



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS COMMISSIONERS
Government Serving Citizens

John Meeks, Vice Chair
Rock Meeks
Desiree Mills, Chair
Tim Hodge
Matt Brooks

Special Meeting to conduct County Manager Interviews Agenda
August 29, 2024
1:00 PM

Public Call-In Information

- Conference Call Number: 1-571-317-3112
- Enter Access Code: 705-809-189
- The phone lines will open at 12:40 PM
- All lines will be muted; listening capabilities only

CALL TO ORDER

Invocation

Pledge to the Flag

Roll Call of the Commissioners

Approval of Agenda

- The Commissioners will approve and/or modify the official agenda at this time.

BUSINESS OR INFORMATIONAL ITEMS:

LEVY COUNTY HUMAN RESOURCES - Jacqueline Martin, Director

1. 1:00 PM - 1:15 PM: Interviews for County Manager and Timeline Process
2. 1:15 PM - 1:45 PM: County Manager Applicant – William “Will” Ary
3. 1:45 PM - 2:15 PM: County Manager Applicant – Kari Bastow
4. 2:15 PM - 2:45 PM: County Manager Applicant – Edward Braddy
5. 2:45 PM - 3:15 PM: County Manager Applicant – Christopher Delgado
6. 3:15 PM - 3:45 PM: County Manager Applicant – Mary-Ellen Harper
7. 3:45 PM - 4:15 PM: County Manager Applicant – Benjamin Moose
8. 4:15 PM - 4:45 PM: County Manager Applicant – Robert “Bob” Reinshuttle

5:00 PM - 6:00 PM: RECESS

6:00 PM: RECONVENE

9. 6:00 PM - 6:30 PM: County Manager Applicant – Alicia “Ali” Tretheway
10. 6:30 PM - 7:00 PM: County Manager Applicant – James Williams

Agenda
August 29, 2024

7:00 PM - 7:15 PM: COMMISSIONER'S BREAK

7:15 PM - 8:30 PM: DELIBERATE AND NEGOTIATE

PUBLIC COMMENTS:

- Complete Public Comment Form and submit to the Board Chairman
- Approach podium, speak clearly into the microphone and state your full name and address
- Comments will be limited to a maximum of three (3) minutes per person

Adjourn

Should any agency or person decide to appeal any decision made by the Board with respect to any matter considered at this meeting, such agency or person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, person needing a special accommodation or an interpreter to participate in the proceeding should contact the County Clerk's Office at (352) 486-5266, or the Office of the Board of County Commissioners at (352) 486-5217, at least two (2) days prior to the date of the meeting. Hearing-impaired persons can access the foregoing telephone number by contacting the Florida Relay Service at 1-800-955-8770 (Voice) or 1-800-955-8771 (TDD).



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager, (352) 486-5219
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

Interviews for County Manager

- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Attached for review:

- Position Posting with Job Description
- Applicant Summary of Minimum Qualifications
- County Manage Interview Schedule

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

POSITION:	County Manager
POSITION #:	1100
AREA(S):	County Commission Office

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This position provides executive leadership and overall direction to County Department heads, including providing guidance to the Board of County Commissioners on policies and procedures, administering the annual budget, working with citizen groups and responsible for the day-to-day affairs of the County, consistent with Section 125.74, Florida Statute.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

- Administers and carries out the directives and policies of the Board of County Commissioners and enforces all orders, resolutions, ordinances and regulations of the Board.
- Provides administrative direction and supervision to employees to include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training; and making hiring, termination and disciplinary decisions.
- Maintains visibility in the community and is responsive and sensitive to community needs.
- Builds and maintains cooperative working relationships with Levy County's cities.
- Directs Department Directors in implementing Board policies and directives. Provides guidance regarding policy and procedure developments across County Departments and Divisions.
- Establishes and maintains effective working relationships with County officials and staff, other agencies, offices, and organizations.
- Establishes the schedules and procedures to be followed by all County Departments, offices and agencies in connection with the budget and supervise and administer all phases of the budgetary process.
- Administers the annual budget and capital budgets.
- Coordinates individuals and groups of employees to increase empowerment, communication, and effectiveness.
- Interprets, explains, and applies applicable laws, regulations, and policies, makes sound decisions in accordance with applicable guiding measures.
- Performs other duties of a similar nature or level.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, & ABILITIES

- Managerial principles
- Leadership principles
- Advanced public administration principles and practices

