

TARA L. FIKES

5113 Bridgewood Drive ■ Durham, N.C. 27713 ■ (919) 616-1020 ■ tfikes612@earthlink.net

EDUCATION

Doctor of Public Administration (DPA), University of Southern California
Master of Public Affairs (MPA), North Carolina State University
Bachelor of Arts, Public Administration (BA), North Carolina Central University

SUMMARY OF QUALIFICATIONS

- Managerial experience in county government including program design and implementation, budget development and budget monitoring and supervision
 - Effective team player with extensive experience in leading and collaborating with departmental, intergovernmental and community groups
 - Strong written/ verbal communication and presentation skills
 - Experience working with diverse cultural and socio-economic groups
 - University teaching experience (in-person, online and hybrid delivery)
-

PROFESSIONAL EXPERIENCE

Orange County Government, North Carolina, Hillsborough, North Carolina

February 1984 to March 2014

Director, Housing, Human Rights and Community Development

Served as Department Director of the Orange County Housing, Human Rights and Community Development Department. Responsibilities included: administering the County's Section 8 Housing Choice Voucher (HCV) Program, the Small Cities Community Development Block Grant (CDBG) Program, HOME Investment Partnership Program, the Housing Bond Program, the Fair Housing Enforcement Program, and other County housing initiatives such as efforts to end homelessness in the community.

- Secured approximately \$12 million dollars in grant funds for housing programs;
- Prepared the annual department budget and exercised budget control;
- Supervised twelve (12) staff members;
- Facilitated the development of a County Housing Development Non-Profit Corporation; and
- Provided effective staff support to several citizen task forces and advisory boards addressing affordable housing issues;

Other Positions Held: *Section 8 Program Supervisor; Housing Counselor; and Community Development Specialist.*

ACADEMIC EXPERIENCE

Ohio University - Voinovich School of Leadership and Public Affairs

Adjunct Instructor

June 2018 – Present

- Teach courses in the online Master of Public Administration (MPA) Program including Organizational Leadership and Special Topics Workshop – Social Justice using the Blackboard Learning Management System; and
- Prepare course syllabi, review and provide feedback on all student assignments.

University of North Carolina at Chapel Hill – School of Government

Adjunct Instructor

August 2017 – Present

- Teach a core course – Public Institutions and Values – for the UNC Master of Public Administration Online Program known as UNC@MPA; and
- Lead weekly live sessions using the 2U Learning Management System; and
- Review and provide feedback on all student assignments.

North Carolina Central University, Durham, North Carolina

Academic Years 1989 - 1996 and 2004 - 2015

Coordinator, Executive Master of Public Administration (EMPA) Program/Visiting Assistant Professor (Academic Year 2014-2015)

- Marketed the EMPA Program including conducting information sessions;
- Managed program components including course schedules, material acquisition and other logistics such as parking permits and meals; and
- Assisted in the formation of the Program's MPA Advisory Council to include member recruitment.

Adjunct Assistant Professor; Lecturer

(Academic Years 1989-1996 and 2004-2015)

- Taught graduate courses in the Master of Public Administration (MPA) Program: Principles of Management; Organizational Theory and Behavior; Professional Skills; Public Policy Formulation; and Public Finance; and
- Prepared course syllabi, lecture material and evaluated student assignments.

SPECIAL TRAINING/CERTIFICATIONS

Fellow, North Carolina Institute of Political Leadership

Public Executive Leadership Academy; Group Facilitation and Consultation Workshop and Graduate, Municipal/County Administration Course

School of Government – University of North Carolina – Chapel Hill

Public Housing Manager (PHM) Certification

National Association of Housing, Redevelopment and Code Officials (NAHRO)

PROFESSIONAL MEMBERSHIPS

- * American Society of Public Administration, Research Triangle Chapter
- * Local Government Federal Credit Union Advisory Committee

COMMUNITY ENGAGEMENT

- * Chair, Durham County Board of Social Services
- * Regional Board Member - Secretary, NC Social Services Board Association
- * Vice-Chair, Durham Technical Community College Board of Trustees
- * Board President, Ivy Community Center, Incorporated