



MEMORANDUM  
OFFICE OF THE MAYOR 2011 MAR 17 PM 3:54

CLERK OF THE BOARD  
CLERK, CIRCUIT & COUNTY COURT  
DADE COUNTY, FLA.  
#1

TO: Honorable Joe A. Martinez, Chairman  
and Members, Board of County  
Commissioners

DATE: March 17, 2011

FROM:   
Honorable Carlos Alvarez  
Mayor

SUBJECT: Appointment of County Manager

Pursuant to the authority vested in me under the provisions of Section 2.02C of the Miami-Dade Home Rule Charter, I am appointing Alina Tejeda Hudak to the position of County Manager.

Because of her long and distinguished service as a professional administrator, I have asked Ms. Hudak to lead the County's professional management team to ensure continuity and stability moving forward to the next administration. Ms. Hudak has spent a career making Miami-Dade a stronger government for a better community. For 27 years, she has brought professional administration to the County's leadership team, winning accolades and respect from national organizations, local community organizations and our 2.5 million residents. She has also been a trailblazer: the first woman to run one of the County's major operational departments, the first Hispanic woman ever appointed as Assistant County Manager, and now the first woman to serve as County Manager.

Ms. Hudak's qualifications for this position are as follows:

Ms. Hudak learned Miami-Dade County from the ground up, beginning her career with Miami-Dade County in 1984 as a management trainee. Upon completion of this program, she was selected to serve as the County Manager's liaison with the South Florida Employment and Training Consortium and became the executive assistant to Assistant County Manager Tony Ojeda. In 1993, she was appointed assistant county manager and, in 1996, was appointed Director of the General Services Administration, one of the County's largest and most complex operational functions, then composed of seven divisions and over 800 employees.

In 1998, she returned to the County Manager's Office as an assistant county manager, where she undertook numerous critical assignments. She led an extensive procurement reform effort that culminated in the creation of the Department of Procurement Management. She oversaw an Elections Department that has completely reinvented its systems twice while creating unprecedented voter confidence and later oversaw the creation of the County's first stand-alone Animal Services Department. Currently, her responsibilities include the Jackson Health System, the nationally-acclaimed Police and Fire Rescue departments, the Corrections and Rehabilitation Department, the Juvenile Services Department, the Medical Examiner, the Department of Emergency Management, the Elections Department, the Department of Procurement Management, Small Business Development and the Office of Countywide Healthcare Planning.

As part of her role in the County's leadership team, Ms. Hudak has forged extensive and important partnerships between the government, private businesses and non-profit community organizations. She has led the County's Haitian Relief Effort, United Way campaign, the Making Strides Against Breast Cancer campaign, and has served as the County's liaison for the ASPA National Conference, multiple Super Bowls, five National Championship parades, Olympic Soccer, the Volvo Cup Ocean Race, the NASDAQ-100 Open Tennis Tournament and the Salute our Troops Event 2004.

Ms. Hudak holds a Bachelor's Degree in Finance and Political Science, and a Master's Degree in Public Administration, both from the University of Miami. She is a consummate professional, genuine public servant, leader and mentor. She will serve diligently and faithfully in this new role.

A copy of Ms. Hudak's resume is attached and will be filed with the Clerk of the Board.

c: Honorable Harvey Ruvlin, Clerk of the Board  
Robert A. Cuevas, Jr., County Attorney  
County Executive Office Staff  
Department Directors and Agency Heads

# Alina Tejada Hudak

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## Profile

Alina Tejada Hudak has spent a career making Miami-Dade a stronger government for a better community. For 27 years, she has brought professional administration to the County's leadership team, winning accolades and respect from national organizations, local community organizations and our 1.5 million residents.

## Employment History

MIAMI-DADE COUNTY – MIAMI, FL

### **Assistant County Manager, 1998 to Present**

Responsible for the development, implementation, and subsequent management of a wide range of policy directives for a variety of County departments and programs. Notable accomplishments include: procurement reform and the creation of the Department of Procurement Management Department; oversight of successful elections, including presidential contests in 2004 and 2008; Directly responsible for the Public Health Trust, Police, Fire Rescue, Corrections and Rehabilitation, Juvenile Services, Medical Examiner, Emergency Management, Procurement, Small Business Development, Elections and the Office of Countywide Healthcare Planning.

