

**JOSEPH A. LOMBARDI, CPPO, CPPB**

3524 Chipshot Court

Columbus, Oh 43228

Phone: (614) 288-5575

[jal63@sbcglobal.net](mailto:jal63@sbcglobal.net)

**SUMMARY:** Proven and experienced leader with over 25 years governmental experience in the areas of fiscal, administration, policy development and procurement. An effective relationship builder and communicator, developing professional working partnerships with supervisors, peers and government officials.

## **PROFESSIONAL EXPERIENCE**

### ***City of Columbus, Department of Finance and Management, Director 2-16 to Present***

- Serve as an advisor to the Mayor on matters related to the Department of Finance and Management.
- Lead and direct the activities of the City's grant financial management, procurement, grant management, and real estate programs.
- Lead and direct the activities of the Fleet Management including the maintenance of motorized vehicles and equipment within the City.
- Lead and direct the activities of the Facilities Management Division including the maintenance, security and custodial care of City buildings, grounds and related assets.
- Develop, prepare and submit the annual operating and capital improvement budgets for consideration by the Mayor and Columbus City Council.
- Attend City Council meetings and answer inquires relative to the operation of the Department of Finance and Management.
- Attend meetings and conferences as a representative of the City.

### ***City of Columbus, Department of Public Utilities, Division of Power (Administrator) 2-15 to 2-16***

- Led and directed staff responsible for planning, programming, designing and construction of the electrical distribution system. Staff of 112
- Made recommendations to departmental human resources staff on personnel and labor matters.
- Developed, implemented and led policies and strategic plans for the Division of Power.
- Advised and planned the preparation of operating and capital budgets, legislation, and utility rate setting.
- Key member of the senior staff in advising the Director of Public Utilities on matters related to the Division of Power.
- Represented the Director of Public Utilities or the department at meetings with City Council, city agencies, businesses, civic associations or public events.

### ***City of Columbus, Department of Public Utilities, Director's Office (Assistant Director-Fiscal) 2-10 to 2-15***

- Led, coordinated and directed all fiscal operations for the Department of Public Utilities, including operating and capital budgets, utility rate setting, and procurement. Staff of 30 employees.
- Member of the departmental senior staff and responsible for advising the Director of Public Utilities relating to fiscal matters that affect the mission or goals of the department.
- Developed, directed and implemented policies and strategic plans affecting the fiscal matters of the department.
- Represented the Director of Public Utilities or the department at meetings with City Council, city agencies, businesses, civic associations or public events to present financial matters of the department.

***City of Columbus, Department of Public Utilities, Director's Office (Management Analyst II) 7-02 to 2-10***

- Supervised fiscal office support staff. Provided contract management for the Division of Sewerage and Drainage and Director's Office including the preparation and evaluation of bid specifications and the evaluation award recommendations.
- Developed and monitored the operating budget for the Division of Sewerage and Drainage and produced financial analysis reports and studies for senior management review.
- Led and implemented policy and procedural changes by senior management
- Attended and participated at procurement outreach programs. Trained departmental personnel on procurement and fiscal matters. Lead liaison for the Division of Sewerage and Drainage for fiscal and procurement issues.

***City of Columbus, Department of Recreation and Park, Recreation Section (Management Analyst II) 12-99 to 7-02***

- Developed, oversaw and monitored the procurement and budget responsibilities for the Community Recreation Section. Prepared and evaluated specifications for bid solicitations. Evaluated and prepared award recommendations in compliance of the City of Columbus procurement policies and laws.
- Interpreted procurement policy and processes to staff within the department. Liaison between the Community Recreation Section and the City's central Purchasing Office.
- Advised executive and managerial staff on strategies and policies relative to operational improvements. Attended City of Columbus outreach events related procurement.
- Supervised and coordinated the schedules of Roving Custodial Crew and Summer Food Coordinator.

***City of Columbus, Department of Finance and Management, Purchasing Office (Procurement Specialist) 3-97 to 12-99***

- Authored and assisted in the development of specifications for competitive sealed proposals in compliance with Columbus City Code and laws governing public procurement.
- Wrote and evaluated award recommendations for City agencies. Provided assistance to City agencies regarding the development of contracts in compliance with all applicable laws governing public procurement. Processed legislative matters for agency purchases.
- Assisted management with policy, strategy and procedures in relation to Purchasing Office goals and citywide procurement policy. Provided training to City personnel on automated procurement system. Liaison for issues relative to the use of the automated procurement system.
- Coordinated and led the City of Columbus Internal Cooperative Purchasing Group; represented the Purchasing Office at various outreach events.
- Met with current and potential suppliers to evaluate industry trends, foster competition and build working relationships.

***City of Columbus, Department of Finance and Management, Purchasing Office (Research Analyst) 11-91 – 3-97***

- Prepared and monitored the operating budget for the Purchasing Office. Developed financial analysis reports for management review. Advised management and staff relative to matters affecting the financial standing of the office.
- Assisted and participated in the development and implementation of policy, projects and programs initiated by management.
- Prepared specifications and received quotes for the procurement of goods, services and equipment for the and prepared advertisements and bids for City of Columbus surplus

***City of Columbus, Solid Waste Authority, Fiscal Section (Administrative Analyst I) 5-91 to 11-91***

- Created specifications for service contracts. Developed legislative documents for City Council approval. Monitored the status of contracts for materials, supplies, equipment and services. Maintained reports and spreadsheets relating to contract status.
- Reviewed contract specifications, award recommendations, invoices, and purchase orders for accuracy; tabulated bid proposals; wrote recommendation of award for management.
- Acted as the liaison between the Solid Waste Reduction Facility and the City's central Purchasing Office; corresponded with suppliers and staff concerning contract status and issues.

***City of Columbus, Department of Finance and Management, Purchasing Office (Purchasing Expediter) 5-90 to 5-91***

- Advised buyers and City agencies on the status of contracts, processing all necessary documents to complete contract agreements; prepared purchase orders, contract pages and other contract documents for processing. Acted as a liaison between the Purchasing Office and the Division of Electricity.
- Developed formal bid proposals for competitive sealed bids. Maintained contract status database; developed and maintained supplier lists for mailing of bid solicitations. Coordinated public bid openings for formal bid proposals.

## **EDUCATION**

- Capital University, Bexley, Ohio
- Bachelor of Arts, Major: Business Administration (December 1988)

## **MEMBERSHIPS / CERTIFICATIONS**

- Member of National Institute of Governmental Purchasing (NIGP)
- Member of the Government Finance Officers Association (GFOA)
- Member and Past Officer of Central Ohio Organization of Public Purchasers (CO-OPP)
- Certified Professional Public Buyer (CPPB), Expires April 24, 2016
- Certified Public Purchasing Officer (CPPO), Expires April 24, 2016

## **COMMUNITY / PERSONAL ACTIVITIES**

- Volunteer Coach— Bishop Ready High School, Western Irish Youth Football, Trinity Catholic School
- Volunteer— Saint Margaret of Cortona Catholic Church