

Office of the City Clerk



SONIA L. GORDON, RMC
City Clerk

CITY HALL - 3RD FLOOR
155 MARKET STREET
PATERSON, NEW JERSEY 07505

OFFICE: (973) 321-1310
FAX: (973) 321-1311

March 2, 2021

opra+request-20265-59f03d5f@requests.opramachine.com

Mr. Andy Genaro

FILE NO: CA21:0303

Dear Mr. Genaro:

Enclosed please find the information you have requested from the City of Paterson under the Open Public Records Act.

The Division of Personnel has advised that there is no Resume on file for Khalifah Shabazz. The Division has further advised that no emails or resumes were submitted by Khalifah Shabazz Charles and/or Osner Charles to Kathleen Long.

The response is in full and final satisfaction of your OPRA request submitted to the City Clerk's Office.

If you have additional questions, please submit a new OPRA request.

Sincerely,

A handwritten signature in cursive script that reads "Sonia L. Gordon".

SONIA L. GORDON
CITY CLERK

/jm

Enc.

Twydaisha Hilbert

CA21:0303
Due Date: 2/24/2021

From: Andy <opra+request-20265-59f03d5f@requests.opramachine.com>
Sent: Monday, February 15, 2021 4:27 PM
To: Opra Request
Subject: OPRA request - Email and resume submitted to Kathleen long by KHALIFAH SHABAZZ-CHARLES and her husband Osner Charles

Dear Paterson City,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Email and resume submitted to Kathleen long by KHALIFAH SHABAZZ-CHARLES and her husband Osner Charles

Both the email and his resume.

Yours faithfully,

Andy

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-20265-59f03d5f@requests.opramachine.com

Is oprarequest@patersonnj.gov the wrong address for OPRA requests to Paterson City? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=paterson_city

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/email_and_resume_submitted_to_ka

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

RECEIVED
CITY OF PATERSON, NJ
2021 FEB 16 A 9:49
SONIA L. GORDON
CITY CLERK

OSNER J. CHARLES

osnercharles@gmail.com • [linkedin.com/in/osnercharles](https://www.linkedin.com/in/osnercharles)

EXECUTIVE SUMMARY

An accomplished, highly motivated and results-driven administrator with multifaceted experience in all phases of municipal government operations and service delivery. Strong, effective leadership and communications skills. Recognized for ability to play a strategic role in building relationships and directing teams to achieve optimal results against short and long-term goals.

CORE COMPETENCIES

- Organized, detail-oriented self-starter
- Excellent interpersonal and communication skills
- Ability to perform well under pressure, within strict deadlines
- Critical thinking and decision-making capabilities
- Effective autonomously and in a team environment
- Adept at developing internal and external relationships

KEY CAREER ACCOMPLISHMENTS

- Ensured the successful implementation of strategic restoration plans for two (2) golf courses.
- Secured \$4 million in grants and private partnership donations to complete six (6) park projects.
- Received first-time performance awards and recognition on national and state levels.

EMPLOYMENT HISTORY

Kemper Sports
General Manager

2019 - Present

Manage two (2) regulation golf courses and their facilities for the township of Parsippany-Troy Hills. Direct the operations, which are enjoined with an overall management strategy requiring increased revenue generation.

- Direct, coordinate and monitor the development of annual business and marketing plans, as well as operating and capital budgets.
 - Managed strategic restoration plans for two (2) golf courses, which included the installation of new practice/driving ranges, irrigation systems; rebuilding of tee boxes; redesign of sand bunkers, as well as the renovation of the clubhouse and restaurant.
- Monitor and evaluate financial performance relative to budget goals and objectives. Analyze budget variances. Develop and implement action plans to achieve appropriate adjustments. Review and approve financial expenditures and transactions relative to operations, services and facilities/equipment.
 - Realized 14% increase in revenue, 10% increase in sales and 9% membership growth.
 - Analyzed and adjusted fee schedules to ensure competitive market positions.
- Manage a full complement of employee activities for six (6) direct reports and forty-eight (48) subordinates, including but not limited to: recruitment and selection, performance reviews, training and development, as well as any disciplinary actions. Ensure compliance with all Human Resources policies and procedures.

**State of New Jersey – Office of Assemblyman Jamel C. Holley
Director, Community Outreach and Engagement**

2018 - 2019

Reporting directly to the Assemblyman, assumed responsibility as the primary liaison between his office and the constituents of his district. Informed constituents and stakeholders of program availability and of all new initiatives.

