

Jeffrey M. Conrad

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October 3, 2012

**Hon. Betty Jean Grant
Erie County Legislature
790 East Delavan Ave.
Buffalo, New York 14215**

Dear Chairwoman Grant,

As you are aware James J. Eagan recently resigned his position as Commissioner from the Niagara Frontier Transportation Authority. Mr. Eagan served the NFTA nobly throughout his 6 year tenure on the board, and was very cognizant of issues pertaining to all residents of Erie County. The Erie County Legislature is responsible for representing the preeminent interest of all Erie County residents; therefore it is essential that the next nominee embody the collected beliefs of our county residents when it pertains to public transportation.

Mr. Eagan's resignation affords the Erie County Legislature the opportunity to appoint an individual from the provider community, who serves underrepresented and hard to serve populations. As you are aware, it is imperative that all populations are represented at the table; there is no greater time than now to nominate an individual who is committed to ensuring efficient public transportation to those that depend on this essential service.

Nominating an individual who works directly with residents of Erie County, whom rely heavily on public transportation, as well as understands the importance of good government and progressive policy is necessary. Boasting a strong public transportation system is critical to our overall regional health, which has a direct link to our success both socially and economically. In addition to the NFTA's primary responsibilities, decisions that impact our region's future are forthcoming and a complete understanding of these issues will be required for this appointment.

Please consider this letter and my resume as my formal application to fill the vacancy of Commissioner on the NFTA Board. I appreciate good government and effective public policy; I would faithfully represent the hard to serve populations, which I have appropriately represented the last 6 years. Additionally, I boast substantial governmental experience, including time on the Buffalo Common Council, which will allow me to hit the ground running.

Thank you for your time and consideration, please contact me directly at (716) 983-1735 if you have any question or require any additional information.

Sincerely,



**Jeffrey M. Conrad
Erie County Director
Center for Employment Opportunities**

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Summary

- Proven ability to manage, develop, analyze complex data, and implement successful programming
- Extensive experience working and communicating with the public
- Excellent leadership, research, and problem solving skills
- Effective management and operational skills
- Recipient of Buffalo Business First 40 Under 40 Award

Education

State University of New York- Buffalo State College **2011-Present**
Buffalo, New York

- *Masters Public Administration (MPA)*

State University of New York- Empire State College **2006- 2008**
Buffalo, New York

- *Bachelor of Science Degree in Business Management, & Economics*
 - Course work in Accounting, Public Administration, Public Budgeting, Operational Management, Managerial Leadership, Program Planning & Evaluation, Public Policy, Labor Relations, Employment Law, & Organizational Behavior
 - Minor in Public Administration

Employment

Center for Employment Opportunities (CEO) **2009-Present**
170 Franklin Street- Suite 701
Buffalo, New York 14202

Erie County Director

- Assisted with CEO's \$1.3 million expansion from New York City to Buffalo, New York
- Responsible for managing all program policy and procedures for Buffalo Office
- Responsible for hiring and managing all Buffalo staff; including a daily payroll for CEO participants
- Responsible for communicating with New York City headquarters about programming and budget related issues
- Responsible for executing guidelines pertinent to NYS Department of Corrections & Justice Services funding and/or any federal, state, or local legislation pertaining to CEO funding
- Develop working relations with local law enforcement agencies who handle individuals on parole and or probation
- Develop working relationships with local governmental, not-for-profits, community stakeholders, local businesses, and academic leaders to boost CEO's programming for our participants; and to enhance CEO's stance in the community
- Analyze and develop comprehensive reports for internal use, our funders, and our grantors
- Represents CEO and Erie County Re-Entry Taskforce at events and community forums
- NYS Department of Corrections & Justice Services Volunteer Prison Program Representative
- Erie County Re-Entry Taskforce Member

Buffalo & Erie County Workforce Development Consortium
Buffalo Employment & Training Center (BETC)
 77 Goodell St.
 Buffalo, New York 14203

2006-2009

Senior Youth Placement Specialist/ARRA Youth Program Coordinator

- Responsible for managing American Recovery & Reinvestment Act program budgets, purchasing, hiring, and personnel
- Analyzed ARRA and WIA statistical information, policies and procedures
- Developed and maintained partnerships with the business community for employment and internship opportunities
- Developed and maintained partnerships with local school districts, colleges, and local community organizations for employment and educational purposes
- Worked directly with local government officials and or agencies on programming policy and or development
- Increased youth private placements over 500% from 2006-2008

City of Buffalo Common Council
City of Buffalo Common Council
 65 Niagara Sq.
 Buffalo, New York 14202

2005-2006

South District Common Council Member

- Approved and managed \$384.5 million dollar operational budget
- Authored over 15 legislative resolutions for the betterment of City of Buffalo residents and businesses
- Co-Authored several laws and ordinance changes to ensure the safety of residents and to create a better business climate in the City of Buffalo
- Managed all City of Buffalo Common Council confidential legal matters with the City of Buffalo Corporation Counsel and with local legal community
- Appointed Claims Chairman
- Appointed to Finance Committee, Education Committee & Minority Business Enterprise Committee
- Represented over 30,000 residents on the City of Buffalo Common Council
- Helped secure over \$2.7 million dollars for district-wide improvements

City of Buffalo- Parks & Recreation
Recreational Aid/Union Steward

2003-2005

New York State Assembly- Member Brian Higgins
Legislative Aide

2001-2004

Civic Activities

• South Buffalo Education Center	Board President	2011- Present
• Mount Mercy Academy	Cross Country & Track Head Coach	2007-2012
• Bishop Timon Alumni Council	Member	1999- Present
• Blackthorn Club	Member	2003-Present
• Project Flight	Governance Board Member	2008- 2010
• Buffalo Charity Ball, Inc.	Chief Financial Officer	2006-2010
• Jack Donohue Scholarship Fund	Co-Chairman	2002-2010
• Jack Donohue Memorial Run	Race Director	1999-2009
• Bishop Timon Lawnfete	Volunteer	1993-2006

Awards & Achievements

- 2011 Buffalo Business First 40 Under 40 Class
- 2009 Bishop Timon-St. Jude Community Service Award
- 2009 Going South City of Buffalo Community Service Award
- U.S. Congressional, NYS Assembly, Erie County, & City of Buffalo Citations for Community Service