- Applicable local, State and Federal laws.
- Budget and finance principles
- Strategic planning principles
- Program development and implementation principles
- Monitoring and evaluating subordinates
- Delegating and prioritizing work
- Preparing reports
- Interpreting and applying local, State and Federal laws and regulations
- Developing and implementing goals, objectives, policies, and procedures
- Reading, comprehending, and reviewing financial information
- Making program decisions based on financial considerations
- Monitoring legal and regulatory changes
- Mediating conflict and negotiating skills
- Developing and implementing strategic plans
- Managing budgets
- Communicating technical and complex concepts in a clear and easily understandable language
- Synthesizing information into reports and making appropriate recommendations
- Analyzing complex organizational, operational, and management problems;
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.
- During emergency conditions, this position is considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties, as assigned

MINIMUM QUALIFICATIONS

- Must be a resident of Levy County or become a resident within six months of employment.
- Bachelor's degree in Public Administration/Business Administration or closely related field and at least two (2) years of responsible management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Experience in local government law and labor.
- Experience with Unions preferred.
- Experience with State and Federal Agencies and lobbyist preferred.
- Executive level experience overseeing a rural jurisdiction of similar size preferred.
- Possess and maintain a valid Florida driver license.

PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the

human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

EVALUATION

Performance of this job will be evaluated in accordance with the Board policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Exempt
Worker's Comp Class Code	8810
EEOC Job Category	Officials and Administrators
EEOC Job Function	Financial Administration
EEOC Job Category	Officials and Administrators
Safety Sensitive	NO
Safety Category (if applicable)	
Paygrade:	BOCC approved

County Manager -
 Levy County Commission
 closing: 08/02/2024 4:00 p.m.

Item 1.

- A) Bachelor's degree in Public Administration/Business Administration or closely related field and at least two (2) years of responsible management experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
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- E) Must be a resident of Levy County or become a resident within six months of employment.
- F) Experience in local government law.
- F) Experience in local government labor
- G) Experience with Unions preferred.
- H) Veterans Preference

Posted: 07/05/2024

NAME	MAILING ADDRESS	CONTACT #							
									Degree/Out of County Residence
David Arrington	16250 NW 22 Terrace Trenton, FL 32693	352-221-2114			X	X			NO
William Ary	19058 SW 44 Street Dunnellon, FL 34432	254-230-3765		X	X		X		YES BA Accounting MARION COUNTY
Kari Bastow	5471 NW 86 Street Chiefland, FL 32626	352-224-8577			X	X			NO
Edward Braddy	7083 NE HWY 349 Old Town, FL 32680	352-562-6431	X	X	X		X	X	NO Master in Arts, History DIXIE
Amanda Craig	15930 NE 75 Street Williston, FL 32696	352-538-7608			X	X			NO
Christopher Delgado	899 SW 1 Avenue Williston, FL 32696	360-320-8137	X		X	X			YES Master of Business Administration
Saffron Dodd	300 1 Avenue East Horseshoe Bch, FL 32648	904-687-7311	X		X				NO Public Administration DIXIE

County Manager -
 Levy County Commission
 closing: 08/02/2024 4:00 p.m.

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Posted: 07/05/2024

NAME	MAILING ADDRESS	CONTACT #							Degree/Out of County Residence
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James Dowdy	6171 NE 150 Avenue Williston, FL 32696	719-357-1624			X	X			YES	Prof. Aeronautics/Minor in Management
Nathan Foote	6690 NW 80 Street Chiefland, FL 32626	352-949-5600			X	X			NO	
Timothy Gray	5090 NE 103 Terrace Bronson, FL 32621	352-681-2336			X	X			NO	
INTERNAL APPLICANT Mary-Ellen Harper	70 NW 130 Street Trenton, FL 32693	860-729-8247	X	X	X	X	X		NO	Masters in Public Administration
Jeffrey McKittrick	105 Douglas Street Homosassa, FL 34446	423-383-8043	X		X				NO	Masters in Business
Adam Middleton	417 NE 2 Street Chiefland, FL 32626	352-222-0128			X	X			NO	
Benjamin Moose	2480 SE 50 Terrace Ocala, FL 34480	585-738-4815			X				YES	MS Soil & Water Science COUNTY

CITRUS

MARION

County Manager -
 Levy County Commission
 closing: 08/02/2024 4:00 p.m.

