

Leonard A. Lightner

227 Spring Wood Dr. • Allentown, PA 18104 • Phone: (484) 243-0195 • Cell: (610) 529-8364 • E-Mail: lightner1310@gmail.com
LinkedIn: www.linkedin.com/in/leonardlightner

PROFILE SUMMARY:

Outcome-focused and a tactical leader with 31 years of comprehensive experience in achieving extraordinary results in all areas worked as an efficient and effective leader. Visionary with unyielding capabilities in managing single projects or multiple projects including budgeting, administration, business retention, business attraction and incentive programs. Skilled at coordinating with various organizations and facilitating community groups to gain support to achieve organizational goals. Proven success in development program, budgeting and management, operational characteristics and services, cross-departmental project management, information technology utilization, human resources development, review and analyze data and deliver information in a comprehensible manner. Proven experience in relationship management, team building and general business insight coupled with a remarkable record of establishing profitability gains and revenues within the organization.

WORK EXPERIENCE:

DIRECTOR OF COMMUNITY AND ECONOMIC DEVELOPMENT

City of Allentown, Pennsylvania

02/2017 – Present

Under the general direction of the Mayor and Managing Director. I exercise direct supervision and perform professional, administrative, and managerial duties related to directing, organizing, managing and overseeing the activities and operations of the Community and Economic Development Departments. Departments include planning and zoning, code enforcement, health department, business development recruitment, retention, and expansion, historic preservation, and federal grants, contract monitoring and compliance, workforce development programs; coordination and collaboration with community economic development partners; development of policies and guidelines; and marketing activities. I interface directly with City Council members as well as with senior representatives of both public institutions and private sector businesses on economic development projects and related activities.

RISK AND SAFETY MANAGER

City of Allentown, Pennsylvania

03/2014 – 02/2017

- Manage safety/risk activities for the 3rd largest town in Pennsylvania, with a substantial operating budget, ensuring compliance with the City of Allentown's policies and procedures, DOT, OSHA, NFPA, WC, EPA, AIIP, ADA, HIPPA as well as other state and federal regulation. Managing this is achieved in various ways, tracking logs, calendars, alerts, reports, and follow-up with various departments
- Reduce employee injuries, motor vehicle accidents, and liability incidents through coordinated risk awareness, adequate insurance, training, safety committees, and claims review; resulting in a frequency reduction. Managing insurance claims, including workman's' comp, auto, general liability, personal and property claims in conjunction with the City's Solicitor's office and the TPA. Work with all departments on investigating claims, run reports as necessary and present the city's status to all Bureau Managers, City Council Members, Managing Director, and the Mayor
- Establish, manage and coordinate the City's safety program activities; ensure compliance with OSHA and related local, state, and federal regulations. Set up safety inspection teams to perform citywide inspection throughout the year; respond to complaints of safety hazards; oversees and conducts safety training and committees; reviews and updates all related programs and policies as necessary

HOUSING REHABILITATION SUPERVISOR

City of Allentown, PA

Bureau of Building Standards and Safety

11/2008 – 03/2014

- Managed, coached, mentored, evaluated and overseen a team of 12 personnel in their functions for a city with a population of a hundred and twenty thousand. Manage grants, special projects, investigations of complaints surfaced by citizens, inspection teams, housing rehabilitation teams and emergency housing team
- Mediated conflict resolution to provide solutions to unanticipated problems that have developed in the field and work with other City departments, regulatory agencies, contractors, homeowners, tenants, and property owners
- Serve as a consultant to other department managers in providing statistical data and conducting detailed analyses functions within the organization. Serve also as a member of the Housing board of appeals, provided evening training and speaking engagements for neighborhood groups, planned a major event for the city's home buying, training and community meetings

Leonard A. Lightner

- Accountable and responsible for teamwork and quality, ensure compliance with applicable program requirements, building codes, and Federal and State regulations, success achieved by practical communication skills, verbal and nonverbal with one on one meetings and team meetings that produced positive result and employee participation
- Maintained knowledge of applicable Federal, State, and local codes and regulations related to CDBG, HUD, Housing, and Construction code, and property management standards such as regulations regarding A.D.A., Fair Housing Act, Mobile Home regulations, building permit requirements, and property maintenance code. Develop and administer, and periodically update the Rehabilitation program guidelines and program material to ensure viability and concurrence with City's housing needs

