

Karen J. Poore
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Experienced and dedicated leader with a proven track record of overseeing city operations, managing staff, and coordinating complex projects. Adept at providing strategic guidance, ensuring efficient service delivery, and serving as a liaison between government entities. Strong skills in communication, teamwork, problem-solving, and time management.

Work Experience:

Deputy Mayor, Public Safety Director | City of Toledo | January 2018 – March 2025

- Served as a key advisor to the Mayor and a leader in city operations, staff management, and project coordination. Provided counsel on critical policy decisions and ensured alignment of city initiatives with strategic goals.
- Provided strategic guidance and support to the Mayor and City Council on issues including urban development, public safety, and community engagement.
- Oversaw day-to-day operations of the Mayor's office, ensuring efficient and effective service delivery. Streamlined processes to improve office productivity and responsiveness to constituent needs.
- Led and coordinated special projects and initiatives, such as infrastructure improvements and community development programs, ensuring timely and on-budget completion.
- Supervised and managed staff within the Mayor's office, providing leadership, mentorship, and professional development opportunities. Conducted performance evaluations, set goals, and fostered a positive and collaborative work environment.
- Facilitated communication and collaboration across city departments and agencies to promote a unified approach to governance and problem-solving.
- Liaised between the Mayor, City Council, and other government/non-governmental entities, building strong relationships and representing the city's interests.
- Assisted in developing and implementing city policies and programs related to public safety, economic development, and social services.
- Assisted in developing and managing the city budget, ensuring fiscal responsibility and alignment of expenditures with city priorities.
- Conducted research and analysis on a wide range of issues affecting the city, providing data-driven insights for decision-making.
- Represented the Mayor and City Council at public events and meetings, serving as a city spokesperson and engaging with diverse stakeholders.
- Managed constituent inquiries and requests, ensuring timely and effective resolution of concerns and a high level of customer service.
- Conducted research and analysis on legislative issues at the local, state, and federal levels, providing recommendations to the Mayor and City Council.
- Coordinated with federal and state agencies to secure funding and support for city initiatives.
- Ensured the Mayor and Council members were well-briefed and prepared for meetings, press events, and other engagements.

Deputy Treasurer | Lucas County Treasurer's Office | September 2004 – December 2017

- Collected local taxes, including real property, personal property, manufactured home, inheritance, hotel/motel taxes, and special assessments.
- Ensured the safekeeping of taxes collected for various taxing districts, including schools, cities, townships, and villages.
- Administered delinquent tax collection programs.
- Processed all monies collected by other county departments.
- Managed the county's financial resources, including deposits, withdrawals, and reconciliation of bank accounts, serving as the county banker.
- Oversaw the county's investments as Chief Investment Officer, and provided financial data, investment instruments, forecasting, and interest rate schedules to the Investment Advisory Committee.
- Managed the county's cash flow, ensuring accurate recording of all transactions.
- Prepared daily and monthly statements of deposits for submission to the County Auditor.
- Invested county funds to generate revenue for the county's general operating fund, in accordance with the Ohio Revised Code.

Skills

- Software Proficiency
- Microsoft Office Suite
- Communication
- Teamwork
- Problem-solving
- Leadership
- Time Management