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Posted: 07/05/2024

NAME	MAILING ADDRESS	CONTACT #							Degree/Out of County Residence
Alfonso Noto	7214 Flowerfield Dr Tampa, FL 33615	813-368-5944	X	X	X				NO Master of Business Administration/Business HILLSBOROUGH COUNTY
Shenice Pitts	431 E Country Club Dr Williston, FL 32696	352-792-5733				X	X		NO Social Work
Robert Reinshuttle	5717 Village Ridge Ln Tallahassee, FL 32312	850-980-0262	X	X	X	X		X	NO BA in Economics/Political Science Master of Public Administration LEON COUNTY
INTERNAL APPLICANT Jessie Robinson	7351 NE 92 Court Bronson, FL 32621	352-665-5055				X	X		NO Automotive Technology
Kelly Thompson	13990 SE 120 Street Dunnellon, FL 34431	954-483-3633	X			X	X		NO Master of Business Administration Degree in Project Management
Raymond Tremblay	8851 NW 173 Street Fanning Spgs, FL 32693	352-440-9958				X	X		NO
INTERNAL APPLICANT Alicia Tretheway	14131 NE 55 Place Williston, FL 32621	774-402-0390	X	X	X	X	X		NO Masters in Public Administration

County Manager -
 Levy County Commission
 closing: 08/02/2024 4:00 p.m.

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Posted: 07/05/2024

NAME	MAILING ADDRESS	CONTACT #	A	B	C	D	E	F	G	H	Notes
Mark Tyner	901 Locke Drive Oxford, AL 36203	205-394-5562	X	X	X			X		NO	Degree/Out of County Residence Communication/Political Science/Master Public Administration All exp in Alabama ALABAMA
John Welch III	1 NE 327 Avenue Old Town, FL 32680	352-872-3943	X		X	X				NO	Environmental Science/Political Science/ JD DIXIE
James Williams	8812 SW 113 Avenue Lake Butler, FL 32054	386-623-1316		X	X	X		X		NO	Certified Public Manager UNION



County Manager Interviews

August 29, 2024

Time	Applicant	Action
1:00 – 1:15		Open meeting with instructions
1:15 – 1:45	William “Will” Ary	
1:45 – 2:15	Kari Bastow	
2:15 – 2:45	Edward Braddy	
2:45 – 3:15	Christopher Delgado	
3:15 – 3:45	Mary-Ellen Harper	
3:45 – 4:15	Benjamin Moose	
4:15 – 4:45	Robert “Bob” Reinshuttle	
5:00 – 6:00		Break
6:00 – 6:30	Alicia “Ali” Tretheway	
6:30 – 7:00	James Williams	
7:00 – 7:15		Commissioner’s Break
7:15 – 8:30		Deliberate and Negotiate

<p align="center">Timeline for Interview Process – Levy County Manager Note: all timeframes listed are estimates and may be adjusted</p>		
Date	Action/Location	Description/Details
Tuesday 8/20 at 9am	BoCC Regular Meeting - Agenda Item to finalize interview process for County Manager	The BoCC discussed and provided direction to: (1) interview the 11 applicants selected by individual Commissioners, and (2) conduct the interview process over two days - Wednesday, August 28 th and Thursday, August 29 th
By Wednesday 8/21 at 4pm	HR contacted the 11 selected applicants and extended an offer to interview	10 applicants accepted an interview; 1 applicant declined
By Friday 8/23 at 4pm	Each Commissioner provides 3 interview questions to HR for the public interview	The HR Director and County Attorney will compile, edit and prepare a list of five interview questions for the public interviews. The questions will not be shared with the public or applicants in advance.
Wednesday 8/28	1-2:30pm: Welcome and Skills Test (not open to the public - Cafeteria)	After welcome, introductions and questions (if any), HR will provide the applicants with a skills question – real life, practical situation that a County Manager may face – and ask them to submit a written response within 30 minutes. The written responses will be provided to each Commissioner, but not shared otherwise.
	2:30-3pm: Break	
	3-5pm: Meet and Greet with County Management Team and Commissioners-elect (not open to the public - Cafeteria)	<p>Each applicant will introduce themselves to the group, then each will be seated at a table with name card, Management Team members and Commissioners-elect can visit each table to get to know the individual applicants.</p> <p>By Thursday morning at 9am, each County Management team member who participated may provide anonymous input (on the form provided by HR/Legal) concerning the applicants. The forms should be delivered to the County Attorney’s Office and will be provided to each Commissioner.</p>

