



Joseph J. LaCivita

Watervliet, NY 12189

Phone

Cellular

Email

SUMMARY:

Highly organized, results orientated professional with over thirty years of business, governmental and supervisory experience. Possess the ability to analyze and assess through excellent troubleshooting, organizational, policy making skills along with consensus building practices.

ENTREPRENEURIAL:

Harmony House Marketplace, LLC, Cohoes NY

April '06 – Nov '16

Co-Owner / Developer

- Assisted with the creation and design of the Business Plan/Model for Harmony House Marketplace a company that specializes in New York State Wines and Pride of New York Products
- Designed and renovated properties on Remsen Street in Cohoes, NY into mixed use location 3 store fronts which include a wine store, bakery, restaurant with additional space to include an art gallery, cheese factory and 4 residential apartment units.
- Successfully obtained and Implemented Grant Funding in excess of \$155,000.00 to help redevelopment the existing 12,000 sq.ft. of commercial space into a mix-use venue

EMPLOYMENT:

City of Watervliet, NY

2020 – Present

General Manager

- Responsible for direct oversight of all day-to-day Citywide Operations
- Serve as Commissioner of Public Safety (Police, Fire and Code Enforcement) and Commissioner of Public Works (Sanitation, Water, Sewer and Highway)
- Direct oversight of all fiscal and administrative processes

Town of Colonie

2008 – 2020

Director of Planning and Economic Development &

Chief Executive Officer of the Town of Colonie Industrial Development Agency &

Local Development Corporation

- Directed oversight of the Town of Colonies' Planning and Economic Development Processes
- Responsible for retention, attraction and job creation of businesses within the Town
- Provided support as liaison to the Town's Planning Board, the Industrial Development Agency, Local Development Corporation, Conservation Advisory Council and SEAMAB
- Served as liaison between our municipality and New York State agencies such as the Office of State Comptroller and Department of Transportation as well as private developers, Town Designated Engineers, legislators and the residents of the Town
- Oversight of Town-wide Construction projects from private development
- Created the new Planning and Economic Development web portal www.colonieportal.org

Major accomplishment – redesigned the Planning and Permitting processes in the Town to enhance the approval process from what was several years to obtain approval to within a few months. Created a business-oriented approach within a governmental setting.

STATE OF NEW YORK (various assignments)

1998 – 2008

Empire State Development Corporation

2004 – 2008

Sr. Vice President, Deputy Commissioner & Chief Administrative Officer

- Directed oversight and responsibilities for all administrative duties for the Department of Economic Development and the Empire State Development Corporation, which includes the following Departments – Budget/Finance, Personnel, Training, Management Information

System (MIS), Contracts, General Services (including Mailing and Distribution), Governmental Relations, Publications and Internal Audit

- Directed oversight of the Department of Economic Development's \$34.9 million dollar appropriation / Economic Development projects and funding sources
- Responsible for the lease management of 12 Regional Offices throughout New York State
- Conducted Labor Management meetings with CSEA and PEF union representatives
- Fiduciary responsibility to execute all contracts on behalf of the New York State Department of Economic Development while monitoring the progress and outcomes
- Compliance Officer for Affirmative Action, Internal Controls and Statewide Emergency Management
- Assisted in the management of, including marketing, website design and brand recognition for I♥NY®

Department of Economic Development***2003 – 2004***

(Under the organizational structure of Empire State Development)

Assistant Commissioner Administration & Chief Fiscal Officer

- Oversight responsibility for a \$34 million-dollar annual appropriation for State Agency
- Oversight responsibility for Personnel Administration, Training and Organizational Development
- Oversight responsibility for Contract Compliance, Internal Controls and Reporting

Governor's Office for Small Cities (GOSC)***2000 – 2003*****Director of Finance and Administration**

- Assisted in the creation of this newly formed State Office
- Guided the development of the Employee Benefit Package, the Agency's Personnel Policies and Procedures, and the drafting of the Reciprocal Agreement with NYS Civil Service Department
- Retained all fiscal records including budgetary reporting to the Agency's Directors
- Maintained operational budget of \$2.1 million (State) and program budget of \$153 million (HUD)
- Responsible for all purchases under New York State Procurement Guidelines
- Processed all travel reimbursements allowable under New York State Travel Guidelines
- Monitored all contractual agreements with communities across New York State for HUD regulatory compliance under the Community Development Block Grant (CDBG) Program
- Processed reimbursements for communities under contract
- Presented on Fiscal Management, Procurement and Contract Compliance at Annual Conference

Office of Public Security, New York, NY (Special Assignment)***2001 - 2002*****Duties as assigned by the Director of Public Security for the State of New York**

- As a result of the events of September 11, 2001, this office was created under an Executive Order
- Assisted in the creation of Fiscal Reporting Processes
- Procured computer and operational equipment to enable the startup of this agency
- Assisted in the contract agreements for approval and payment
- Assisted in budget analysis of \$5.4 million Operational and approximately \$200 million program
- Assisted in setting up office locations in Albany and New York City

