

## David Kahn

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**From:** William Emslie <emslie79@gmail.com>  
**Sent:** Thursday, April 24, 2025 10:42 AM  
**To:** CtyAdmRecruitment  
**Subject:** Resume for County Administrator - Palm Beach County  
**Attachments:** William Emslie Resume 2025.docx.pdf

### This Message Is From an Untrusted Sender

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Dear Hiring Committee,

I am excited to apply for the position of County Administrator for Palm Beach County, bringing with me over 20 years of proven leadership in public administration, emergency management, and strategic policy development. With a distinguished federal career managing complex operations, directing multidisciplinary teams, and implementing impactful budget and policy initiatives, I am eager to serve Palm Beach County and advance its mission of excellence in governance and community service.

As a federal executive, I have successfully overseen budget modifications, including reductions and increases, to align resources with organizational priorities while maintaining fiscal responsibility. My experience in leading teams in disaster zones and steady-state, has honed my ability to navigate high stakes environments, as demonstrated by directing emergency management initiatives that ensured rapid response and recovery. I have collaborated with agency directors and staff at all levels, fostering communication and alignment to achieve strategic goals.

My leadership extends to provide long-range policy direction, conducting business impact analyses, and delivering special assessments and studies that drive operational efficiency and informed decision-making. By facilitating clear, inclusive communication across agencies, I have built cohesive teams capable of executing complex mandates. My stellar performance evaluations reflect my commitment to excellence, adaptability, and results-driven governance.

I am confident that my experience in executive leadership, policy innovation and execution, and dedication to public service aligns with the needs of Palm Beach County. Attached is a copy of my resume, detailing my qualifications and accomplishments. I look forward to the opportunity to discuss how my skills can contribute to the County's continued success.

Thank you for considering my application. Please contact me at (██████████) or [emslie79@gmail.com](mailto:emslie79@gmail.com) to schedule an interview or elaborate on my experience.

Sincerely,

Will Emslie

# WILLIAM F. EMSLIE

## SENIOR GOVERNMENT OPERATIONS

PHONE ◇ ([REDACTED])  
ADDRESS ◇ [REDACTED]  
[REDACTED]  
EMAIL ◇ emslie79@email.com

## SUMMARY

Executive with over two decades of high-level experience directing critical functions across federal agencies including the United States Secret Service (USSS), Immigration and Customs Enforcement (ICE), and the Consumer Financial Protection Bureau (CFPB). Proven expertise managing large teams ranging in expertise from Special Agents, security forces, and administrative personnel. Excellence in streamlining operational processes, and implementing strategic initiatives that enhance organizational efficiency and resilience. Actively pursuing senior operational management roles that leverage proven leadership strengths beyond emergency management, with a dedicated focus on leadership, organizational effectiveness and growth.

## EDUCATION

### Bachelor's Degree in Political Science

May 2003 | University of Nevada, Las Vegas | Las Vegas, NV

## RELEVANT EXPERIENCE

### Consumer Financial Protection Bureau

August 2020 - Present | Emergency Manager | Washington, DC

- ◇ Directed agency-wide Continuity of Operations Program, increasing organizational resilience.
- ◇ Managed drafting of Continuity of Operations Plan (COOP).
- ◇ Oversaw detailed Agency-wide Business Impact Analysis.
- ◇ Implemented enterprise-wide response protocols.
- ◇ Led planning and conducted continuity exercises with senior leadership.
- ◇ Managed contracts and contractors as COR, leading team of vendors to meet agency priorities.
- ◇ Designated as System Owner for the Bureau's Emergency Notification System (ENS), optimizing communication agency-wide during crisis and steady-state.
- ◇ Coordinated training initiatives for mission critical staff to enhance personnel safety, operational capabilities and resilience.
- ◇ Enhanced building safety standards with Security Officers and provided leadership during building-specific incidents of significance.
- ◇ Communicated strategic situational awareness to leadership at HQ and Regional Offices during emergencies to ensure staff safety and accountability.
- ◇ Participated in hiring panels, and conducted onboard and offboard activities.