<p>Thursday 8/29</p>	<p>8am – noon: One-on-one meetings with Commissioners (not open to the public – various County Offices)</p>	<p>Each applicant will meet with each Commissioner for 15 minutes</p>
	<p>Noon -1pm: Lunch Break (not open to the public - Cafeteria)</p>	<p>Lunch provided for applicants and Commissioners</p>
	<p>BoCC Special Meeting for Interviews (open to the public)</p> <p>1pm – 5pm: conduct 7 interviews</p> <p>5-6pm: Recess for Dinner Break (dinner will be provided for applicants and Commissioners – Cafeteria – not open to the public)</p> <p>6-7:30pm: conduct 3 interviews</p> <p>7:30-7:45pm: Commissioner break</p> <p>7:45-9pm: Commission deliberates and negotiates</p>	<p>(1) Each applicant will interview individually, with all other applicants asked to remain outside of the meeting room and to refrain from listening to the meeting. 30 minute time limit for each interview.</p> <p>(2) Introduction from the applicant (3 minutes)</p> <p>(3) Commissioners ask the five interview questions (20 minutes)</p> <p>(4) Applicant asks questions and/or shares final information (7 minutes) and then will be asked to leave the meeting room.</p> <p>(5) After all interviews are concluded, the Commission will deliberate and select their top applicant and appropriate salary (commensurate with experience and qualifications) to be offered to that applicant. The applicant will be invited back into the meeting room, informed of the salary and may negotiate (if needed.) If the applicant rejects the offer, the Commission will select the next applicant and repeat the process.</p> <p>Alternatively, the Commission may rank and determine appropriate salary for each ranked applicant, and then negotiate in the ranked order. Any verbal offer of employment is subject to pre-employment background screening and an employment agreement (in the form provided by the County) to be signed by the Chair and the applicant.</p>
<p>TBD</p>	<p>Start Date for County Manager</p>	<p>Will be established in the signed Employment Agreement.</p>



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – William “Will” Ary

- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**

- a. **Budget Action:**
- b. **Financial Impact Summary Statement:**
- c. **Detailed Analysis Attached**
- d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

Application for Employment

VETERANS PREFERENCE

Item 2.

Print

Submitted by:

Submitted On: 2024-07-09 12:35:14

Submission IP: (129.222.253.115)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [Res.doc_.pdf](#) - 2024-07-09 12:35:15 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218 EXT. 3
 FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*** Position Applying For:**

County Manager

Please type in the position for which you are applying for.

*** Department:**

County Commissioners Office

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

Ary

*** First Name:**

William

*** Middle Name:**

Grady

*** Street Address:**

19058 SW 44th Street

Home Phone:

Ex. (123) 456-7890

Cell Phone:

2542303765

*** City:**

Dunnellon

*** State:**

FL

*** Zip Code:**

34432

*** County:**

Marion

*** Email:**

Wgary333@gmail.com

Type the County you reside in.

* Are you at least 18 years of age? Yes No

* Do you have a valid Florida Drivers License? Yes No

* Class: E - Regular License A B C

Endorsements:

Item 2.

* Have you ever worked under a different name? Yes No

If you selected "Yes" Name:

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation? Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government Yes (If yes, please complete below) No

Full Name of Relative: Dept. or Office Location: Relationship:

* Have you ever been employed by Levy County Commissioners? Yes (If yes, please complete below) No

Dates Employed: Department: Supervisor Name: Reason for Leaving:

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered. Yes (If yes, please complete below) No

Offense: Date: Place: Disposition: MM/DD/YYYY Format MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent: Bruceville Eddy High School Texas * Graduated: Yes No

Type the name of School and State.

Undergraduate College or Universities: Graduated: Yes No Credit Hours Completed: 128 Type of Diploma or Degree/Major Field or Study: BA Accounting

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School:
Liberty University
Type the name of School and State.

Graduated:
 Yes No

Credit Hours Completed:
53
Type the number of Credit Hours Completed.

Type of Diploma or Degree/Major Field of Study:
MA Theology & Ministry
Item 2.

Technical Vocational or Bus. School:
Type the name of School and State.

Graduated:
 Yes No

Credit Hours Completed:
Type the number of Credit Hours Completed.

Type of Diploma or Degree/Major Field of Study:

*** List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

As the Town Manager for Yankeetown, I have implemented and coordinated many of the same processes as I would at a county level only at a much smaller scale. I have the ability to oversee and coordinate at a larger scale and would love the opportunity to grow.

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

Understanding how individual municipalities work and the constraints that they hold and seeing the needs of the county for many years I bring a unique perspective that will allow me to help residents, municipalities, and the County Commission.

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration:	Issue Date:	Expiration Date:	State:
Number:	Issue Date:	Expiration Date:	State:
Enter the License/Certification/Registration Number.	Enter the Date Issued.	Enter the Expiration Date (if any).	Enter the State Issued.

