

Ron Muffick is a finalist for the Chief Administrator position with the Office of the Public Defender. Mr. Muffick has held various management positions with the Montana University System Office of the Commissioner of Higher Education since 1998. He is currently the Director of Student Affairs and Student Financial Services. His previous positions include the Deputy Director of Student Financial Services, and the Business Relations and Programs Director of the Montana Guaranteed Student Loan Program.

Mr. Muffick holds a Masters of Public Administration from the University of Montana, a Masters Certificate in Organizational Leadership from Villanova University, and a Bachelor of Arts in Business Management from Whitworth University.

April 22, 2016

Dear Hiring Committee Members:

I am writing to express my sincere interest in the position of Chief Administrator at the Office of the Public Defender. I am thoroughly convinced that I can have a significant and positive impact at Office of the Public Defender and am excited about leading the Central Services program.

My education and experience have enabled me to develop the skills necessary to excel as the Chief Administrator. I possess over twenty-three years of experience in State Government including twelve years supervisory experience and ten years at the senior management level with the Montana University System. My experience has enabled me to develop a breadth of knowledge that enables me to identify and capitalize on the strengths of an agency's resources while solving the challenges faced by a government agency.

I am a leader, decision-maker, communicator and problem solver who excels in managing an organization, but also can focus on policy issues and the big picture. My leadership vision focuses on providing exceptional service to the citizens of Montana in the most effective and efficient manner, while providing a quality work environment for staff. I have implemented my vision by successfully outlining organizational goals to staff and policymakers, by negotiating numerous agreements to accomplish public policy goals, and through leading by example and fostering a positive organizational culture.

The core strengths I possess include character and integrity, decision-making, personnel management, strategic planning, problem solving, prioritization, goal setting, efficiency optimization, compliance, consensus building and partnership development.

I am also astute at developing positive relationships with diverse groups and individuals including in-house staff, campus staff, various state agency staff, parents, students, regents and legislators. I represent the system in numerous forums and interagency workgroups developing best practices and achieving satisfactory results often for groups with competing interests.

I also possess extensive experience testifying at the Montana Legislature, presenting complex materials to the Montana Board of Regents and working with Governor's Office staff on policy issues. I have successfully represented policy goals, programmatic and budgetary needs to the Montana Board of Regents, Governor's Office, legislature and other stakeholders outlining the needs of the agency and the expenditures required to accomplish our mission. I have over ten years' experience developing budgets and budgeting requirements for an agency that has general fund revenue, federal special revenue and grant funding.

I possess significant experience working with a variety of constituents including policy groups, task forces, governing boards and the general public. I possess the ability to communicate well verbally and in writing and I am skilled in building consensus between groups with competing interests, resolving controversial issues and developing best practices.

My education enhances and complements my experience. I hold a Masters of Public Administration from the University of Montana, a Masters Certificate in Organizational Leadership from Villanova University and a Bachelor of Arts in Business Management from Whitworth University.

Thank you for your consideration. I look forward to the recruitment process and discussing my qualifications with you.

Sincerely,

Ronald J. Muffick