

LISSA DEES



OBJECTIVE

To combine my knowledge and experience of municipal parking with my extensive organizational, communication and planning experience to ensure the daily operations of the City's parking facilities, infrastructures and staff are properly aligned with the goals of the Mayor and Council to further improve and enhance all aspects of this challenging and fulfilling position within our great city!



EXPERIENCE

City of Pensacola | Interim Parking Management Director
2022-PRESENT

City of Pensacola | Parking Management Manager
2020-2022

Manage a staff engaged in collecting parking fees, guarding, and maintaining facilities, and repairing and installing parking assets. Assign and review work, provide training, and evaluate performance of employees. Direct all operations of the parking garage and surface lots; oversee the security, maintenance, and cleaning of facilities; interpret city policy, collaborate with other city departments to have signs and striping painted and lots maintained. Participate with City Administrators in planning and defining future parking needs of the City; recommend improvements in operations, new regulations, and new programs in response to City needs; alert city administrators to problems and recommends corrective action. Manage implementation of new programs to improve parking in the City, including planning for and implementing new technologies and policies; publicize programs through advertising, online outlets, and meetings and civic groups. Responsible for the financial administration of the department; prepare proposed annual budget for approval by the Mayor and City Council; authorize all expenditures and oversee records of monies collected from permits and fees. Answers all correspondence; prepare agenda for meetings and performs other parking related duties as needed.

Pensacola Downtown Improvement Board | Executive Director
2017-2020

Oversee daily operation/activities of the DIB and Parking Management including financial administration of approved budget and development and maintenance of administrative procedures, including purchasing and management of public and parking funds. Established and maintain effective contract network through liaison/interface with key individuals, organizations, government agencies and special interest groups in order to promote and improve the district as well as the interest of the DIB Board, businesses, property owners and visitors.

Pensacola Downtown Improvement Board | Assistant to Executive Director
2014-2017

Responsible for contract management; planning and executing events; budgeting; accounts receivable and payable; vendor management; grant writing; office management for quasi-governmental organization; customer service. Managed event budgets of up to \$300,000.00 for

more than 75,000 attendees. Committee management; volunteer management; new business development; parking management.

Cox Florida-Georgia | Construction/ Planning Manager

1996-2012

Three promotions, from customer service analyst to supervisor to regional manager; responsible for growing residential and business customer base; employee development; establishing company and departmental goals; multi-project management; capital budgeting; expense budgeting; expense management; strategic planning and execution of department mergers.



SKILLS

- Capital budgeting
- People development
- Sales and marketing
- Oracle financials
- Grant writing
- Large-scale event ideas, planning and execution
- Volunteer management
- Team building
- Project management
- Office management
- Expense budgeting
- Microsoft Suite
- Excellent written/oral skills
- Personnel and HR
- Vendor management
- Contract negotiations
- Customer service



EDUCATION

Pensacola State College | AS Business Administration

2003

Yoga Teacher Training | YTT 200 Hour

2012

Puntarenas Province, Costa Rica

Pensacola State College | LMT Certification

2015



ACTIVITIES AND ACHIEVEMENTS

• Volunteered for Artel Art Gallery, Dixon School of the Arts, Friends of Downtown, Winterfest, Covenant Hospice, Children Without a Voice, Guardian Ad Litem, community kid Yoga classes, Children's Home Society, Advocate for Hosanna School in El Salvador & Mona's Garden in India

• ACHIEVEMENTS: Mother of two, Grandmother of seven, integral role in bringing parking management under city control, completed half marathon, traveled to India for 21 days to pursue spiritual growth, completed 200 hour Yoga teacher certification in Costa Rica, First female supervisor for construction at Cox Communications, Mission trip to El Salvador to volunteer at Hosanna School , traveled to 13 different countries, coordination of largest public art project in Pensacola , planned and coordinated multiple large scale community events.

PROFESSIONAL REFERENCES PROVIDED UPON REQUEST

