



OFFICE OF THE COUNTY EXECUTIVE

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JACKSON COUNTY COURTHOUSE

415 EAST 12th STREET
Kansas City, Missouri 64106

EXECUTIVE ORDER # 05-01

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: KATHERYN J. SHIELDS
JACKSON COUNTY EXECUTIVE**

DATE: JANUARY 3, 2005

RE: APPOINTMENT OF DIRECTOR OF COLLECTIONS



I hereby appoint Christopher A. Williams as Director of Collections to fill the vacancy created by the resignation of Mary Helen Murphy as Acting Director of Collections. A copy of Mr. William's resume is attached.

Date:

1/03/05

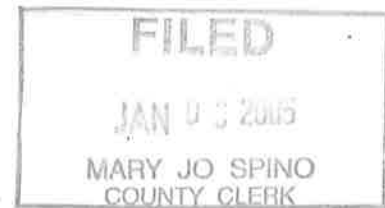

Katheryn J. Shields
JACKSON COUNTY EXECUTIVE



CHRISTOPHER A. WILLIAMS

3938 MCGEE
KANSAS CITY, MO 64111
(816) 225-2070 (C)
(816) 881-3999 (W)

E-MAIL CWILLIAMS@JACKSONGOV.ORG



Objective:

Senior Management position as a strategic business and legal partner of the leadership team. Seeking the opportunity to fully employ my education, experiences and abilities.

Qualifications:

More than ten years experience in progressive personnel and project management in the business and legal environments. Proven skills are managing, directing, initiating, communicating and teaching. Proven experience in evaluating business operations, formulating and implementing efficient workflow procedures, increasing productivity, optimizing information systems effectiveness, and enhancing understanding and communication at all organizational levels.

Achievements:

- **Recruited**, interviewed, hired, evaluated, and trained qualified candidates for employment staffing.
- **Improved** and streamlined procedures and policies, increasing production 700%.
- **Launched** a procedural training program that reduced quality control rejections from a 60% rejection rate to less than 10%.
- **Drafted** statutes now parts of Missouri state law.
- **Initiated, Developed and Managed** highly successful in-house education and training program. Subjects included: workers compensation, bankruptcy, employment discrimination, etc.
- **Reduced training expenditures** by targeting high potential employees to attend and later share cutting edge training programs.

Experience:

2000 – Present

Deputy Director

Office of Jackson County Prosecuting Attorney

- Serve as Deputy Director.
- Manage, direct, plan and evaluate operations of six divisional units and 64 merit staff and attorneys.
- Prepare budget recommendations and justifications, control budget expenditures, approve expense account spending, and ensure requisition of supplies and equipment.
- Develop and implement office procedures, office procedural manuals and departmental training manuals.
- Draft state statute proposals for the operational benefit of my agency.
- Recruit, interview, and evaluate qualified candidates for employment.
- Formulate on-going training and development programs.
- Establish measurable evaluation standards of performance to achieve divisional goals.
- Advise staff and attorneys of updates in policies, regulations, and practices to maintain compliance with local, state and federal legislation.
- Represent division, serving as speaker at regional, state, and national professional meetings.
- Serve as Acting Director over complete administration of division in absence of the Director.

1991 – 2000

Assistant Prosecuting Attorney-Supervising Attorney

Office of Jackson County Prosecuting Attorney

- Manage as direct supervising attorney a staff of professionals, paralegals, law interns, and support personnel.
- Strategically design, implement, produce and quantify procedures and processes to accomplish organizational goals.
- Recruit, interview, develop, and evaluate qualified candidates for employment.
- Serve as speaker at continuing education courses.

1990 – 1991

Administrative Law Judge

State Division of Legal Services

- Presided over administrative hearings.
- Ruled on questions of evidence, statute and case law.
- Published formal written rulings and binding court orders.

1988-1989

Law Clerk

Popham Law Firm

- Drafted motions, petitions and briefs in areas of employment law and workplace discrimination.
- Researched and prepared legal memoranda.

1987

Research Assistant

UMKC School of Law

- Served in scholar position as assistant to Law Professor.

1986

Financial Services Representative

Whirlpool Acceptance Corporation

- Analyzed financial statements for inventory financing of stores across Missouri, Kansas, Iowa and Colorado.
- Conducted on-site audits and inventory controls.

