

Bill No. 3981-08

APPOINTMENT

Approving the reappointment of Alexander M. Dow to serve as a member of the Community Services Advisory Council for a term to expire on December 31, 2009.

In Council June 17, 2008.

Read and approved by Motion of Council.



Rich Fitzgerald
President of Council

Attest: John Mascio
John Mascio
Chief Clerk of Council

3981-08



DAN ONORATO
COUNTY EXECUTIVE

COUNTY OF ALLEGHENY

OFFICE OF THE COUNTY EXECUTIVE

101 COURTHOUSE • 436 GRANT STREET
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April 29, 2008

ALLEGHENY COUNTY COUNCIL

Honorable President and Members
Allegheny County Council
119 Courthouse
Pittsburgh, PA 15219

'08 MAY 1 AM 10:51

Dear Council Members:

Please find the attached resume of Alexander M. Dow, whom I am recommending for reappointment to the Community Services Advisory Council.

The purpose of the Community Services Advisory Council is to advise allocation of resources, determine priorities, goals, plans, means for supporting local community action committees and other such organizations with shared and common goals. I am recommending that Mr. Dow serve a term to expire on December 31, 2009.

Mr. Dow is the current Downtown Center Manager for the Greater Pittsburgh Literacy Council, where he managed the opening and operation of the adult educational center in Downtown Pittsburgh. Additionally he coordinates classes and placement for approximately 800 students yearly.

I appreciate your consideration, and ask you to act on this appointment as quickly as possible. Mr. Dow will make himself available for review before the appropriate committee if members of Council wish to speak with him.

Sincerely,


Dan Onorato
Allegheny County Executive

Alexander M Dow

1712 Atkinson Place
Pittsburgh, PA 15235
412-519-7923
alexanderdow@verizon.net

Objective: To obtain another term on the Allegheny County's Community Services Advisory Council.

Work History:

1999-Present: Greater Pittsburgh Literacy Council (GPLC), Pittsburgh, PA

2004 – Present: Downtown Center Manager

- Managed opening and operation of adult educational center in Downtown Pittsburgh with approximately half million dollar yearly operating budget.
- Responsible for hiring, training, and direct supervision of seven staff members.
- Coordinate classes and placement for approximately 800 students yearly.
- Approve center purchases and inventory orders.
- Update and maintain center database.
- Monitor student performance against targets, and communicate results to practitioners.
- Cultivate relationships with partner agencies for recruitment and placement of new students.

2001-2004: East Central Area Coordinator

- Managed operations for community based office.
- Volunteer manager for 78 volunteers.
- Coordinated intake and placement of 200 students in program.

1999-2001: AmeriCorps Member

- Two-year member of national service program.
- Teacher's Aide for over 70 learning disabled and emotional support students, assisted in supervision of over 200 students in after school program.
- Acquired over \$2,000 in donations for program.
- Wrote, edited, published center newsletter.

Additional Accomplishments and Related Experience:

2004 – Present: Member of Community Services Advisory Council of Allegheny County (Vice President: 2006-2008, President 2008 - present)

- Served in advisory capacity for the Allegheny County Department of Human Services.

2007- Present: Pennsylvania Association for Adult and Continuing Education (PAACE) Western Regional Representative

- Regional advocate for adult educational programs and students in Western Pennsylvania.
- Representative for 200 members of professional organization.
- Establish and maintain regular contact with elected officials to highlight and promote successes of field.

Education:

University of Pittsburgh:

- 1995-1999: Philosophy (BA, Magna Cum Laude, GPA 3.59)
- 2006- Present: Accounting (scheduled to complete coursework in summer 2008, current GPA 3.92)

Community Volunteer:

2002-present: Big Brothers Big Sisters of Greater Pittsburgh

2003-2005: Pittsburgh Cares