

# SCOTT BARBER



## Professional Summary

- Administrative leader with extensive experience in organizational planning, policy development, and cross-departmental project management
- Demonstrated expertise in implementing strategic workflows, creating administrative frameworks, and developing comprehensive policies and procedures
- Skilled in delegating tasks to diverse teams while maintaining accountability through structured oversight and performance evaluation
- Recognized with multiple awards for innovative administrative solutions, policy enhancements, and organizational improvements

## Professional Experience

### Network Engineer

#### Presbyterian Medical Services | 2022-Present

- **Infrastructure Planning:** Develop and implement comprehensive network architecture plans to support organizational objectives and ensure system reliability
- **Policy Development:** Create and maintain network security policies, access control protocols, and disaster recovery procedures
- **Resource Administration:** Manage hardware inventory, software licensing, and technology budget allocations according to organizational needs
- **Project Management:** Lead cross-departmental technology initiatives, delegating specialized tasks to appropriate team members while maintaining overall project accountability
- **Documentation Standards:** Establish and enforce standardized documentation practices for network configurations, change management, and troubleshooting procedures

### Office Manager

#### State of Washington, Department of Children, Youth, and Families | January 2018-April 2021

- **Administrative Leadership:** Supervised diverse administrative teams providing statewide logistical support, delegating responsibilities based on skill sets and workload requirements
- **Budget Planning & Oversight:** Managed implementation and administration of \$5 million regional annual budget, developing allocation plans and monitoring expenditures
- **Policy Development:** Participated in Process Improvement Teams to evaluate and develop agency policies and operating procedures, implementing systematic changes across departments

- **Staff Management:** Delegated responsibilities and conducted routine coaching sessions with direct reports to maintain consistent performance and reinforce mission expectations
- **Records Administration:** Served as department records management officer, developing and implementing policies for records classification, retention, and disposition
- **Resource Planning:** Administered office supply acquisitions, mobile device inventory, and concrete goods distribution according to departmental needs
- **Fleet Administration:** Established and oversaw maintenance policies for field office vehicle fleet, ensuring year-round operability and safety compliance
- **Systems Implementation:** Developed and executed calendaring solution to reduce scheduling conflicts by 100%, creating new administrative protocols for resource management
- **Interdepartmental Coordination:** Collaborated with multiple units and agencies across various disciplines to achieve a 50% increase in timely delivery of mission-critical casework
- **Facilities Management:** Coordinated office space planning, equipment maintenance, and safety protocol development for co-located State agencies

### Management Analyst

#### Los Angeles Superior Court | 2005-January 2016

- **Policy Development:** Co-authored Local and State policies, developing comprehensive frameworks for court operations and procedures
- **Legislative Analysis:** Analyzed proposed State legislation, preparing policy impact reports and recommendations for Executive Management Group
- **Administrative Modernization:** Developed and implemented electronic filing policies and procedures, reducing storage requirements by 90% and saving \$500,000 annually
- **Workflow Design:** Created policies and administrative structures for cross-departmental collaboration, reducing clerical errors by 80%
- **Procedural Documentation:** Defined and wrote formal policies, procedures, and system instructions for software applications, establishing standardized administrative practices
- **Staff Administration:** Supervised over 1200 professional staff members, delegating responsibilities and establishing accountability frameworks
- **Training Administration:** Planned and executed training programs for 1,800 employees throughout Los Angeles County, developing diverse educational frameworks
- **Committee Leadership:** Led national committee to promote equal access policies for minorities, increasing juror pool by 35% nationally

### Program Analyst

#### Los Angeles County Superior Court | 2000-2005

- **Procedural Development:** Designed and implemented new administrative procedures based on productivity and process analysis
- **Budget Planning:** Reviewed annual budget allocation and recommended comprehensive fiscal plans to management

- **Project Administration:** Conducted research, selection, and cost-benefit analysis of potential projects, developing implementation frameworks

### Staff Assistant

#### Los Angeles Superior Court | 1997-2000

- **Team Management:** Supervised office of 16 employees, delegating tasks and responsibilities according to operational needs
- **Performance Administration:** Developed and conducted annual performance evaluation protocols for all staff
- **Reporting Systems:** Created and implemented frameworks for weekly and quarterly productivity reports for management

### Awards Received

- Los Angeles County Productivity and Quality Award for Enhanced Commission
- National Association of Counties Award for Innovative Program
- Superior Court of Los Angeles Creative Use of Resources Award
- Los Angeles County Productivity and Quality Award
- National Association of Counties Award for Achievement
- Superior Court of Los Angeles Enhanced Public Service Award

### Education

#### California State University Long Beach

Bachelor of Arts, Organizational Psychology