

# BRYAN MOSIER

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## EDUCATION

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Bob Jones University, Greenville, SC  
B.S., Operations Management, 1994

## PROFESSIONAL EXPERIENCE

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**City of Jacksonville, Neighborhoods Department** February, 2008 - Present

*Operations Director – Neighborhoods Department* February 2019 - Present

- Ensure the Neighborhoods Department is operating in compliance with rules and regulations of local, state, and federal agencies.
- Responsible for daily oversight of Animal Care and Protective Services Division, Environmental Quality Division, Mosquito Control Division, and Municipal Code Compliance Division operations.
- Ensure attainment of annual goals and objectives through strategic planning and monitoring.
- Represent the Department before City Council and Standing Committees on legislative items.
- Assist with preparation of annual budget for subordinate Divisions and the Department, including projections and goals.
- Review and respond to customer emails submitted through the Mayor's Office.
- Represent the Department at Council Member Town Hall meetings, Citizen Planning Advisory Committee meetings, or other public functions to discuss enforcement, initiatives, and upcoming events.
- Meet with Council Members and others regarding current and proposed ordinance/legislation, providing input and expertise as it relates to Department operations.
- Communicate with citizens on escalated matters.
- Ensure implementation of effective training programs and initiatives to help increase employee retention and improve Jacksonville's neighborhoods.

*Chief – Municipal Code Compliance Division* October, 2015 – February, 2019

- Responsible for ensuring proper enforcement of the City's Property Safety/Maintenance, Zoning, Litter Sign, and Addressing Ordinances
- Monitor productivity and make strategic adjustments as needed to ensure attainment of annual goals and objectives
- Oversee all Municipal Code Compliance Division operations including field and office personnel
- Represent the Division before City Council and Standing Committees on legislative items
- Prepare annual budget, including Division projections and goals
- Review and respond to customer emails submitted through the Mayor's Office
- Represent the Division at Council Member Town Hall meetings, or other public functions to discuss enforcement activities and community initiatives
- Meet with Council Members and others regarding current and proposed ordinance/legislation, providing input and expertise as it relates to Enforcement
- Communicate with citizens on escalated enforcement issues
- Ensure implementation of effective training programs and enforcement initiatives to help reduce blighting conditions throughout the City of Jacksonville

*Administration Manager*

June, 2014 – October, 2015

- Oversaw Department fleet, cell phone, and equipment inventories
- Acted as Department Administrative Liaison and assisted Division Chiefs with complex administrative issues
- Researched and reviewed municipal administrative fine settlement requests
- Managed the Code Enforcement Special Magistrate Administrative Office
- Administered staff performance evaluations and coaching
- Served as the Department Legislative Liaison and represented the Department at City Council meetings
- Compiled weekly, monthly, and quarterly Department reports and performance measures
- Served as the Department Ethics Officer and Emergency Coordinating Officer to the EOC
- Managed special projects assigned by the Director
- Assisted the Office of General Counsel and the Housing and Community Development Division with inquiries related to municipal property debts
- Assisted attorneys, lending institutions, realtors, and title agents with issues related to administrative fines and abatement liens.
- Provided guidance to the Code Enforcement Contract Administration section on contract related issues

*Contract Compliance Manager*

February, 2008 – June, 2014

- Managed daily contracting activities (nuisance abatement, board-up, and demolition)
- Wrote bid specifications and scope of work for contractual services
- Performed staff performance evaluations and coaching
- Managed the Code Enforcement Special Magistrate Administrative Office
- Served as the Records Clerk for the Code Enforcement Special Magistrate Administrative Office
- Coordinated the Lien Review Committee
- Researched and reviewed administrative fine settlement requests
- Developed procedures for expanded implementation of the Special Magistrate Policy for Reduction of Fines (established in 2006), leading to increased collection of lien revenue

**Community First Credit Union of Florida**

October, 2000 – February, 2008

*Member Service Representative/Assistant Manager/Branch Manager*

- Managed daily branch operations
- Assisted members with financial products and services
- Budgeted branch expenses
- Set goals for branch and staff
- Coached staff and conducted performance evaluations
- Led weekly branch sales meetings
- Coordinated with local business partners
- Interviewed and hired staff
- Represented the Credit Union at Business Partner and Chamber of Commerce functions
- Supervised member service representatives and tellers

**ADDITIONAL PROFESSIONAL ACTIVITIES**

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- Member of Clay County and Duval County Chambers of Commerce (3 years)
- Notary Public – State of Florida (6 years)
- Florida Department of Financial Services – Credit Life & Disability License (3 year)
- Finance Committee member at Terry Road Baptist Church (4 years)
- Deacon at Terry Road Baptist Church and Grace Community Church (16 years)
- Member of the Florida Association of Code Enforcement (F.A.C.E.) (11 years)