



Operations Division
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July 13, 2011

Ms. Denise Wren, Chief Operations Officer
USD 259
201 North Water
Wichita, KS 67202

Re: Recommendation for Joseph Martinez, III, for Division Director of Facilities position

Dear Ms. Wren:

I understand that you will soon be reviewing applications for the Division Director of Facilities position. Joseph "Jose" Martinez is an applicant for that position.

Please consider this as a strong recommendation for Jose and an assurance that – if offered the position – he will meet all of your expectations and more.

Jose has worked for me as the District's Supply Department Manager since July 2008. There is no question that he is the leader of the department and all its initiatives. I have never had to "sweep up" after Jose, nor have I had any concerns about his management style or work ethic.

As I look back on his tenure in the department, I am most impressed with his ability to work closely with staff and showcasing a willingness to work alongside them while providing direction and support. Four things stand out as follows –

1 – He completed the initiative of his predecessor of full cross training for all staff members in the department. This has allowed any staff member to be in a position to either perform, or provide full support, for any position in the department. This has included a requirement that all Supply department warehouse workers attain their CDL driving license. Anyone can drive a truck and make a delivery.

2 – Implementation of the "Supply Olympics" program. Every summer Jose provides for an opportunity for staff members to test their Supply department skills in a fun, friendly competition. Jose also competes. Staff members are to complete several activities within the department – all are standard functions – within a specific period of time. The winner is the staff member that completes the activities in the least amount of time. The winner receives a plaque and the satisfaction of knowing that they are the best at providing timely, efficient services. The program fosters professional development and fellowship amongst staff.

3 – Implementation of the “Staff Member of the Quarter and Year” program. This program is designed to reward staff members for going above and beyond the daily responsibilities in providing services to District customers. Staff members are recognized publicly and have their name placed on a plaque in the department.

4 – Implementation of a Customer Service program – Late in 2010 the Supply department was accused of misplacing a shipment of furniture. Upon investigation, it was clearly evident that the shipment was never misplaced, but was actually received correctly and stored safely while waiting for another District department to perform delivery and installations services. But the customer didn’t know that. Jose realized that additional communication was necessary to keep the District customer informed of the status of the order. He implemented a simple process that notifies District departments that their materials (that need special delivery and/or installation) have arrived in the Warehouse and are “in line” for delivery and installation as soon as possible. The memo provides contract information for the District user to perform follow-up at their convenience.

As you can see from Jose’s resume, he has served in a variety of different management capacities during his career. Jose continues to work on improving himself by seeking upper level, formal, education. That, coupled with his private sector and military work experience, has positioned him to work hard and smart for the benefit of our District customers.

As you have come to know through your review of Jose’s application, you no doubt see a highly competent professional and visionary. He is energy filled, motivated and ready for the challenge of leading a larger area. I understand the challenge you face in selecting an outstanding candidate, but let me assure you that the selection of Jose Martinez will fulfill your highest expectations.

I will be happy to visit if you have questions.

Sincerely,

Darren C. Muci

Darren Muci