

The City of Columbus is in the process of updating its information on the «Organization» to reflect its most recent election. Please complete the following information to the best of your ability. **Updated database information will be forwarded to the Mayor’s Office to ensure the appointment/reappointment of elected and re-elected members and will ensure timely and accurate distribution of funding opportunities, meeting notices, training opportunities, and other City activities. After completing this form, please return to Neighborhood Database Coordinator, City of Columbus, 50 W. Gay St., 2nd Floor, Columbus, OH, 43215.** Please contact your Neighborhood Liaison with any questions or comments.

FIELD Step #4 Legistar Near East Area Commission	CURRENT INFORMATION Step #9 Legistar Appointment of	NEW INFORMATION (1) Please print new information clearly, OR (2) Place a “check” in these boxes if member is re-elected and information is unchanged (3) Do not forget to update “Term Expiration” for re-elected members
First Name	Malcolm	
Last Name	Stubblefield	
Title		
Address	490 Wilson Avenue	
City	Columbus	
State	Ohio	
Zip Code	43205	
Home Telephone	614-607-7499	
Work Telephone	614-462-5723	
Fax Number		
Email Address	Neac490@gmail.com	
District/Designation	District IV	
Term Start Date	2007	
Term Expiration	2011 ?	

Chairman of Commission’s Signature: Malcolm J. Stubblefield Date: August 22, 2008

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RESUME

Malcolm J. Stubblefield

490 Wilson Avenue ~ Columbus, Ohio 43205
614-607-7499 (Res./Fax) ~ 614-439-9736 (Cellular)

Objective

Obtain an executive level position where my professional experience, academic training, and strong organizational skills will have valuable application. Valued professional expertise include:

- Highly developed written and oral communication skills
- Comfortable and confident public speaker
- Leadership oriented with proficiency in operations management, change management, project management, staffing, planning, budgeting and fiscal accountability
- Efficiency in organizational assessment and problem analysis
- Effective trainer, coach and team builder
- Proficient in fundraising and grant writing
- **Strong computer competency and technical skills**

Professional Experience

2007 – Present Columbus State Community College (CSCC)
Columbus, OH **Adjunct**

Faculty

As an adjunct faculty member teach designated courses to CSCC students in the area of Organization Management, Leadership Ethics, Interpersonal Skills, and Human Resource Management as determined by CSCC and the Chair of Business Management and Technology.

2007 – Present Franklin County Dept of Jobs & Family Services
Columbus, OH

Change Manager

Through a personal service contract, assist the Deputy Director of Program Operations in developing and implementing agency initiatives, including change management, project management, operational and organizational assessments, corrective action measures, policy development, and strategic planning using SWOT analysis and/or Six Sigma.

2002 - 2007 Safe Haven Outreach Ministry Washington, DC

Deputy Director

Reported directly to the Executive Director (ED) and acted on behalf of the ED as requested or required. Responsibilities include day-to-day oversight and management of all operational, administrative, and fiscal matters for an organization employing 28 professional staff and an annual budget in excess of \$3 million. Related responsibilities included:

- Technical, grant and proposal writing as needed and/or required

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- Effectively assisted in the procurement of APRA accreditation
- Fundraising: Developed and procured all non-federal funding
- Developed and implemented program policies and procedures
- Implemented and monitored quality improvement initiatives
- Efficiently monitored MIS to ensure the capture of significant data for planning and programmatic evaluation
- Routinely monitored daily statistical information
- Routinely monitored comprehensive demographic database information used to track clients and capture post-release successes/failures
- Routinely monitored the Addiction Severity Index (ASI) and prepared compilations for semi-annual reports to the ED and Board of Directors
- Public speaking / representation of SHOM at outside forums on behalf of the Executive Director and/or Board of Directors

Resume: Malcolm J. Stubblefield

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1997 -2002 GEO Tech Consulting McLean, VA
IT Human Resource Manager

As an independent contractor developed a comprehensive Human Resource policy manual and managed a staff of three HR professionals; managed the day-to-day activities associated with recruiting, training and marketing Information Technology personnel to Information Technology firms.

1993 – 1997 Asset Management & Recovery Falls Church, VA
President/CEO

Founded the company in 1992 and created a concept for allowing individuals with substandard credit ratings to obtain motor vehicle loans from major lenders. Asset Management specialized in the procurement of motor vehicle financial loan packages for individuals with below standard credit ratings, as well as managed 'second chance' vehicle sales and lease agreements for lenders and borrowers.

1992- 1993 U.S. Federal Government Washington, DC
Special Assistant

Appointed to serve as a schedule "C" Special Assistant assigned to the US Department of Education (DOE). Responsible for space and logistic planning of DOE staff and chattel. Monitored all collective bargaining agreement issues and served as the department-wide employee dispute and resolution liaison: reported directly to the Assistant Secretary. Interpreted and implemented legislative directives; monitored implementation of the Direct Student Loan Program approved by Congress; assisted department administrators with legislative required tasks as needed and/or required.

1991–1992 Airline Pilots Association Reston, VA
Interim Human Resource Director

In the absence of the Director who was engaged in labor negotiations, resourcefully managed the day-to-day activities of the Human Resource

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Department. During that period, additional responsibilities included developing a comprehensive organization-wide training program using Total Quality Management (TQM) principles, and serving as the in-house authority on issues surrounding implementation of the Americans with Disabilities Act (ADA). In addition, developed and implemented an organization-wide smoking policy; revised job descriptions; and reviewed and updated employee policy/procedure manuals for all ALPA departments.

Education

American Intercontinental University – MBA (2006)
Concentration in Human Resource Management
Capella University -- ABD (All But Dissertation - 2010)
Concentration in Organizational Management with emphasis in Leadership & Ethics
CAC (Certified Addiction Counselor Training -- March 2003)

**Professional /
Community
Activities**

Commissioner, Near East Area Commission, Columbus, Ohio (Oct. 2007 –)
Member, U.S. Commission on Civil Rights, District of Columbia Advisory Committee. (1993 –1996)
Consultant, The Select Committee on Employment and Civil Service, Ohio House of Representatives. (1983 – 1985)
Commissioner, Near East Area Commission, Columbus, Ohio (1984 -1988)
Vice President, Olde Town East Association, Columbus, Ohio (1977 - 1987)

References

Professional and personal references provided on request.