### **Director, General Services Administration, 1996 to 1998**

Responsible for the management and administration of nearly 800 employees and a \$115 million budget, providing internal support to county operations including centralized procurement, facilities management and maintenance, security, fleet management, centralized business services, facility design, space planning, construction, renovation, and real estate acquisition, disposal, and lease negotiation.

### **Assistant County Manager, 1993 to 1996**

Directly responsible for the effective management and the development of programmatic, budgetary, administrative and operational policy directives for a variety of County departments including Consumer Services, Department of Development and Facilities Management, Elections, General Services Administration, Information Technology Department, Medical Examiner's Office, and South Florida Employment and Training Consortium. Provide staff support for the Government Operations subcommittee of the Board of County Commissioners. Manager's representative on the Public Health Trust, the United Way Campaign Cabinet and other community boards. Coordinator for the dedication of the Tennis Center at Crandon Park in February 1994 and the County's logistical role in the 1995 Super Bowl.

### **Executive Assistant, County Manager's Office, 1985 to 1993**

Assisted in the effective management of a variety of County departments and programs, including Park and Recreation, Personnel, Libraries, Labor Management, Affirmative Action, Center for the Fine Arts, Historical Museum, Elections, and the South Florida Employment and Training Consortium. Specific duties included day-to-day coordination of commission agenda items, contracts, and the mediation of citizen concerns. Other duties included representing the County Manager before citizen and civic groups, liaison with employment and training programs and the coordination and implementation of special assignments as determined by the County Manager. Responsible for the administration of the County Management Trainee Program.

### **Management Trainee, Office of Management and Budget, 1984 to 1985**

## Education

UNIVERSITY OF MIAMI – MIAMI, FL

**Masters of Public Administration, 1984**

**Bachelor's of Business Administration, 1982**

Finance and Politics & Public Affairs

## **Professional Training**

**Harvard School of Government, Executive Leadership Training**  
**Management Productivity Analyst Training, Metro Dade County**  
**Certificate of Budgeting and Financial Management, University of Miami**  
**Financing for Public Administrators' Survival, Florida International University**

## **Civic and Professional Associations**

**Chair of County Campaign, Making Strides Against Breast Cancer, 2007 to 2008**  
**United Way of Dade County, Board of Directors, 1994 to 2002**  
**American Society for Public Administration**  
National Council Member, 1994 to Present  
President, South Florida Chapter, 1994 to 1995  
President-elect and Board Member, South Florida Chapter, 1984 to 1995  
National Campaign for Public Service, Sub-Committee Chair for National Essay Contest, 1991 to 1993  
National Conference Steering Committee, Host Committee Chair, 1989 to 1990  
**National Young Professionals' Forum, Chair, 1992 to 1993**  
**Junior League**  
Community Advisory Board, 1995 to 1996  
Member, 1991 to 1994  
**National Association of Counties, National Conference Steering Committee, Host Committee Chair, 1990**  
**Hispanic Leadership Program Participant, 1987**  
**Leadership Miami Program Participant, 1989**

## **Honors**

**American Society of Public Administration Public Administrator of the Year, 2010**  
**Community Partner Award, American Cancer Society, 2007-2008**  
**In the Company of Woman, Pioneer Award, 2005**  
**National Association of Hispanic Public Administrators, Outstanding Member of the Year, 1994**  
**Metro-Dade Women's Association, Hurricane Heroine, 1993**  
**Coalition of Hispanic American Women, Women's History Month Honoree, 1992**  
**Outstanding Young Women of America, 1991**  
**Certificate of Appreciation, Southern Governor's Association, 1985**  
**Certificate of Appreciation, American Cancer Society, Public Education Program, 1985**  
**International City Management Association (ICMA), Conference Scholarship Recipient, 1985**