



**Emmet J. Yukon**  
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**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.*
- *Prioritizes 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 of Sandusky, Sandusky, Michigan* (1993 to 1994)

***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, municipal 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* (2002)  
***Managerial Leadership Certificate***

*Grand Valley State University, Allendale, Michigan* (1998)  
***Master of Public Administration***

*Aquinas College, Grand Rapids, Michigan* (1990)  
***Bachelor of Arts***  
***Major: Political Science***