

Robert C. Busch

2875 Farragut Lane

West Palm Beach, FL 33409

H: (561) 478-0454; C: (561)-312-0040; Email: buschr@bellsouth.net

Executive Summary

Financial management professional experienced in all phases of fiscal and administrative responsibilities in local government. Proven ability to improve existing systems, design and develop new systems and provide insight and solutions to solve management challenges.

Education, Training and Certifications

Bachelor of Science, Business Administration & Computer Information Systems, Rollins College, Winter Park, FL 1987 G.P.A. - 3.87

Master of Business Administration, Finance, Florida Atlantic University, Boca Raton, FL 1992 G.P.A. - 3.78

Palm Beach County Management Assessment and Training Program (in-house training program), West Palm Beach, FL 1992

Bachelor of Science, Accounting, Florida Atlantic University, Boca Raton, FL 1999 G.P.A. - 3.37

State of Florida, Board of Accountancy, Certified Public Accountant, certificate number AC 35231 2002

Florida Government Finance Officers Association, Certified Government Finance Officer, certificate number 431 2009

Professional Affiliations & Awards

Florida Institute of Certified Public Accountants

Florida Government Finance Officers Association

Beta Gamma Sigma, National Honor Society of Business Administration Graduates

Palm Beach County Golden Palm Awards:

2000 – e-Rate Telecommunications Filing

2001 – IBM Computer Procurement Contract Negotiation

2008 – New ISS Cost Allocation Plan

2012 – USAC e-Rate Filing (Community Services)

PALM BEACH COUNTY BOARD of COUNTY COMMISSIONERS

PALM BEACH COUNTY INFORMATION SYSTEMS SERVICES (ISS) 6/1999 – 9/2018

Director, ISS Finance and Administrative Services, Information Systems Services (ISS) 12/2016 – 9/2018

Director of financial and administrative support workgroup, reporting to the Director, ISS. Overall responsibility for all phases of fiscal and administrative activity for organization providing information technology services to Palm Beach County BCC agencies, Constitutional Officers and external customers.

- Plan, prepare and administer Department budgets (operating expenditure \$35.6M, operating revenue \$10.6M and capital projects 6.0M) FY 2019
- Supervise multiple workgroups in the following areas:
 - Supervise staff of 3 to accomplish: budget development, submissions and management, accounts payable, accounts receivable (ISS Enterprise and Professional Services revenue), physical asset control;
 - Supervise staff of 2 to accomplish: contract management and procurement administration;
 - Supervise staff of 2 to accomplish: administrative tasks in payroll and personnel
- Develop Board of County Commissioners (BCC) agenda items and contract material for consideration and approval.
- Review and prepare personnel actions to achieve maximum efficiency within workgroup human resources.
- Develop and administer the annual ISS Cost Recovery Plan; manage the collection and monitoring of monthly ISS revenue; Enterprise and Professional Services and external customers; design, develop and implement Department fiscal control policy and procedures; perform fiscal evaluation and compile management reports and studies as required.
- Lead department activities and responses to County Internal Audits in the areas of fiscal or personnel issues.

PALM BEACH COUNTY BOARD of COUNTY COMMISSIONERS (continued)**PALM BEACH COUNTY INFORMATION SYSTEMS SERVICES (ISS) (continued)**

Senior Manager, Information Systems Services, Fiscal Management 12/2006 – 12/2016
Financial and administrative support manager, reporting to the Director, ISS Finance and Administration, with overall responsibility for all phases of fiscal activity for organization providing information technology services to Palm Beach County BCC agencies, Constitutional Officers and external agencies.

Additionally, leader of organizational improvements within the organization. Examples of work: Project Tracking, Technical Research, Process Improvements, Policies and Procedures, Strategic Planning, Performance Measurement, Business Case Studies (ROI), Internal Consulting (Ad Hoc Projects), Enterprise Architecture Planning, Enterprise IT Standards.

Fiscal Manager, Information Systems Services, Finance & Administration 6/1999 - 12/2006

Financial and administrative support manager, reporting to the Director, ISS Finance and Administration, with overall responsibility for all phases of fiscal activity for internal service fund organization providing information technology services to Palm Beach County BCC agencies and Constitutional Officers.

Financial Analyst II, F, D & O, Administration 1996 – 1999

Financial and administrative support staff supervisor, reporting to the Director, Facilities Development and Operations, with overall responsibility for all phases of fiscal activity for County agency providing facilities and communications services to BCC agencies and Constitutional Officers.

- Plan, prepare, administer and present Department and Division budgets (operating and capital projects), implement fiscal controls, provide administrative reporting of fiscal activities.
- Supervise staff of 5 to accomplish: communications billings, record keeping, accounts payable, accounts receivable, IT system implementation and supervision.

Data Systems Supervisor, General Services, Communications 1987 - 1994