

Tony E. Thomas

- Effective administrator, manager, and department leader.
- Writer and administrator of a wide array of grant opportunities for the public and non-profit sector.
- Course creation and content delivery in the secondary and postsecondary environment.
- Proven ability to effectively plan, develop, implement and deliver program services.
- Effective middle manager that has a proven track record of securing outside funding that support organization goals.

EXPERIENCE:

- 2011-present Craighead County Jonesboro, Arkansas
Assistant to the County Judge
Responsible for the implementation of the daily operations of the Office of the County Judge. This includes the coordination of activities of all offices and county personnel. Supervision of financial resources to ensure effective delivery of governmental operations. Assist in the identification of outside resources that support the goals and mission of the Craighead County
- Direct or coordinate the supportive services department of a governmental organization.
 - Prepare and review operational reports and schedules to ensure accuracy and efficiency.
 - Set goals and deadlines for departmental units.
 - Analyze internal processes and recommend and implement procedural or policy changes to improve operations and operational efficiency.
 - Plan, administer and control budgets for contracts, equipment and supplies.
 - Hire and terminate clerical and administrative personnel.
 - Oversee construction and renovation projects to improve efficiency and to ensure that facilities meet environmental, health, and security standards.
- 2006-2011 City of Jonesboro Jonesboro, Arkansas
Project/Grants Administrator
Responsible for the oversight of special projects that support the vision and goals of the Office of the Mayor. Implemented a grants management plan and provided oversight of all outside funding. Design, coordinate and supervise all project components
- Establish and maintain relationships with funding agencies or congressional offices.
 - Coordinate and develop the team to research and provide data for grant applications.
 - Examine, evaluate, or process loan applications.
 - Plan, direct, or coordinate the activities of workers departments.
 - Oversee the flow of cash or financial instruments for grant related programs.
 - Recruit staff members and oversee training programs.
 - Network within communities to find funding opportunities.
 - Prepare financial or regulatory reports required by grantees and the Mayor.
 - Establish procedures for custody or control of assets.
 - Complete quarterly and annual reporting for all funded programs.

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- 2002-2006 Arkansas State University Jonesboro, Arkansas
Director of Upward Bound
Responsible for the overall management, design, supervision and evaluation of program objectives in accordance with University policies and federal guidelines.
- Design, coordinate and supervise all project components.
 - Develop and submit proposals to the United States Department of Education and United States Department of Agriculture.
 - Administers the budget, approve expenditures and reconciliation of monthly budget reports.
 - Overall supervision and evaluation of program operations.
 - Overall supervision and evaluation of all program staff.
- 2000-2002 Arkansas State University Jonesboro, Arkansas
Associate Director, Upward Bound
Responsible for the day-to-day operation and general program administration. Planned, designed, and implemented project policies and procedures in the following areas:
- Academic year and summer program curriculum.
 - Career planning services.
 - Cultural enrichment activities.
 - Evaluation of program activities and services.
- 1998-2000 Arkansas State University Jonesboro, Arkansas
Academic Advisor, Upward Bound
Responsible for academic advising and career planning services. Supported and implemented overall project plans and procedures.
- 1994-1998 Jonesboro Public Schools Jonesboro, Arkansas
Classroom Teacher, Douglas Macarthur Junior High School
Responsible for the design and daily preparation of a vocational instruction program, delivered instruction, and managed student behavior in the classroom. Provided general oversight of a student organization.

EDUCATION: Master of Science in Education, Arkansas State University
 Counselor Education
 Completion of 39 hours of a 48 hour program

 Bachelor of Science in Education, Arkansas State University
 Business Education with Computer Technology Emphasis and
 Career Orientation Endorsement
 Degree conferred August 1994

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PROFESSIONAL MEMBERSHIPS:

Arkansas Chapter of the Grants Professional Association
Southwest Association of Student Assistance Programs (SWASAP)
Arkansas Association of Student Assistance Program (AASAP)
Council for Opportunity in Education—*Financial Aid Committee Member*
National Business Education Association (NBEA)
Arkansas Business Education Association (ABEA)
Arkansas Floodplain Management Association

COMMUNITY ACTIVITIES:

Deacon of Finance—Trinity Church (2000-2009)
Member of the Board—Trinity Church (2009-2011)
NAACP member—Craighead County Chapter
African American Read-in, University Heights Intermediate School and
Math & Science Magnet School
Lunch Buddy/Student Mentor, University Heights Intermediate and Math &
Science Magnet School
Jonesboro Chamber of Commerce—Board Member
Craighead County Single Parent Scholarship Fund—Board Member
Abilities Unlimited, Inc.—Board Member
United Way—Board Member
Northeast Arkansas Literacy League—Board Member
Sons of Thunder Men's Ministry
Member--The Rock of Northeast Arkansas

Grant successfully written and administered to the following:

U. S. Substance Abuse and Mental Health Services Administration
Arkansas Department of Finance and Administration
U. S. Department of Justice—Office of Justice Programs
U. S. Department of Justice—Community Oriented Policing Services
Arkansas Administrative Office of the Courts
Arkansas Secretary of State
Arkansas State Police Highway Safety Office
Arkansas Highway and Transportation Department
U. S. Department of Energy
Arkansas Economic Development Administration
U. S. Department of Housing and Urban Development
FEMA—Department of Homeland Security
Arkansas State Police
Arkansas Department of Finance and Administration
Arkansas Highway and Transportation Department
Arkansas Department of Parks and Tourism
U. S. Department of Transportation
U. S. Department of Education
U. S. Department of Agriculture
The Rockefeller Foundation