

## Marcie Whitaker

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### **Objective:**

To work in a professional environment where I am responsible for developing policies and programs that will ensure the City of Pensacola is a City of Excellence.

### **Professional Experience:**

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|-------------------|---|---------------------------|
| 2012 -<br>Present | <b>City of Pensacola Housing Division</b><br><i>Administrator</i>   | <b>Pensacola, Florida</b> |
|                   | <ul style="list-style-type: none"><li>• Serve as the Administrator for the City of Pensacola Housing Division responsible for oversight and administration of federal and state grant awards in excess of 19 million dollars annually.</li><li>• Provide oversight and management of working policies and procedures in accordance with federal, state, and local guidelines for the administration of programs through the U.S. Department of Housing and Urban Development, the Florida Housing Finance Corporation, the City Housing Initiatives Fund with an emphasis on affordable housing programs and community development activities.</li><li>• Responsible for supervising and assessing personnel needs; budget controls and estimates; and program development and grant management, to include preparation of grant administration plans, technical and administrative operating records, and monitoring reports.</li><li>• Provide oversight for the Section 8 Housing Choice Voucher program countywide.</li><li>• Coordinate affordable housing initiatives and community development activities with other divisions and departments within the City of Pensacola, Escambia County, and area affordable housing partners.</li><li>• Supervise a professional, technical, and clerical staff of nineteen.</li></ul> |                           |
| 2010 – 2012       | <b>City of Pensacola Housing Department</b><br><i>Assistant Director</i>  | <b>Pensacola, Florida</b> |
|                   | <ul style="list-style-type: none"><li>• Served as Assistant Housing Director.</li><li>• Assisted in the supervision of personnel; budget controls and estimates; and program development and grant management.</li><li>• Provided management and oversight for the Section 8 Housing Choice Voucher program countywide.</li></ul>   |                           |
| 2007 – 2010       | <b>Escambia County Community Redevelopment Agency</b><br><i>Division Manager</i>  | <b>Pensacola, Florida</b> |
|                   | <ul style="list-style-type: none"><li>• Served as the Division Manager for Escambia County Community Redevelopment Agency.</li><li>• Responsibilities included supervising and assessing personnel needs, budget preparation, program development, and community development project oversight.</li><li>• Administered tax increment financing trust funds and Community Development Block Grant (CDBG) allocations, which supported all funding for the agency staffing and operating expenses; economic development and redevelopment initiatives; and neighborhood improvement projects.</li><li>• Responsible for coordinating community meetings sponsored by the agency and community leaders.</li><li>• Supervised professional and clerical staff.</li></ul>  |                           |

- 2006- 2007     **City of Pensacola Housing Department**     **Pensacola, Florida**  
*Administrative Officer IV, Budget / Grant Coordinator*
- Served as the Budget / Grant Coordinator for the City of Pensacola Housing Department.
  - Responsibilities included coordinating funding sources, monitoring expenditure status, and reporting on federal allocations and grants in excess of 13 million dollars annually.
  - Interpreted federal and state regulations and funding guidelines, obligated and expended funds, and prepared quarterly reports for the U. S. Department of Housing and Urban Development's funding allocation systems.
- 2000 - 2006     **Escambia County Community Redevelopment Agency**     **Pensacola, Florida**  
*Redevelopment Specialist II*
- Served as a Redevelopment Specialist II for Escambia County Community Redevelopment Agency.
  - Responsibilities included assisting with writing and updating community redevelopment plans.
  - Acted as the program administrator for local and state economic development incentives.
  - Served on the West Florida Regional Planning Council's Bicycle and Pedestrian Advisory committee.
- 1992 - 2000     **ViroGroup, Inc.**     **Pensacola, Florida**  
*Scientist III –*
- Served as the program manager for environmental due diligence investigations conducted from the Pensacola, Florida office.
  - Project management responsibilities included client contact, coordinating meetings with regulators, training personnel, conducting field investigations, and preparing reports.
  - Served as the program administrator for the state funded petroleum cleanup program.
- June, 1983     **Education:**  
**University of South Alabama**     **Mobile, Alabama**  
Master of Business Administration (MBA)
- June, 1980     **University of South Alabama**     **Mobile, Alabama**  
Bachelor of Arts
- Professional Licenses:**  
Alabama Real Estate License, July 1987
- Civic Organizations:**  
Opening Doors of Northwest Florida, Inc., Board of Directors