

Diane Nakagawa



20+ years of public administration experience with a focus on economic development and budget administration.

Experience

MAY 2022-PRESENT

Deputy Finance Director/County of Hawaii

Along with the Director of Finance, this position manages the nine divisions of the department including property management, treasury, vehicle registration and licensing, real property tax, accounts, risk management, budget, internal controls, and purchasing. This position is responsible for the oversight of financial functions in the County Charter including the preparation and submission of budget and capital programs, centralized purchasing, payment obligations and appropriations.

SEPTEMBER 2019-MAY 2022

Purchasing Agent/County of Hawaii

Oversee all aspects of procurement for the County excluding construction projects. This included drafting solicitation documents, coordination with all County departments, advising management of the appropriate procurement, and oversight of contract compliance. It also encompasses the development and implementation of a procurement training program for internal County staff and outreach development for businesses to promote competition in the marketplace. I also managed the overall operation of the division including supervisory and administrative functions.

OCTOBER 2003-SEPTEMBER 2019

Community and Economic Development/City of Phoenix

Held various positions at the City of Phoenix including the **Deputy Economic Development Director** position which I vacated in September of 2019. During the 16 years, my focus was primarily on economic development and budget administration. This included planning and implementation of a new downtown university campus, transit-oriented development for light rail, long range planning for Phoenix Sky Harbor International Airport, and oversight of the City's Workforce Innovation and Opportunity Act funding and Board. I also managed the department operating and capital improvement budget as well as all other administrative functions including personnel, technology, marketing, and procurement and contract compliance.

APRIL 2001-OCTOBER 2003

Vice President of Business Development/Gilbert Chamber of Commerce

Served as the business development liaison with local businesses and the Town of Gilbert. Developed and managed a business resource center to support the needs of small businesses. I oversaw the Business Development Committee as well as the Small Business Council. This position represented the Chamber and businesses on construction and code issues affecting operation and viability. Designed and managed a marketing program for businesses to promote networking opportunities.

Education

Master of Public Administration/Arizona State University

Bachelor of Arts, Political Science/University of Hawaii