

KATHLEEN P. O'LEARY
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EDUCATION

Master of Science, Negotiation & Conflict Resolution/ Creighton University (2019)
Bachelor of Science in Accounting/ Dickinson State University (1996)
Associate of Arts/ Dawson Community College (1992)

STRENGTHS

- Proven strategic leader, adapting quickly to changing environments and capitalizing on opportunities with long term planning
- Uses a calm demeanor, reliance on data, relationship building and tough decision making to exceed expectations with minimal resources
- Possesses conflict engagement skills to grow teams, inspire staff & build or repair relationships to steer teams through change
- Stresses accountability and employs business sense, compassion, a healthy sense of humor and the ability to communicate effectively to serve the public and stakeholders
- Encourages collaboration between industry, professional associations and government agencies
- Knowledgeable in state government policies and procedures; legislative activities
- Worked in both private and public sectors
- Raised in Montana spending half my life in both the western and eastern sides of this beautiful state

RECENT CAREER HIGHLIGHTS

Served a critical role overseeing DLI operations during the 2020 pandemic which required quick and compassionate responses to historic demands of Unemployment Insurance, workforce strategies, employer responsibilities and professional licensing needs.

Partnered with legislators, collective bargaining representatives, accreditation bodies and the Glendive community during a time of crisis for the institution to lead Dawson Community College through a difficult transformation resulting in improved operations and efficiencies, growing enrollment, and increased ability to serve students and meet industry needs.

Intentional use of conflict engagement skills and high emotional intelligence, combined with a strong business acumen and the ability to make tough decisions has consistently set expectations of caring regard, high accountability and strong producing teams.

PROFESSIONAL EXPERIENCE

DEPUTY COMMISSIONER

MT Department of Labor and Industry (10 Direct Reports overseeing 800+ fte) Feb 2019 - Present
Serve as advisor to the Commissioner, assisting with all upper level administrative and management activities, such as strategic planning, budgeting, administrative management, policy development, personnel management, communications; providing leadership and direction for department activities and the establishment and attainment of department goals, objectives, and direction. Am Acting Commissioner in the Commissioner's absence, act on behalf of and represent the Commissioner at internal and external meetings, coordinate functions and business activities involving other agencies; serve as the department's liaison to local and state boards and perform other duties assigned by the Commissioner.

SPECIAL LIAISON to the PRESIDENT*Dawson Community College**Nov 2017 – Feb 2019*

Represented the College in outreach across the state to inform and build partnerships with government agencies, industry leaders and school districts on the role of community colleges in building workforce. Analyzed, communicated, and organized responses to identified threats and potential opportunities to the College and eastern Montana. Counseled the administration on personnel matters, collective bargaining procedures, budgeting, board management, long range planning, stakeholder relationships, and policy implementation. This position benefitted the College, the Glendive community and eastern Montana through increased workforce development training opportunities and expanded partnerships.

VICE PRESIDENT of ADMINISTRATION*Dawson Community College (Avg. 12-18 Direct Reports, overseeing 80 fte)**July 2014 – Nov 2017*

Key lead in reorganization strategies, long term planning and external relationships. Reported directly to the President, providing leadership and administrative oversight over the following areas: financial operations, human resources, plant operations (including capital project management), purchasing, insurance and risk management, information technology, enrollment management, admissions, registrar, auxiliary services (college store, food service, housing) and financial aid. Advised the President and reported to the Board on the full range of policy, strategy and operations. Represented the College on local board, taskforces and community initiatives.

EXECUTIVE DIRECTOR of FINANCE*Dawson Community College (Seven Direct Reports)**Oct 2013 - July 2014*

Chief fiscal and business officer for the College; responsible for day to day budgeting, financial services, reconciliations, audit and human resources.

FINANCIAL ANALYST II*WBI Energy Transmission**Dec 2012 – Nov 2013*

Position combined accounting and human resource functions for a natural gas transmission company. Responsible for preparing and analyzing various financial reports while assuring compliance with state and federal regulatory reporting requirements. Interpreted and communicated company policies and procedures to directors and employees. Assisted in labor relations and personnel matters.

CITY TREASURER*City of Glendive**May 2006 – Dec 2012*

Appointed by the Mayor was primarily responsible for day to day management of revenue and cash flow, collection, receipt, reporting and disbursement of municipal funds. Also performed payroll and human resource functions and monthly financial reconciliations, collaborated with the County to ensure correct collection of taxes and assessments; served as a liaison between the public, Mayor, Council, and department leaders to keep City operations running smoothly.

Information on prior positions in city government and healthcare administration available upon request.

COMMUNITY SERVICE

- Presenter:
 - Conflict Engagement workshops to various community groups, work units and classrooms on effective conflict engagement and how to have difficult conversations
 - AAUW Salary Negotiation Workshops
- Carroll College (Volunteer - Nursing Dept)
- St. Helena Catholic Cathedral

REFERENCES AVAILABLE UPON REQUEST