



Return Completed Application to:
Michelle Dahme, Town Clerk
Town of Yountville
6550 Yount Street
Yountville, CA 94599
Fax: 944-9619
E-mail: mdahme@yville.com

Application to Board, Committee or Commission

(Please note this Application and any attachments are public documents and will be made available for the Town Council and posted to the Town Website as part of the Agenda Packet.)

Board, Committee or Commission Applied for: Napa County Library Commission, Yountville Rep.

Applicant Name: Scott J. Owens, Jr.

Are you a Yountville resident? Yes ☒ No ☐

Are you registered to vote in Yountville? Yes ☒ No ☐

Background and Qualifications:

lifelong learner; library enthusiast and user; grammarian; art and data collector; anthropology student;
historian; community supporter; strategic thinker; eager participant; thoughtful representative.

Experience and/or Profession:

administrative manager; organized record-keeper; strategic planner, philanthropic advisor;
grants administrator; computer systems administrator; Executive Assistant, Board / Management Liaison.
(please see attached resume)

Reason for Wanting to Serve:

As a Library Commissioner, I would strive to be an informed representative of the Yountville Library in Napa
County and a contributing member to the progress of our town in an age of information access. I believe that
the public library is a gathering place that provides free access to education, entertainment, and information.
As an adult, I have chosen to continue my higher education while working full-time, and have accessed library
services for many years to support my own professional development and academic research. (continued)

Other Boards, Committees and/or Commission you currently serve or have served on:

(please see attached resume for Committees on which I have served at The San Francisco Foundation)

TO THE EXTENT POSSIBLE, THE FOLLOWING INFORMATION WILL NOT BE POSTED ON THE TOWN WEBSITE.

Name, addresses and phone numbers of three (3) individuals familiar with your background:

James W. Head, Vice President of Programs — The San Francisco Foundation [REDACTED]

Sandra R. Hernandez, M.D., President and CEO — California HealthCare Foundation [REDACTED]

Jim Pitofsky, Managing Director, Strategic Alliances — John Templeton Foundation [REDACTED]

APPLICANT INFORMATION:

Board, Committee or Commission Applied for: Napa County Library Commission Yountville Representative

Name: Scott J. Owens, Jr.

Street Address: [REDACTED]

Mailing Address: _____

City/Town/Zip: Yountville, CA 94599

Contact Information:

Telephone (day) _____ (evening) _____ (cell) [REDACTED]

(fax) _____ (pager) _____ (e-mail) [REDACTED]

NOTICE TO APPLICANTS:

1. Applicants may be requested/required to be interviewed by the Town Council.
2. Applicants appointed by the Town Council are required to take an Oath of Office.
3. Please note that Appointees may be required by State Law and Town Conflict of Interest Code to file financial disclosure statements.

Scott J. Owens, Jr.

Yountville, CA 94599

PROFILE

administrative professional in service to executive leadership and the community

EXPERIENCE

The San Francisco Foundation — Executive Assistant to the CEO 2004–present
Provide administrative support to the CEO (and Interim CEO), facilitating continuous workflow to the greatest extent possible. Duties include maintaining the CEO's schedule, responding to requests of the executive office, and correspondence for the CEO and 11 Trustees; assembling and distributing the Board docket as well as logistics for eight Board meetings each year and the annual Board retreat. Provide support to members of the Board of Trustees when engaged in Foundation activities. Coordination and research in advance of the CEO's public speaking engagements. In 2011, implemented *BoardEffect*, an online portal and paperless content management system for meetings of the Board of Trustees and all Committees of the Board.

Corporation for Supportive Housing (CSH) —

Office Manager and Assistant to the California Program Director 2002–2004
Provided administrative support to the Director of the California Program, including scheduling and correspondence. Front office management included mail distribution, accounts payable, training the receptionist and support staff, as well as event planning. Additional responsibilities involved travel and included operational set-up of the Los Angeles office for this national organization, which uses housing as a platform for services to improve the lives of the most vulnerable people, maximize public resources and build healthy communities.

Social Entrepreneurs Alliance (SeaChange) —

Office Manager and Executive Assistant to the CEO 2000–2002
Provided executive-level support, accounting oversight, and administrative management for a nonprofit internet start-up initially funded by two national foundations, to connect social entrepreneurs with social investors. Supported the CEO as he hired the executive staff, selected the board of directors, and formulated a strategic plan for the organization during the *dot-com boom* and subsequent bust. Maintained confidence, composure, and trust during a time of financial uncertainty.

Omega Boys Club of San Francisco —

Office Manager and Assistant to the Executive Director 1996–2000

Duties for this nationally recognized youth development and violence prevention organization included on-site facilities management in conjunction with the San Francisco Unified School District, accounts payable processing for scholarship recipients, gifts and grants processing and acknowledgment, front office management, training and coordination of program participant volunteers, event planning, as well as confidential assistant to the executive director / co-founder.

Spinelli Coffee Company —

Office Manager and Assistant to the President and Vice President 1994–1996

Office Management duties included supervising the receptionists, accounts receivable, processing orders for wholesale customers, vendor communications, a warehouse expansion project, and liaison to on-site coffee-roasting plant in San Francisco. Supported the co-founders in day-to-day operations, communications to nine retail locations, and board meeting preparations and record-keeping.

Klein-Berger Co. / ConAgra Foods —

Office Manager and Assistant to the Vice President 1991–1994

Began as a file clerk in the commodities trading office of Klein Brothers International, and was promoted to Office Manager and Assistant to the Vice President after a merger with Berger Co. and then with ConAgra Foods. Provided support to two Vice Presidents in the San Francisco Office, trained and supervised receptionists and support staff, assisted Omaha-based IT department with technology implementation. Assisted with two office moves during the mergers, and remained with the company until it consolidated all operations to California's Central Valley.

EDUCATION

University of New Orleans, New Orleans, LA;

Louisiana State University, Baton Rouge, LA 1986–1989

City College of San Francisco, San Francisco, CA — Anthropology 2006–2014

SKILLS

Proficiencies: Financial Edge, Grants Management System, Raiser's Edge, Microsoft Office

Certification and Training: Exploring Issues of Class/Classism; Radio Operator for Emergency Communications; *Speechskills* Workshop: Projecting Credibility and Confidence; Sexual Harassment Training (manager-level); Public Speaking/Speech, City College of San Francisco; Editorial/Copyediting Workshop, UC Berkeley Extension

Staff Committee Appointments at The San Francisco Foundation: 401(k) Committee, Application Steering Committee, Community Leadership Awards Committee, Sponsorship Review Committee

Reason for Wanting to Serve:

(continued)

Along the way, I have explored the physical environments of libraries, as well as additional facets, such as town records and history, alternative media (CDs, DVDs, microfiche), and on-line access to electronic/paperless resources. I have worked at The San Francisco Foundation for over ten years, where I have developed a deep appreciation for civic engagement and its benefit to communities; I support access to the arts, culture, a clean environment, education, and healthy food. These are the areas of focus of my work, and ones that come to life in Yountville. Additionally, walkability to public parks, the Yountville Library, the Yountville Community Center, and venues for fresh, local food elevate the potential and worldwide appeal of our town.

I am originally from New Orleans, LA, and have a great interest in historic preservation as well as a keen understanding of the modern age and its technological advancements. The Yountville Community Center, Napa Valley Museum, and the French architectural elements of Yountville bring it home for me.

I want to serve this community as an advocate for the Yountville Library in Napa County.