1983 – 1985

Accounting Intern

United States Department of Agriculture

- Assisted with the generation, design, and evaluation of new on-line accounting systems.

Education:

Currently completing M.B.A. and Masters in Human Resource Management, Keller Graduate School of Management.

Juris Doctor, Law, University of Missouri, Kansas City School of Law.

BS, Finance, Central Missouri State University.

Computer Skills:

DOS, WordPerfect, Microsoft Word, Excel, PowerPoint, Windows, Internet, GroupWise, Outlook.

November 12, 2004

Gail Meriweather
Gallagher Burgess, Inc
2345 Grand Boulevard, Suite 800
Kansas City, Missouri 64108

RE: Director of Collections position

Dear Ms Meriweather:

In my current role with Jackson County, I have a great deal of business with contact with Joanne Mossie, Jackson County's Director of Human Resources. Ms. Mossie knows my skillset and knew I have an interest in a new executive level position. As a result, Ms. Mossie notified me that you are now in the process of screening to fill the Director of Collections position. I have degree in Finance as well as a degree in Law. In addition, I am one third completed on my MBA and Masters in Human Resources course work. Further, I have a working background in finance, accounting, law and human resources, as well as extensive managerial experience at the executive level. I am confident my skills will exceed the organizational needs of your Jackson County.

As Deputy Director for the Jackson County Prosecutor's Office –Family Support Division, I manage, direct, plan and evaluate operations for six divisional units consisting of 64 professional and merit staff. I have been with my current office for the past thirteen years, progressing from Assistant Prosecutor to Supervising Attorney, and now Deputy Director. I work in the Family Support Division collecting child support on thousands of child support cases from both the county and the state. In our work we have a great deal of contact with the public and I am very skilled at resolving customer concerns in a professional and satisfactory manner.

As part of my duties, I develop and implement office procedures and formulate on-going training and development programs to ensure efficient procedures in the collection of child support. Further, I prepare budget recommendations and justifications, control budget expenditures, approve expense account spending, and ensure requisition of supplies and equipment. A significant portion of my time involves customer relations and coordination with other agencies. As you might imagine, my degree in Finance and background in accounting comes into use on a daily basis.

My legal education allows me the ability to ensure my agency remains abreast and compliant with all legal mandates. My education and experience in Human Resource Management, guarantees that I fully and efficiently recruit, staff, organize and utilize personnel within the bounds of the law. In my position, I have recruited, trained, and developed dozens of attorneys, interns and support staff. I have dealt with specific issues such as employment discrimination, sexual harassment, absenteeism, ADA, FMLA, intoxicated employees, and even a death of an employee in our office.

While in law school, I served in the scholar position of Research Assistant to the university's real estate law professor. Further, I clerked for the Popham Law Firm in the area of employment discrimination. Prior to joining the prosecutor's office, I served as an Administrative Law Judge for the State of Missouri ruling on the appropriateness of Agency actions.

As mentioned previously, in addition to my juris doctorate degree, I also majored in Finance and graduated with honors while earning my Bachelor of Science in Business Administration. During that same time period, I served for two years as an Accounting Intern for the United States Department of Agriculture. After receiving my finance degree, I worked for the Whirlpool Corporation until I began law school.

During my tenure here with the Prosecutor's Office, I have periodically served as a speaker at continuing legal education courses provided for the benefit of judges, attorneys, and private individuals. I have been recognized for my service by professional organizations, winning Attorney of the Year awards both from my own agency and from state agencies as well. Recently, I received a Horizon award from a state association for my work in developing and drafting state statutes for the operational benefit of that agency.

An outline of my experience and education is provided on the enclosed resume. I will be happy to answer any questions you may have and look forward to discussing the possibility of employment with you. My home E-mail is cwilliams106@kc.rr.com and my work email is cwilliams@jacksongov.org.

If you are looking for an innovative, dedicated and hard working Director of Collections who is not afraid to make hard decisions under pressure, I am your person.

Thank you in advance for your time and consideration. I have followed this email with hard copies.

Sincerely,



Christopher A. Williams, Esq.

(816) 881-3999 Work

(816) 225-2070 Cell

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