

Robert C. Lawton

E-Mail: boblawton@gmail.com

- **Credentialed, experienced public executive**
- **Result-oriented administrator and budget developer**
- **Focused on accountability through teamwork and collaboration**

EXPERIENCE:

County of Luzerne, Pennsylvania

County Manager; February 2012 to Present:

Chief administrative officer of a 907 square mile urban/suburban county with a \$260 million budget, 1,500 employees and a population of 321,000.

Responsibilities include:

- Chief Executive under a Home Rule charter unique in Pennsylvania, with authority over departments formerly headed by elected officials.
- Directing the work of 28 departments and agencies organized into eight divisions.
- Presentation to County Council of Annual Budget and quarterly financial reports addressing budgetary revenue and expenditure projections.
- Recruitment and review of Division Heads and key County staff.
- Board Member, Luzerne County Retirement System
- Board Member, Wilkes Barre / Scranton International Airport

Accomplishments include:

- Adoption of County's first structurally balanced budget in ten years
- Achieving County's first unqualified outside audit, with full GASB compliance, in ten years
- Acquisition of a new Countywide integrated financial system
- Consolidation of accounts under agreement with a new banking services partner
- Implementation of agenda submission reforms for County Council meetings
- Implementation of position control budgeting
- Department head meetings to promote team building and communication.

County of Solano, California

Principal Management Analyst; January 2010 to February 2012:

Senior member of executive team serving a 909 square mile suburban/rural county with a \$761 million budget, 2,470 employees and a population of 423,000. Responsibilities included:

- Law and Justice portfolio, covering 823 employees and \$147 million in appropriations; also held the Health and Human Services portfolio, covering 1,100 employees and \$280 million in appropriations.
- Organizing and supervising preparation of Proposed Budget for agencies in portfolio.
- Member of Steering Committee for construction of \$81 million, 362-bed County Jail.

County of Calaveras, California

County Administrative Officer; January 2008 to December 2009:

Chief administrative officer of a 1,020 square mile suburban/rural county with a \$141 million budget, 500 employees and a population of 46,000.

ROBERT C. LAWTON

Page 2 of 4

Responsibilities included:

- Directing and coordinating the work of 21 departments, with 7 headed by elected officials.
- Presentation to Board of Supervisors of Annual Budget and quarterly financial reports addressing budgetary revenue and expenditure projections.
- County Construction Administrator on \$56 million County Jail/Sheriff Admin capital project.
- Recruitment and review of Department Heads and key County staff.
- Serving as Public Information Officer for County government.

Accomplishments included:

- Reducing General Fund program expenditures by 17%, increasing Reserves by 25%.
- Strategic leadership of Jail construction program.
- Development of Countywide Strategic Plan.
- Easing contentious relationship between County's land use offices and business community.
- Restoration of positive working relationship between CAO and elected financial officials.
- Inclusion of economic development element in County's General Plan.

County of Solano, California

Deputy County Administrator; January 2005 to January, 2008:

Senior member of executive team serving a 909 square mile suburban/rural county with a \$1 billion budget, 3,100 employees and a population of 423,000. Responsibilities included:

- Health and Social Services portfolio, covering 1,240 employees and \$260 million in appropriations.
- Coordinating \$55 million capital project initiative on County campuses in two cities.
- Organizing and supervising preparation of Proposed Budget for agencies in portfolio.
- Analyzing program effectiveness, management concerns and policy implementation.
- Member of Performance Improvement Committee.

County of Schenectady, New York

Clerk of the County Legislature; July 2003 to January 2005:

Appointed officer of a 15-member county legislature establishing policy for a 206 square mile urban/suburban/rural county with a \$223 million budget, 1,600 employees and a population of 146,000. Responsibilities included:

- Chief of Staff to Chair of the Legislature.
- Liaison to County Manager and department heads.
- Research and investigatory support for legislators.
- Writing memoranda for all Agenda Items considered by the Legislature.
- Arranging and reporting meetings of the Legislature and its committees.

The Senate, State of New York

Associate Analyst; January 2000 to January 2003

In-depth researcher reporting to Minority Leader of State Senate.

Responsibilities included:

- Representing the Minority Leader in meetings and negotiations with Governor's staff.
- Issue analysis including legislative ethics, campaign finance and lobbying reform.
- Background review of gubernatorial nominees requiring Senate confirmation.
- Research and preparation of legislative memoranda.