NYS Office of Science, Technology and Academic Research (NYSTAR)***2000 - 2001*****Manger of Finance, Contracts and Awards**

- Created and designed fiscal operations for this new State Office

- Switched over the external payroll onto New York State PAYSR System, the external health benefits programs onto New York State NYSHIP System and the external accounting software onto New York State Central Accounting System
- Processed all purchases under State Procurement Guidelines
- Prepared and monitored \$108 million dollar New York State Appropriated Budget
- Reviewed all contracts for compliance
- Served as liaison between our agency and other New York State agencies such as the Division of Budget, the Office of State Comptroller and the Attorney General's Office

NYS Science and Technology Foundation (NYSTF)

1998 - 2000

Internal Auditor Finance and Administration

(Under Senate 3B Legislation, merged into Office above)

- Oversaw fiscal operations, vouchering, purchasing, accounts payable processes and contract compliance
- Created and maintained Internal Control Processes, in accordance with New York State IC Act
- Responsible for external contract compliance with SUNY Research Departments, Centers for Advanced Technology (CAT) and Manufacturing Extension Partnerships (MEP) Programs
- Responsible for the conversion of existing computer system to Great Plains Accounting
- Responsible for all financial reporting to the Board of Directors
- Worked extensively with external accounting firm to prepare annual audit, 990 and Federal Single Audit (A-133)
- Responsible for investment banking with the New York State Treasury Department
- Responsible for Federal reimbursement via National Institute for Standards and Technology

Living Resources Corporation

1989 - 1998

Assistant Comptroller

- Prepared all internal and external reporting on state and federal contracts
- Prepared monthly entries to general ledger and prepared year-end work papers for annual audit
- Direct oversight of a \$8.5 million-dollar fiscal budget and individualized budgets of twenty-eight (28) group homes and twenty-two (22) supported apartments
- Developed budgets from inception through project completion
- Supervised Finance Department personnel and supported Maintenance personnel in oversight capacity
- Supported all accounting personnel in computer information systems, billing and receipts
- Direct oversight of vehicle fleet management, lease procurement, repairs and maintenance contracts
- Oversight of repairs and maintenance to group home

EDUCATION AND TRAINING/CERTIFICATIONS:

International Economic Development Council (IEDC)

Completed all course work and currently eligible to sit for Certified Economic Developer Examination

Marist College, Poughkeepsie, NY

Master's degree Candidate – Fall 2021 completion

Working towards Master of Public Administration (MPA)

SUNY Empire State College, Albany New York

2005 Degree: BPS Bachelor of Professional Studies in Business Administration

Relevant Courses: Business Management, Economics and Finance

Hudson Valley Community College, Troy, New York (attended)

Degree: Civil Engineering and Construction Management

Relevant Courses: Construction, Management I & II, Computer Programming, Blueprint Reading, and Construction Planning and Control

SUNY Cobleskill Ag. & Tech., Cobleskill, New York (attended)

Degree: Landscape Design / Management and Business Administration

Relevant Courses: Landscape Design & Maintenance, Business Finance and Accounting

SPEAKING ENGAGEMENTS:

Saratoga County Planning Conference

Presented to attendees on Generic Environment Impact Statement / Transportation & Planning Tools

Capital District Regional Planning Commission Conference

Presented to attendees on Generic Environment Impact Statement – specific to Transportation Mitigation Tools and Funding mechanisms

International Center of Capital Region

Presented to International groups under the Federal Government program for local NGO. In turn was part of an Economic Exchange Program and traveled to Istanbul, Turkey 2015

ACTIVITIES:

Watervliet Civic Center Board Member

Colonie Chamber of Commerce, Board Member (6 years)

Rotary International, Colonie/Guilderland Chapter – Member – (2016-2020)

Christian Brothers Academy (CBA) – Parents Association, Past President (2012-2016)

Joseph E. Zaloga Post 1520, Member of Sons of the American Legion

Colonie Elks Lodge 2192, Member

Friends of Pruyn House, Member

Shaker Heritage Society, Member

American Italian Heritage & Cultural Center, Member

International Center of the Capital Region, Member, Presenter

Choose Cohoes Business Development Committee, Past Chairman

Living Resources License Home Health Care, Past Treasurer of Board

North Colonie Youth Baseball Association, Past Volunteer and Coach

Regional Food Bank of NENY, Past Volunteer

Shaker Rowing Association, Past Vice President of Board

Junior Achievement - Classroom Instructor, Shaker High School, 2004, 2005

Colonie Youth Center, Past Board Member,

United Way Community Investment Funding Committee Member 2003, 2004

Latham Lassies Girls Softball; Manager, Past Secretary of the Board, Past Division Vice President

INTERESTS

Golf, Woodworking, Hiking, Canoe/ kayaking, Fly-fishing, Snow shoeing, Gardening and Winemaking

REFERENCES

Available upon request.