

James J. Shannon

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Work Experience

City of San Bruno, Department of Public Works

May 2007—Present

Management Analyst II

Application of skills to a wide array of department and city activities, including serving as the department lead for CIP budget preparation, staffing the Bicycle and Pedestrian Advisory Committee, preparing and managing grant applications, drafting bid specifications for certain public works contracts and consulting agreements and conducting rigorous empirical analyses as assigned. City representative for the Joint Venture Climate Protection Task Force, chair of citywide working group to promote environmental sustainability and city coordinator to ensure compliance with NPDES stormwater requirements.

U.S. Dept. of Agriculture, Smuggling Interdiction and Trade Compliance

May 2002—May 2007

Compliance Officer

Independently developed and implemented MS Access database system to track work performed. Enabled more effective workload assignments and increased ease of reporting. Successfully developed relationship with large food import trade association that resulted in greatly increased compliance with federal regulations. Oversaw the proposal, implementation and reporting of multi-agency special operations.

California Department of Water Resources

Jun. 2001—Apr. 2002

Fish and Wildlife Scientific Aide

Created informational MS Access database of water quality monitoring stations serviced by the department. Assimilated climatic and water quality data for incorporation into annual water report. Used MS Office tools to chart and layout summarized data into presentations.

Cal Aggie Marching Band-uh!

Dec. 1999—Dec. 2001

General Manager/Assistant Manager

Served as principal officer of 200-member UC Davis marching band; involving coordination of national travel, organizing over 100 performance events and implementing \$60,000 budget. Managed the planning and execution of all aspects—including food, accommodations, scheduling, etc.—of a week-long event for the entire band membership. Supervised the work of ten other board officers.

Education

San Francisco State University

Master of Public Administration, *Concentration in Urban Administration*

Dec. 2007

University of California, Davis

Bachelor of Science, *Evolution and Ecology*

Mar. 2003

Affiliations

Emergency Medical Care Committee of San Mateo County

Board Member, Consumer Representative

Jan. 2005—Jun. 2007

Cal Aggie Marching Band Alumni Association, Board of Directors

President

Apr. 2005—Apr. 2007

Vice President

Apr. 2003—Apr. 2005

Member: American Society of Public Administration & Municipal Managers Association of Northern California