

**RHONDA U. KELSEY**

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**PROFESSIONAL EXPERIENCE**

June 2004 to Present

**Policy Planning Coordinator – City of Milwaukee – Mayor’s Office**

Responsibilities include:

- Coordinating internal staff teams and other City resources to deal proactively with emergent community issues
- Provide direction and coordination on high priority public policy initiatives
- Implement special planning, policy, and management projects
- Represent the Mayor in high-level negotiations or major issues and discussions of controversial matters
- Research, analyze and develop policy and operational alternatives
- Research intergovernmental and interoffice workflows and processes and make recommendations for improvements
- Determine and allocate resources necessary to effectuate policy and community initiatives

August 2001 to June 2004

**Emerging Business Enterprise Program Manager – City of Milwaukee Department of Administration**

Responsibilities included:

- Managing and coordinating the city-wide Emerging Business Enterprise Program
- Maintaining and developing procedures for reviewing contract performance and compliance with the program
- Serving as a liaison with community based organizations, economic development organizations and agencies
- Maintaining and developing appropriate rules, procedures and regulations related to participation of emerging businesses in city contracts
- Developing and maintaining financial assistance programs to assist developing businesses
- Maintaining a reporting and evaluation system for program operations
- Recruiting businesses to join the City of Milwaukee’s Emerging Business Enterprise Program
- Supervising staff that assist in the implementation of the Emerging Business Enterprise Program
- Developing and presenting written and oral communications before policymakers, economic development organizations and community based organizations
- Facilitating public and private partnerships to promote workforce development and economic growth of emerging businesses
- Coordinating reporting requirements to the Community Development Block Grant Office

## **RHONDA U. KELSEY**

June 2001 to August 2001

### **Spanish Instructor – University of Wisconsin – Whitewater, Upward Bound Program**

Responsibilities include:

- Teaching high school students the Spanish language
- Coordinating cultural activities exposing students to the culture of Spain

February 2001 to June 2001

### **Substitute Teacher – City of Milwaukee Public Schools – Byron Kilbourn Elementary**

Responsibilities included:

- Teaching elementary students Math, English, Social Studies, Reading, and Science
- Developing lesson plans and other activities for elementary students

April 2000 to November 2000

### **Budget & Management Special Assistant – City of Milwaukee Department of Administration Budget & Management Division**

Responsibilities included:

- Managing a team of analysts assigned to the Department of Public Works with a budget totaling over \$100 million
- Developing annual operating budgets in excess of \$100 million and capital budgets totaling \$20 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting in the development of the city's budget document
- Assisting with the preparation of the citywide strategic plan
- Assisting in hiring potential candidates for various positions in the Budget Office
- Equal Employment Opportunity Office Budget Office representative

December 1999 to April 2000

### **Budget and Policy Specialist – City of Milwaukee Department of Administration Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$60 million and capital budgets totaling \$7 million
- Independently analyzing and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting with the preparation of the citywide strategic plan
- Equal Employment Opportunity Office Budget Office representative

**RHONDA U. KELSEY**

November 1998 to December 1999

**Budget and Management Analyst Lead – City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$45 million and capital budgets totaling \$5 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting with the reorganization of several city departments to create a Neighborhood Services Department
- Assisting with the development of the City of Milwaukee Neighborhood Services Council
- Assisting in the development of the city's budget document
- Assisting with the preparation of the citywide strategic plan

March 1997 to November 1998

**Budget and Management Analyst Senior - City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$20 million
- Independently reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Reviewing and recommending changes in legislation affecting Milwaukee services and fiscal condition
- Assisting in the development of the city's budget document

July 1996 to March 1997

**Budget and Management Analyst - City of Milwaukee Department of Administration  
Budget & Management Division**

Responsibilities included:

- Developing annual operating budgets in excess of \$15 million
- Reviewing, analyzing, and making recommendations on budget, program and policy proposals
- Developing and presenting oral and written communications to the Mayor, Common Council, and various Department Heads
- Assisting in the development of the city's budget document

## **RHONDA U. KELSEY**

June 1995 to February 1996

**Graduate Intern, City of Milwaukee, Legislative Reference Bureau, Fiscal Review Department**

Responsibilities included:

- Contributing to Council decision-making by providing research and analysis of City budget and fiscal issues
- Providing expenditure and trend information on several city departments for use by senior Fiscal staff
- Aiding in the development of policy questions for the budget

Summer 1993 - 1995

**Legal Assistant, Spence Law Offices - Milwaukee, Wisconsin**

Responsibilities included:

- Processing and preparing tax forms for clients
- Researching property records and deeds
- Editing and proofreading documents
- Assisting in the preparation of contracts and other legal documents

June 1992 to September 1992

**Intern, Office of Congressman Jim Moody, Milwaukee, Wisconsin**

Responsibilities included:

- Preparing casework for constituents in community with various concerns such as pensions, disability, AFDC, and veteran's issues
- Drafting correspondence on behalf of Congressman

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## **EDUCATION**

December 1995

**MS, Urban Studies**  
University of Wisconsin-Milwaukee

May 1994

**BS, Public Policy and Administration, Spanish Minor**  
University of Wisconsin-Whitewater

Fall 1993

**University of Wisconsin-Platteville/Study Abroad Program**  
Seville, Spain

## **BOARDS & COMMITTEES**

2001 - present	Central Board of Purchases/Purchasing Appeals Review Board
2006 - present	Milwaukee Mosaic Partnership Program Advisory Committee
2007 - 2008	Milwaukee Public Library (MPL) – Facilities Planning & Visioning Committee
2008	RFP Evaluation Committee - Citizen Complaint Monitoring Audit
2007	Selection Committee for City of Milwaukee Fire & Police Commission Director
2007	Request for Proposal (RFP) Evaluation & Steering Committee Matrix Patrol Study
2006	Selection Committee for City of Milwaukee City Librarian
2006	Selection Committee for City of Milwaukee Director of Environmental Sustainability
2006	RFP Evaluation Committee – Study of the Effectiveness of the City’s Emerging Business Enterprise Program
2005	RFP Evaluation Committee - City Hall Restoration Audit & Advisory Services
2004 - 05	City of Milwaukee Basic Life Support Transports Policy Review Task Force
2003 - 04	Minority Business Opportunity Committee (MBOC)
2003 - 04	Milwaukee Metropolitan Sewerage District (MMSD) - Workforce Development Training Program Advisory Committee

## **REFERENCES AVAILABLE UPON REQUEST**