For Offi	ce Use Only: (Date Received:	ASSCEN	
()ATSB ()CB () ()BoR ()CBA/FPBA () ()BRA ()EDC () ()BA ()EC ()	HDSC (.)RARA	HER APR 2 4	r. H80
	CANDIDATE QUESTION	ONNAIRE	
NAME Emmet J. Yukon	COUNCIL I	DISTRICT_3	
ADDRESS 2260 Warrington B	oad ZIP 48307	7	
PHONE (home) 248-656-0079	PHONE (bu	ısiness)	
ROCHESTER HILLS RESIDENT F	OR 24 YEARS		
OCCUPATION Facilities Ma	nagement		
		am interested in serving as Dissions which are associated y	
of Rochester Hills, a comeducation & 17 years work	nunity in which I have experience in public & CH YOU HAVE SERVED (LIST	interest in serving the resid been a resident of for 24 year non-profit sector qualify me MUNICIPALITIES AND DATES) Board Michigan 1993-1994	rs. My at this tim
ELECTIVE OFFICES THAT YOU I 984-1985	IAVE HELD <u>Rochester High</u>	n School Junior Class Vice Pre	sident
Member Michigan Municipal International Facilities M EDUCATION <u>Bachelor of Ar</u>	League (1993-1994) Memb anagement Association ₍₂ ts in Political Science	ment Association (1993-1994) Der Southeast Michigan Chapter 2001-present) De - Aquinas College, May 1990 Date University, April 1998	of
HOBBIES/INTERESTS Weight	training, reading, mode	el building, and playing golf.	
ADDITIONAL INFORMATION			
Signature The	Date	e 4/24/06	

Please send completed form to: City of Rochester Hills, Clerk's Office, 1000 Rochester Hills Drive, Rochester Hills, MI 48309 or FAX (248) 656-4744
THIS INFORMATION WILL BE KEPT ON FILE IN THE CLERK'S OFFICE AND IS NOT CONFIDENTIAL. THE MAYOR, CITY
COUNCIL AND OTHER APPROPRIATE PERSONNEL REVIEW QUESTIONNAIRES AS VACANCIES OR OPENINGS OCCUR ON THE
VARIOUS BOARDS AND COMMISSIONS.

Emmet J. Yukon

2260 Warrington Road Rochester Hills, Michigan 48307 Home (248) 656-0079 ejyukon@yahoo.com

Objective

To serve as District 3 City Council Representative for the City of Rochester Hills, Michigan utilizing my education, experience, and communication skills.

Experience

Walsh College, Troy, Michigan

(2001 to Present)

Assistant Director of Facilities & Auxiliary Services

- Assists director with activities related to department operating and capital budgets, contract administration, facility planning, utilities management, and building operations.
- Coordinates contracted building and grounds maintenance activities.
- Priortizes special projects related to facilities and grounds development, repairs, and custom projects.
- Supervises eleven in-house building maintenance, custodial, shipping/receiving, corporate conference, and security employees.
- Develops and implements state mandated occupational safety regulations to ensure compliance for all college owned facilities and leased office space.
- Oversees college safety and security program.

Rochester Community Schools, Rochester, Michigan

(2000)

Supervisor of Student Enrollment

- Compiled pupil information and prepared reports for state aid funding related to school district operations.
- Prepared student enrollment information for staffing of school buildings, district budgeting, and long term planning issues.
- Supervised clerical personnel towards the completion of assigned tasks.

Rochester Community Schools, Rochester, Michigan

(1995 to 2000)

General Education Transportation Coordinator

- Supported the development and administration of a program to meet all Rochester Community Schools transportation requirements for 13,500 students.
- Assisted with preparation and administration of a 3.5 million dollar department budget.
- · Recruited, trained, and evaluated department personnel.
- Responded to administration, citizen, and parent inquiries concerning operation of school district transportation program.

City Manager

- Supervised operation of municipality.
- Prepared and implemented a 3.0 million dollar budget.
- Oversaw the collection and disbursement of city funds and the maintenance of accounting and related financial records.
- Participated in negotiation and administration of union contracts.
- Advised governing boards on city operations, muncipal projects, and programs.
- Enforced municipal ordinances and zoning regulations.

City of East Grand Rapids, East Grand Rapids, Michigan

(1990 to 1993)

Assistant to the City Services Director

- Participated in the preparation and administration of a 2.0 million dollar public works budget, annual report, and project proposals.
- Assisted with development and implementation of departmental policy, municipal ordinances, performance standards, municipal contracts, and city wide multi-year capital improvement program.
- Prepared and monitored progress of various grant applications for specific department and city programs.
- Assisted building department with enforcement of municipal ordinances and BOCA building codes.
- Supported activities associated with operation of municipal water system.
- Administered custodial and grounds maintenance program of city owned facilities and property.
- Assisted engineering supervisor with implementation of annual city-wide sidewalk and tree replacement program and infrastructure improvements.
- Conducted special studies and prepared reports for City Commission, Planning Commission, and Board of Zoning Appeals.

City of East Grand Rapids, East Grand Rapids, Michigan

(1989 to 1990)

Administrative Intern to City Manager

- Assisted in development of 6.0 million dollar budget, municipal ordinance, personnel, and operational policies.
- Assisted city clerk with administration of elections.
- Acted as liaison between City Manager's office and local governing boards.

Education

Walsh College, Troy, Michigan Managerial Leadership Certificate

(2002)

Grand Valley State University, Allendale, Michigan

(1998)

Master of Public Administration

Aquinas College, Grand Rapids, Michigan

(1990)

Bachelor of Arts

Major: Political Science