MORTGAGE LENDING AND PROCESSING MANAGER

Countrywide Home Loans

11/2006 – 06/2007

Easton, Pennsylvania

- Direct the complexities of business operations through recruitment, selection, and management of eight direct and ten indirect reports including real estate agents, administrative support staff, and sales teams
- Analyze and condition Conventional, and FHA approvals and manual underwrite mortgage loans. Complete detailed analysis of personal assets, income and liabilities for clients to secure an accurate decision to finish the loan process. Analyze individual and business tax returns for income qualification for home mortgage loans. Underwrite purchase; new construction, manufactured homes and refinances mortgage loans. Senior underwriter

LENDING MANAGER

East Penn Bank

02/2002 – 10/2006

Emmaus, Pennsylvania

- Planned and implemented local community-wide lending programs for local citizens, establish Banks ability to do to Construction, VA, and FHA financing. With staff host community meet and greet with real estate agents, commercial lenders, and community members
- Directed the complexities of business operations through recruitment, selection, and management of eight direct and four indirect reports including real estate agents, administrative support staff, and sales teams
- Cultivated relationships with various vendors, policy and research departments on the local, state and federal levels. Served as staff liaison between the local branches, board members, and President
- Dominated domestic market of Emmaus and penetrated surrounding markets with our variety of lending products that includes individual and business communities, realizing positive monthly sales revenues and an average ROI of 4%

EASTERN REGIONAL SALES/OPERATION MANAGER

First Union/Bank of America

02/1994 – 12/2002

City of Warren, New Jersey

- Managed task force in collaboration with the business development team to formulate growth and development strategy, and created a significant winning budget to establish a commitment from the Board of Directors
- Developed and implemented policies that support and encourage the expansion and diversification of existing housing needs within the eastern region in support of continued employment growth and area development
- Directed the complexities of business operations through recruitment, selection, and management of five direct and 50 indirect reports including market analysis, sales managers, administrative support staff, and sales teams

Leonard A. Lightner

COMMAND SERGEANT MAJOR

08/1987 – 01/2014

U.S Army Retired

- Carry out policies and standard of the performance, training, appearance, and conduct of personnel in accordance with the law and regulation for a troop count of 954 personnel. Provide mentorship, coaching, and counseling when situations require it. Responsible for the safety of all 954 Soldiers, ensured safety through composite risk management
- Serves as the Senior Advisor with a high-level security clearance maintaining confidentiality, initiate recommendations to the commander and staff on matters pertaining to personnel, administrative action, judicial punishments, legal, operations and training, intelligence, logistics, equal opportunity, drug and alcohol and information technology
- Responsible for Soldier development from a holistic view also know Comprehensive Soldier Fitness. Worked in a collaborative effort with many departments within. I maintained 98% effective rating by ensuring training and self-development tools are available and in place so that members of the Army Family are better able to cope with adversity, perform better in stressful situations, and thrive in life
- Served in multiple combat tours in significant leadership positions in Desert Storm 1991, Iraq 2004-2005 and Afghanistan 2012-2013 well versed in PTSD, Crisis management, communication verbal and nonverbal and conflict resolution

EDUCATION:

Currently Pursuing Ph.D. in Organizational Leadership

Regent University – Virginia Beach, VA

Master of Theology

Moravian Theological Seminary – Bethlehem, PA

Bachelors of Administration, Business Management

Muhlenberg College – Allentown, PA

COMMITTEES, BOARDS AND OTHER WORKS:

- Executive Director Allentown Redevelopment Authority
- Adjunct Professor at Muhlenberg College WESCOE School
- Board member of Lehigh Conference of Churches
- Board member of the AEDC Allentown Economic Development Corporation
- Prior committee member of the city's loan review
- Member of the Each One Reach One mentorship program