Name of License/Certification/Registration:	Issue Date:	Expiration Date:	State:
Number:	Issue Date:	Expiration Date:	State:
Enter the License/Certification/Registration Number.	Enter the Date Issued.	Enter the Expiration Date (if any).	Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.		
Town of Yankeetown	352-447-2511	Feb 2021	Present		
Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
6241 Harmony Ln.	Yankeetown	FL	34498	60,000	75,000

Job Title:	Number of Employees Supervised:	May we Contact this Employer?	<i>Item 2.</i>
Town Manager	8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Mayor Erkel	4345316585	Desire to grow and learn more.

Duties and Responsibilities:

The Town Manager of Yankeetown, Florida, holds a multifaceted role encompassing several titles: Town Clerk, Town Treasurer, and Town Administrator. William Ary, who assumed this position on February 24, 2021, manages the entire town on behalf of the mayor and council. The responsibilities include administrative tasks, financial management, and overseeing various committees and commissions.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Stampede Consulting	202-905-8509	Sept. 2015	Nov. 2020

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
1034 Hwy 7	Eddy	TX	76524	45,000	72,000

Job Title:	Number of Employees Supervised:
Director of Operations (Acting COO)	55

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Chris Turner CEO	2029058509	Covid

Duties and Responsibilities:

Daily Management of multiple Field Director teams of 50 personnel each across the country. Daily analyzing data from all projects across the company. Search through data to insure no fraud. Process hours worked from canvassers. Create and manage reporting trackers for clients. Generate lists of voters using micro targeting and import into canvassing systems (I360, Advantage). Created a patented accountability system and created mapping systems.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
U.S. Army	Ex. (123) 456-7890	June 2011	October 2018

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
				27000	35000

Job Title:	Number of Employees Supervised:
U.S. Infantryman, Paratrooper	10

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Capt. Gillette	Ex. (123) 456-7890	Contract ended

Duties and Responsibilities:

Provided maximum versatility in chaotic and uncertain conditions. Employed a variety of methods to support team members, including communications links. Developed into a qualified leader who trained and directed teams and sections, while coordinating with higher and supporting units. Trained in core competencies of operations and awareness. performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
	Ex. (123) 456-7890		

Street Address: City: State: Zip: Starting Pay: Ending Pay: Item 2.

Job Title: Number of Employees Supervised:

Supervisor Name: Supervisor's Phone Number: Reason for Leaving:
 Ex. (123) 456-7890

Duties and Responsibilities:

Veterans' Preference
Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

* Do you wish to Claim Veterans' Preference?

- Yes (If Yes, please complete below)
 No

Branch: Entry Date: Discharge Date:
 U.S. Army June 2011 October 2018

REFERENCES
List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Eric Erkel	1 Tippie Toe Lane 34498 <small>Include Zip Code.</small>	4345316585	Mayor	3
Chris Turner	N/A <small>Include Zip Code.</small>	202-905-8509	CEO	4
Michal Murray	N/A <small>Include Zip Code.</small>	9164327199	CA County Supervisor	9

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

Item 2.

I Acknowledge

* Applicant Signature:

William Ary

* Date:

07/09/2024

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

William G. Ary

19058 SW 44th St. | Dunnellon, Fl 34432 | wgary333@gmail.com | 254-230-3765

EXPERIENCE:

Town of Yankeetown | Yankeetown, Fl | February 2021 – Present *Town Manger*

- Dedicated and results-driven Town Manager with extensive experience in municipal administration, community development, and public service. Proven track record of fostering collaboration, implementing strategic initiatives, and ensuring efficient operations. Committed to enhancing the quality of life for Yankeetown residents through effective leadership and innovative solutions. Assisted in day-to-day operations, including budget management and personnel supervision. Collaborated with department heads to improve service delivery and resident satisfaction. Coordinated disaster response efforts during hurricanes and other emergencies. Led cross-functional teams, managed budgets, and facilitated community engagement. Drafted and implemented local policies, ordinances, and regulations. Oversaw budget planning, revenue generation, and cost control. Coordinated infrastructure projects, maintenance, and improvements. Collaborated with elected officials, citizens, and business owners. Developed and executed emergency response plans. Spearheaded economic development initiatives, attracting new businesses and promoting tourism. Streamlined administrative processes, resulting in increased efficiency and cost savings. Advocated for environmental conservation and sustainable practices within the community. Successfully secured grants for infrastructure upgrades and public safety enhancements.

