

Tyler I. Sirois

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CURRENT EMPLOYMENT

Executive Director, Office of the State Attorney
Melbourne, Florida
January 2013 - Present

- Manage and coordinate the administrative divisions of the Office of the Attorney, including: budget and finance, information systems, investigations, human resources, and litigation support;
- Maintain Florida Department of Law Enforcement Criminal Justice Information System security clearance;
- Develop and maintain a \$20 million budget supporting 300 employees in Brevard and Seminole County;
- Complete annual Legislative Budget Requests and engage in the annual state budget process;
- Meet all guidelines and reporting requirements for the Florida Legislature and Executive Office of the Governor;
- Responsible for crisis management, internal investigation, and personnel actions; and
- Represent the State Attorney before community groups, external stakeholders, and law enforcement partners.

PROFESSIONAL HISTORY

Chief Deputy Supervisor of Elections, Brevard County Supervisor of Elections
Melbourne, Florida January 2010 - January 2013

- Support the Supervisor of Elections with coordination and executive of election operations;
- Coordinate with supervisors to develop a \$4 million-dollar budget to support election operations;
- Maintain compliance with Division of Elections rules, Florida Statutes, and Federal Election Law;
- Supervise the production and dissemination of public information and respond to public inquires; and
- Conduct employee evaluations and facilitate personnel actions.

Business Liaison Consultant, Brevard Workforce & Florida High Tech Corridor
Rockledge, Florida
March 2009 - May 2010 (Contract)

- Created the Regional Aerospace Workforce Initiative to study the impacts of the Space Shuttle transition;
- Developed a regional asset map to catalogue training and educational resources related to STEM;
- Tracked state and county legislative proposals relevant to high-tech industry occupations;
- Formed collaboration between industry, education, and government sectors to identify and leverage resources;
- Implemented communications strategies to drive development, including use of surveys and focus groups; and
- Represented Brevard County workforce programs across the Central Florida region.

Aide to the Commissioner, Brevard County Board of County Commissioners
Island, Florida

Merritt

October 2007 - April 2009

- Provide constituent services and build relationships with citizens and members of the business community;
- Represent the commissioner at a variety of community meetings, forums, and policy workshops; and
- Prepared commission agenda items and conducted research in preparation for meetings and workshops.

**Legislative Aide, The Florida House of Representatives
Island, Florida**

Merritt

December 2006 - October 2007

- Review and summarize legislation to determine its effectiveness and the impact of its passage;
- Monitor and review news articles and stakeholder publications to assess public understanding and perception;
- Work with legislative bill drafting and committee staff to produce bill text, amendments, and staff analysis;
- Preparing letters, summaries, talk-sheets or speeches, reports, and informational memoranda; and
- Provide constituent services to the residents of the house district.