

# ERIC BRACKINS



## Education

**University of Louisville**, Louisville, KY. MA Public Administration, 2005  
**University of Michigan**, Ann Arbor, MI. BA Political Science, 2001

## Positions Held

### **Assistant City Manager, January 2009-Present**

City of Pigeon Forge, TN

- Assist the City Manager with the day-to-day operations of the City.
- Co-managed 360 employees in the fields of Administration, Parks and Recreation, Public Works, Police, Fire, Mass Transit, Tourism and Water/Wastewater.
- Assist in the development, implementation and management of the City's annual budget. This entails working with the Finance Director, City Manager and 16 Department Director to assemble the annual budget (\$99-million-dollars) and present it to the City Council.
- Review and interpret city ordinances, state and federal laws and regulations with the City Attorney.
- Plan, develop, and communicate future city plans and projects with the board, other elected officials and state agencies.
- Negotiated with developers to construct workforce housing
- Coordinated the policy decision and implementation of a new \$45M dollar Wastewater Treatment Plant in addition to a new \$6M dollar City Park.
- Planned and assisted a consultant in the development of a City Events Center.
- Lobbied the State Legislature and Federal Representatives for funding for different city projects.
- Work to attract and maintain economic development in the city.
- Assist with recommendations to the City Council and advise them on the impact of policy decisions.
- Helped staff members, the City's Bond Counsel and Financial Advisor make presentations to the State of Tennessee Comptroller, Secretary of State and Commissioner of Finance to seek approval of \$98-million-dollars in Tourism Development Zone projects for the City of Pigeon Forge. Presented the information on the city's behalf. The

city received approval from the State to proceed with these Public Improvement Projects.

- Manage the construction of over 140,000 square feet for a New Fire Station, Police Station (\$48-million-dollar budget) and City Hall (budget TBD). Oversee the contractor and the architect and keep the project within the allocated budget.
- Daily review and approve purchase orders utilizing Tyler Technologies software, approve employee time sheets and time off using Kronos software, work with the HR Director on employee policies, grievances and disciplinary actions.

**City Manager, September 2007-January 2009**

City of Norris, Norris, TN

- Manage and oversee the day-to-day operations of the City of Norris.
- Responsible for 18 employees in the fields of Administration, Public Works, Public Safety and Water/Wastewater.
- Develop, implement and manage the city's budget of \$1.3M dollars.
- Responsible for contracts and relations with businesses and vendors.
- Attract and maintain economic development in the city.
- Provide recommendations to the city council and advise them on the impact of policy decisions.

**Budget Analyst, August 2005-August 2007**

Metro Louisville Finance Department, Louisville, KY

- Develop annual budget in excess of \$100M dollars for Metro Louisville Government specified agencies.
- Analyze and forecast the largest agency budget in Metro Louisville Government (Louisville Metro Police Department \$129M) and eight additional Metro agency budgets.
- Conduct studies and provide research for the Finance Director.
- Routinely monitor personnel decisions and their fiscal impact upon agency budget.
- Routinely communicate and interact with Agency Directors, Business Managers, Metro Council persons and representatives from the Mayor's Office.

**Public Administration Specialist, December 2002-August 2005**

Kentuckiana Regional Planning and Development Agency, Louisville, KY

- Provide financial, personnel and general administration assistance to 9 Counties and over 100 City governments in North Central Kentucky.

- Administer and assist counties and cities with federal and state programs, which include the Land and Water Conservation Fund Grant Program, Recreational Trails Grant Program, Kentucky Area Development Funds, Kentucky Homeland Security Grant Program, FEMA Fire Grant Program and HUD Community Development Block Grant.
- Responsible for publishing the annual KIPDA Public Officials Directory.
- Coordinate, set agendas and facilitate 25-member KIPDA Regional Water Management Council meetings.
- Collect and inventory data on water and wastewater projects for 13 water entities and 16 wastewater entities.
- Compile information and complete the KIPDA Regional Wastewater Plan.
- Conduct monthly presentations to the 24-member KIPDA Board of Directors.
- Attend and participate in public meetings in various counties and cities.

### **Skills**

Financial analysis and forecasting, personnel management, grant administration, economic development recruiting. Press conferences, media interviews, and public speaking. Set public meeting agendas. Utilize Microsoft Word, Excel and PowerPoint, People Soft, and Oracle Leap Financial Reports.

### **Memberships**

Kentucky Public Human Resource Association (2003-2005)

International City County Management Association (2003-2005)

Masters of Public Administration Society (2003-2005)

Tennessee City Managers Association (2007-present)

### **Awards**

City of Norris TML Municipal Achievement Award 2008 (Strategic Plan)

Member, two-year starter and four-year letter winner on the University of Michigan Football Team (1997-2001)

Co-Captain of the 2001 Michigan Football Team

Michigan Football UFER Spirit Award 2001

University of Michigan Student Athletic Club (2000-2002)

Tennessee 1996 3A Mr. Football Lineman