County of Marinette, Wisconsin

County Administrator; August 1998 to November 1999:

Chief administrative and budget officer of a 1,400 square mile suburban/rural county with a \$43 million annual budget, 400 employees and a population of 42,000.

ROBERT C. LAWTON

Page 3 of 4

- Administrative responsibilities included: providing decision support to 30-member Board of Supervisors; execution of state and county policies; day-to-day support and supervision of appointed department heads and liaison with elected department heads; representing County on various boards and committees, and at public functions when Board members were unavailable.
- Fiscal responsibilities included: submission to County Board of proposed annual budgets for all County departments, including those under the supervision of elected department heads; authorization of mid-year budget transfers; proposing and supporting expenditure control efforts during the fiscal year.

County of Albany, New York

Deputy Commissioner of General Services; January 1997 to June 1998

Budget and Policy Analyst, County Executive's Office; February 1995 to January 1997

As Deputy Commissioner of General Services, supported the Commissioner of a \$7 million, 200 employee department which managed County facilities and provided engineering, purchasing, supply, security, motor pool, mail, printing and communications services to 30 County agencies.

- Administrative responsibilities included: department-wide budgetary preparation and control; employee relations in a collective bargaining environment and liaison to the County Executive and a 39-member County Legislature.
- Operational responsibilities included: leasing and space allocation, facilities management and security services; purchasing; fleet management and employee parking.

As Budget and Policy Analyst, reported directly to elected County Executive of a 530 square mile urban/suburban/rural county with a \$360 million budget, 3,000 employees and a population of 300,000.

- Advised Albany County Executive regarding departmental operations and services - including those of public safety, public works, planning, election administration and public transportation - covering 1,000 County employees and \$60 million in County funds.
- Implemented performance measurement systems for departmental budgeting
- Prepared Albany County's \$176 million five-year Capital Projects Budget.
- Developed Albany County's first Internet Home Page, including County budget information.
- Chairman of the Albany County Alternatives to Incarceration Advisory Board.
- Represented County Executive on the Capital District Transportation Committee.

The Senate, State of New York

Senior Researcher / Writer; May, 1994 to February, 1995:

Responsible for special projects development, legal research and preparation of legislative memoranda. Topic areas included travel and tourism, sports development, local governments and legislative reform.

University of Iowa

Research Fellow / Teaching Assistant; August, 1992 to May, 1994:

Carried out Congressional voting research, led discussion groups for the courses "American Public Policy" and "Introduction to American Politics".

The Assembly and Senate, State of New York

Various Positions; January 1982 to July, 1992:

- Staff Director of Committee on Codes, covering criminal justice issues statewide
- Legislative Associate to Speaker of the Assembly
- Committee Clerk for Committees on Labor and Election Law
- Senate Session Assistant for Committees on Local Governments and Agriculture

ROBERT C. LAWTON

Page 4 of 4

EDUCATION:

- County Commissioners' Association of Pennsylvania Academy for Excellence (Ongoing)
- California State Association of Counties Institute; Credentialed County Senior Executive, 2010
- University of Virginia; Senior Executive Institute; 2007
- University of California; Berkeley Executive Seminar; 2006
- National Institute of Corrections; Planning of New Institutions Seminar; 1999
- University of Iowa: M.A., Political Science; 1994
- State University of New York at New Paltz: B.A., Political Science; 1992

PUBLICATIONS:

"The Governorship: Back to the Future?," with Gerald Benjamin, in Governing New York; 2nd ed., Albany, State University of New York Press, 2001.
"The Governorship In An Era Of Limits And Change," with Gerald Benjamin, in Governing New York, Albany, State University of New York Press, 1994.

PROFESSIONAL AFFILIATIONS, PAST / PRESENT:

- National Association of Counties' Community, Economic and Workforce Development Steering Committee
- International City/County Management Association (10 Year Service Award)
- National Association of County Administrators
- Government Finance Officers Association
- American Society for Public Administration

COMMUNITY AFFILIATIONS:

- Board Member, NEPA – Northeast Pennsylvania Alliance for Economic Development
- Board Member, Greater Hazleton CanDo Economic Development
- Board Member, United Way of the Wyoming Valley
- Board Member, F.M. Kirby Performing Arts Center