLOYMENT PROJECT MANAGER** – Best Buy/IBM retail store upgrade and reset. Routinely visited stores in my geographical area to assist with the prioritizations of the IS scope. Escalated open issues that were not getting a timely response and answered general and specific scope questions. Established working relationship with the Retail Project Manager (RPM) and Lead Functionality Technician (LFT.) Completed daily reports and attended scheduled production meetings. Reviewed all project materials upon completion and ensured IS scope was completed and all excess IS equipment was returned to IBM.

- **CRM STRATEGY PROJECT MANAGER** – Tulare County Health and Human Services Department. Worked as the on site Project Coordinator for the Tulare County Health and Human Services Agency (HHSA) computer deployment and cable management projects. Maintained accurate accountability of percentage of project completion, estimated continued work required and developed staffing plan accordingly. Routinely:
 - Maintained an on-site managerial presence
 - Maintained an accurate count of completed deployments and percentage of cable management completed for billing purposes
 - Maintained liaison with Tulare HHSA MIS Director
 - Served as the first step in the issue escalation and resolution process
 - Assisted Tulare County HHSA in developing a schedule to minimally impact the HHSA employees during the deployment of computers.
 - Met production goals for both projects

AREA MANAGER

MAY 2002 – MAY 2004

QUALXSERV, LLC, TEWKSBURY, MA

Senior Project Manager and consultant in QualxServ's Navy Marine Corps Intranet Dell computer deployment contract ranging geographically from New Orleans LA. to Honolulu, HI. Developed team organizational concept to allow large-scale computer deployments at multiple sites to meet production expectations of stakeholders. Produced 50% of national project income total for calendar year 2003.

Notable Projects include:

- **AREA PROJECT MANAGER** – *QualxServ LLC. contract partner with Dell Computers*, Oversaw two large projects in the Southwestern United States and Hawaii, consisting of 25 distinct engagements, 18 for the Navy Marine Corps Intranet (NMCI) and 7 for the United States Marine Corps Enterprise Sustainment Initiative. Developed and implemented business plans to achieve Field Operations Area customer satisfaction, financial, operational and human resource goals.
- **REGIONAL PROJECT MANAGER** - *QualxServ LLC. contract partner with Dell Computers*, Project Manager for all computer configuration and deployments for 42 remote Naval Reserve Sites in the South, South Central and Mid-western United States. Developed a complex, all encompassing project resource plan for 4-5 startup sites each week minimizing travel and resource cost. Performed all forward planning for all 42 sites and a 60-position computer staging/configuration area located in New Orleans, LA.
- **SENIOR DEPLOYMENT LEADER** - *QualxServ LLC. contract partner with Dell Computers*, Senior Desktop Deployment Leader for the Navy Marine Corps Intranet Project at the Naval Air Station Lemoore, California. Task organized a team of 80 to 125 Technicians each day to support desktop deployments, pre-deployment surveys, network and local printer installations, quality control visits and user assistance teams. Developed the organizational structure for the deployment team, which is still in use today throughout the NMCI Project.
 - Developed custom reports and reporting procedures for the daily deployment of 80-100 custom configured desktop network computers.
 - Developed tracking procedures to maintain accountability of all deployed desktops and printers in the various stages of deployment.
 - Determine staffing levels and work with various staffing agencies to maintain an adequate level of staffing for the anticipated workload.
 - Establish and maintain liaison with a Customer Technical Representative to ensure customer satisfaction

DIRECTOR

GROVELAND COMMUNITY SERVICES DISTRICT, GROVELAND, CA.

NOVEMBER 2001 – MAY 2002

Director for the Groveland Community Services District located in The Mother Lode Region of California. Utilizing the City Manager form of government directed the operation of:

- Water treatment and distribution
- Wastewater collection, treatment, and disposal
- Parks and recreation
- Fire protection for a 13-square mile area of Tuolumne County, California
- Operated on a 3.4-million-dollar annual budget

EDUCATION & CREDENTIALS

Associate of Science, Columbia College

American Council on Education, 125 Upper Division Units, Management and Communications

Secret Security Clearance, Defense Security Service

Professional Training:

Microsoft Certified Professional, (MCP) ~ Dell Certified System Expert (DCSE), 2001
U.S. ARMY Sergeant's Major Academy, Operations and Intelligence Leadership Course
U.S. ARMY Signal Corps Noncommissioned Officers Advanced Leadership Academy
U.S. ARMY Signal Corps Noncommissioned Officers Basic Leadership Academy