- Represented the Assemblyman/district on various working committees, task forces and boards.
 - Developed databases encompassing all assigned areas, civic associations and community/neighborhood-based organizations.
 - Reported on critical issues and activities to the appropriate County and local officials.
 - Assisted in drafting various laws and legislation to be considered before the General Assembly
- Developed and maintained a community engagement strategic plan.
 - Established a strong, engaging and participative local network, which resulted in the development of productive relationships with regional leaders and national corporations.
 - Ensured high level of responsiveness to constituent inquiries by providing timely responses within reasonably established timeframes.
 - Instrumental in communicating critical information around the Individual Development Account (IDA) Program, as well as the Housing and Energy Assistance Programs.

**Prestige Development Partners
Real Estate Developer**

2016 – Present

- Directed the acquisition and development of 950 units of new, mixed-use, affordable and market-rate housing, valued at \$105 million. Coordinated three (3) industrial projects with a land footprint of three (3) acres.
- Managed the site feasibility studies for projects to include status of current zoning requirements, availability of utilities, environmental conditions and impact of development of surrounding projects. Processed planning and zoning requirements including code review, permitting support and entitlements.
- Structured transactions utilizing Low Income Housing Tax Credit (LIHTC) and the New Market Tax Credit (NMTC) along with Volume Cap bonds and other subsidies used for the revitalization of large vacant and blighted sites in urban areas.
- Conducted and analyzed economic, real estate and industrial surveys for both public and private sector.
- Reviewed and analyzed varying City Master Plans to determine the feasibility of projects
- Presented proposals before municipal department heads and/or legislative bodies

**City of East Orange
Director, Department of Recreation and Cultural Affairs
City Manager**

**2016-2018
2014-2016**

Planned, coordinated and directed the recreation and cultural affairs programs and staff for the City of East Orange. Conducted studies on park, recreation and cultural programs. Promoted to role of Director for the Department of Recreation and Cultural Affairs in 2016.

- With a team of eight (8) direct reports and three hundred (300) full-time, part-time and seasonal staff, (as well as a cohort of community volunteers), secured and managed \$4 million in grants and private partnership donations.
 - Managed strategic plan and the City's Master Plan for Parks which saw to the completion of six (6) park projects, equipping them with basketball and tennis courts, a skate park, exercise circuit and two (2) soccer pitches (Red Bulls).
 - Conducted comprehensive community engagement activities that included meetings and surveys that were laser focused on the needs of each community.
- Prepared, presented and received approval for a \$3.2 million operating budget. Administered \$10 million budget for capital improvements to improve recreational and cultural programming, maintenance and operations for all nine (9) of the City's parks.
- Appeared before the City Council and other governing bodies addressing City programs, policies, and activities
- Facilitated internal and external communication throughout all levels of the Municipal Organization

- Developed and implemented award-winning sports, recreation and culturally enriching programs, which were recognized at the federal and state levels for excellence in programming.

First Aid Tutorial Services, LLC
Executive Director/Chief Operating Officer

2010-2014

Managed the implementation of a national after-school program across nine (9) states. Developed business strategies, which saw to a 42% increase in profitability. Prepared and managed a \$7 million operating budget.

H.I.G.H.E.R. Tutorial Services
Vice President, Operations

2007-2010

Developed operational functions essential for increasing the organization's productivity such as service promotion and placement. Established and evaluated standards and guidelines that were followed by thirty-six (36) regional directors. Supervised company sales, purchases and distribution.

EDUCATION

MPA, Rutgers, The State University, 2020 (anticipated graduation date)
 BA, Sociology, Bloomfield College

AWARDS & RECOGNITIONS

Dream Maker Award (2017)
 Saving Our Nations (SONS)

Excellence in Educational & Interpretive Programing (2017)
 New Jersey Parks & Recreation Association (NJRPA) Autism Swim & Safety Lessons

Excellence in Visual & Cultural Programing (2017)
 New Jersey Parks & Recreation Association (NJRPA) Empire Program 2.0

Professional of The Year (2017)
 New Jersey Parks & Recreation Association (NJRPA)

Food Champion Award (2015 - 2017)
 United States Department of Agriculture

Award Recipient
 First Lady Michelle Obama's "Let's Move" Initiative (2016)/National League of Cities

USDA Champion Award (2015 - 2016)
 United States Department of Agriculture