

D. Gay Lancaster

30 Winston Drive, Belleair, Florida 33756

Mobile: 727.612.6114

Email: glancaster3@verizon.net

Summary

- Excellent managerial and administrative skills demonstrated across a wide variety of functions, organizational structures and ad-hoc projects. Proven ability to initiate and implement programs, policies and procedures and to manage change.
- Strong communication and interaction skills with expertise in mediation among differing factions.
- Superior team building skills, internal and external to the organization, including motivation and consensus building.

Professional Experience

Pinellas County Government, Pinellas County, Florida (01/2019-02/01/2021)

Director, Pinellas County Contractor Licensing Department

- Oversight of the application, licensure, and enforcement of laws governing local and state-registered contractors in Pinellas County.
- Management of the Pinellas County Licensing Board (PCCLB) and its additional role as the Countywide Board of Adjustment and Appeals.
- Management of the public education program for homeowners and professionals regarding licensure and hiring of skilled workers.

Pinellas County Construction Licensing Board, Pinellas County, Florida (03/2017-07/2018)

Interim Director, Pinellas County Construction Licensing Board (PCCLB)

- Intervention/oversight of the troubled Pinellas County Licensing Board (PCCLB), through the Inspector General's Investigation, Grand Jury review, and legislative amendment process, which brought the operation under the Pinellas County Board of County Commissioners.
- Responsible for day-to-day operation and management of an independent agency.

Juvenile Welfare Board, Pinellas County, Florida (09/2006 -07/2013)

Executive Director

- Performed all duties as CEO of a statutorily established Special Taxing District to provide for services to the children and families of Pinellas County, Florida.
- Answered to a Board of Directors comprised of citizens appointed by the Governor, as well as statutorily established positions: Circuit Judge, State Attorney, Public Defender, County Commissioner and Superintendent of Schools.
- Led the organization through the dramatic reduction in the tax base, which began in FY 2008, and maintained an array of services to serve children at risk and their families.
- Led innovation in the delivery of services through a purchase of services mechanism to meet the needs of families in crisis.

D. Gay Lancaster

- Served on the first Governors Children's Cabinet as the representative of all Children's Services Councils within the state.

County Administrator's Office, Pinellas County Florida (05/1989 - 07/2006)

Chief Assistant County Administrator (12/2001 - 07/2006)

- Second in command to County Administrator with full signatory authority; handled all matters in the Administrator's absence, including Board meetings.
- Management oversight and policy development for seven operating departments; Communications, Justice and Consumer Services-
 - Emergency Communications/911
 - Emergency Management
 - EMS and Fire Administration
 - Community Development
 - Human Services
 - Veterans' Services
- Liaison to: Unified Personnel System, Sheriff, Courts, Law Enforcement and Fire Services.
- Appointed to manage the County's adopted Strategic Plan.
- Managed the employee survey organizational response for County Administrator's Department, including 11 task teams and the steering team, with responsibility to bring 250+ recommendations to fruition.

Interim County Administrator (09/2000 - 12/2001)

- Assumed CEO position upon retirement of long-serving County Administrator.
- Managed the organization through a series of major events and changes, notably the change of the Board of County Commissioners from five at-large members to three at-large and four single-member districts representatives; management of \$1.5 billion budget; dealt with the reversal of the prior board's decision to implement an electric franchise fee, when left a multi-million-dollar gap in income.
- Managed the acquisition process for electronic voting system.
- Managed the recruitment and hiring process for the County Administrator position.

Assistant County Administrator (05/1989 - 09/2000)

- Member of six-person Executive Team reporting directly to County Administrator.
- Management oversight and policy development for 10 county departments with combined budgets in excess of \$140 million
 - o Animal Services
 - o Community Development
 - o Consumer Protection
 - o Cooperative Extension,
 - o Emergency Communications/911
 - o Emergency Management
 - o EMS and Fire Administration
 - o Justice Coordination
 - o Social Services
 - o Veteran Services

- Liaison to numerous outside agencies, including Health Department, Public Safety Coordinating Council, County and Circuit Courts, Sheriff and Law Enforcement, State Attorney, Public Defender, Pinellas Private Industry Council and Health Facilities Authority.

Sheriff's Office, Pinellas County, Largo, Florida (02/1981 - 05/1989)

Director, Administrative Operations Bureau (1984 - 1989)

- Full administrative and supervisory responsibility for: Personnel & Training Division (Law Enforcement Training, Corrections Training, and Personnel), Research, Planning & Development Division (Law Enforcement and Corrections Planning Unit, Computer Center and Project Unity), and Support Services Division (Communications Maintenance, Purchasing and Materials, Vehicle Maintenance).

Executive Director to the Office of the Sheriff (1983 - 1984)

- Managed office and personal staff for Sheriff including Public Information Office; represented Sheriff as community liaison on various boards and organizations; coordinated legislative tracking and lobbying efforts of the office.

Director, Special Services Bureau (1981 - 1983)

- Full responsibility for Division which included Victim Advocate Program, Crime Prevention Units, School Resource Officer Program, Neighborhood Watch, all community education.

Other Positions Held:

Alternative Human Services, Inc., Project Director, Assistant Director and Parental Stress Coordinator

Youth & Family Resource Center (12/ 1978 - 02/1981)

Youth Services System Advisory Council for the Juvenile Welfare Board, Pinellas County, Florida (04/77 01/ 1978); Coordinator.

Public Defender's Office, Juvenile Division, Pinellas County, Florida (01 1975 -04/1977); Investigator.

St. Vincent's Episcopal Church (04/1972 -01 / 1975); Financial Secretary (Part-Time Position).

Pinellas County School System (08/1968 -06/1970); Teacher of English and Journalism.

Education

MA Criminal Justice, Nova University, Fort Lauderdale, Florida, 1980

BA English (College of Education), University of Kentucky, Lexington, Kentucky, 1968

Organizational Involvement

- BayCare Board of Trustees
- Morton Plant Mease Board of Trustees
- Leadership Tampa Bay
- Leadership Pinellas
- Children's Home Society Silver Coffee Committee
- Joint Review Committee for Education in Radiologic Technology (JRCERT)

References available upon request