### Immigration and Customs Enforcement

August 2014 - August 2020 | Unit Chief / Special Assistant to the Assistant Director / Emergency Management Specialist | Washington, DC

- ◇ Managed cross-functional team across multiple job series to include Special Agents, Security Professionals, and Administrative personnel.
- ◇ Coordinated the establishment and operations of Crisis Action Teams to ensure the continuity of mission essential functions (MEFs) during emergencies.

- ◊ Coordinated strategically with senior field leadership and interagency partners throughout the country to achieve mission goals.
- ◊ Performed Chief of Staff duties and provided strategic counsel to leadership for Intelligence Integration and Emergency Management Operations Division (IEMOD) and Assistant Director for Intelligence.
- ◊ Integrated the Department of Homeland Security (DHS) Surge Capacity Force (SCF) into ICE operations.
- ◊ Oversaw exercises to ensure operational readiness.
- ◊ Participated in hiring panels, and conducted onboard and offboard activities.

## United State Secret Service

September 2006 - August 2014 | Lead Emergency Management Specialist | Washington, DC

- ◊ Directed strategic policy development for agency resilience, continuity operations, and emergency response.
- ◊ Managed multi-agency coordination for National Special Security Events (NSSE) to include Republican National Conventions (RNC), Democratic National Convention (DNC), and Summits such as the G8 and NATO.
- ◊ Led and mentored staff of Emergency Management Specialists.
- ◊ Planned and conducted continuity exercises at a national level such as Eagle Horizon, mandated by the Federal Emergency Management Agency (FEMA).
- ◊ Trained mission critical staff to ensure the ability to maintain mission essential functions (MEFs) during an emergency.
- ◊ Ensured alternate facilities remained operational and capable to welcome staff displaced from HQ for any reason.
- ◊ Brief senior leadership, to include the Director of the USSS on issues of importance.

## United States Secret Service

September 2004 - September 2006 | Congressional Affairs Assistant | Washington, DC

- ◊ Acted as liaison between the United States Congress and the Secret Service including personal and telephonic meetings with Members of Congress and their staff.
- ◊ Provided briefing sheets, talking points, and policy research for senior leadership.
- ◊ Monitored and reviewed legislation and congressional testimony.
- ◊ Assisted in arranging congressional delegations.

## United States Senate

January 2004 - September 2004 | Staff Assistant for U.S. Senator | Washington, DC

- ◊ Acted as a liaison between a former Senator from Nevada and constituents regarding Capitol Hill issues.
- ◊ Drafted constituent letters and provided briefings to the Senator. Conducted Capitol Hill tours for VIPs and constituents.

## The White House

May 2003 - January 2004 | Intern | Washington, DC

- ◊ Acted as first line communicator to national and international media seeking interviews with the First Lady.
- ◊ Compiled press clippings and attended media events providing staff support.
- ◊ Drafted talking points, fact sheets, press releases, and background information for the First Lady's Press Secretary.
- ◊ Distributed official White House materials related to the First Lady's public engagements.

## Bellagio Resort and Casino

May 2000 - May 2003 | Assistant Front Desk Manager | Las Vegas, NV

- ◇ Managed over 50 personnel in a fast-paced hospitality environment.
- ◇ Mediated guest and employee issues.
- ◇ Collaborated with department heads to maximize operational efficiency and profitability.
- ◇ Assisted in media preparedness for major events and motion pictures.

## KEY SKILLS

- |                      |                             |
|----------------------|-----------------------------|
| ◇ Leadership         | ◇ Multitasking              |
| ◇ Customer service   | ◇ Organizing and scheduling |
| ◇ Team collaboration | ◇ Time management           |
| ◇ Troubleshooting    | ◇ Verbal communication      |

## HOBBIES & INTERESTS

- ◇ **Fitness:** Certified Group Fitness Instructor of more than 15 years