Magnolia Warehouse | Waco, Texas | May 2017 – August 2018 *Senior Product Analyst and Processor*

- Provided details of each product along with measurements, color, and function to all entities throughout the Company. This information would go on the online description. Also processed all product sold by the company to insure they met the description given to the purchasing department. This position required working with each of the following departments: Purchasing, Visual, Online Managers, Store Managers, and Receiving.

Stampede Consulting | Nationwide | September 2015 – November 2020 *Director of Operations and Data*

- Daily Management of multiple Field Director teams of 50 personnel each across the country. Daily analyzing data from all projects across the company. Search through data to insure no fraud. Process hours worked from canvassers. Create and manage reporting trackers for clients. Generate lists of voters using micro targeting and import into canvassing systems (I360, Advantage). Created a patented accountability system and created mapping systems.

Field Director

- Managed multiple Republican Grassroot Campaigns across the country. Starting off as a Field Representative and promoted through the ranks until I became the Senior Field Director. In order to reach this position I had to keep Close monitoring of daily metrics, which resulted in attaining a fraud rate of less than .02% against industry averages of 10% to 15%. Attainment of more doors than other vendors and major contributions in winning the state of Florida for Republicans by supervising eight field directors in charge of more than 1,000 field representatives to accomplish more than 750K voter contact attempts in Florida in the last three weeks of the 2016 presidential election. Remote management to 50 nationwide staff and six long-term projects in the 2016 election cycle, while ensuring all team members efficiently fulfill their responsibilities.

U.S. Army | Fort Bragg, North Carolina | June 2011 - March 2018 *Airborne Infantryman*

- Provided maximum versatility in chaotic and uncertain conditions. Employed a variety of methods to support team members, including communications links. Developed into a qualified leader who trained and directed teams and sections, while coordinating with higher and supporting units. Trained in core competencies of operations and awareness. performs land navigation; performs preventive maintenance on weapons, equipment, and some vehicles; makes verbal reports; administers first aid; operates wheeled vehicles to transport personnel, supplies, and equipment.

Family Readiness Liaison

- Serves as the administrative assistant for the unit's Family Readiness Group (FRG) Program. Performs a variety of clerical, technical, and administrative duties in support of the FRG Program, the unit commander, volunteer Family Readiness Group (FRG) leaders in implementing and maintaining family support services for family members separated from the military sponsor due to deployment or other duty requirements which contributes to combat readiness by promoting efficient and effective communication between the command, FRGs, community resources and family members.

Chaplain Assistant

- Acts as administrative assistant to a military chaplain; performs or supervises office activities such as preparing correspondence and maintaining records; assists the chaplain in preparing for chapel and religious programs Prepares facility for services; prepares schedules and religious materials; operates and maintains audiovisual equipment; acts

as receptionist; answers routine inquiries; requisitions, receives, and maintains equipment and supplies; types letters, messages, forms, and records; maintains files.

EDUCATION: BA Accounting
Tarleton State University **Waco, Texas** **2018**
GPA 3.0

MA Theology and Ministry
Liberty University **Online** **2023**
GPA 3.6

Skills:

- Leadership
- Management
- Security
- Conflict Resolution
- Stress Tolerance
- Dependability
- Data Management
- Communication
- Detail Orientated
- Budget Planning
- Microsoft Word, Excel & PowerPoint
- Adaptability



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Kari Bastow

- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**

- a. **Budget Action:**
- b. **Financial Impact Summary Statement:**
- c. **Detailed Analysis Attached**
- d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218, EXT. 3
 FAX: (352) 486-5167
 EMAIL: HUMANRESOURCES@LEVYCOUNTY.ORG



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*Position Applying For: County Manager (1100) *Department: County Commission Office

PERSONAL INFORMATION

*Last Name <u>Bastow</u>	*First Name: <u>Kari</u>	*Middle Name: <u>Smith</u>		
*Street Address: <u>5471 NW 86th Street</u>	*Home Phone: <u>352-224-8577</u>	*Cell Phone: <u>352-224-8577</u>		
*City: <u>Chiefland</u>	*State: <u>FL</u>	*Zip Code: <u>32626</u>	*County: <u>Levy</u>	*Email: <u>kbastow88@gmail.com</u>

*Are you at least 18 years of age? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		*Do you have a valid Florida driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Class: <input checked="" type="checkbox"/> E – Regular License <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CDL Endorsements: _____	
*Have you ever worked under a different name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" Name: <u>Kari Maria Smith</u>			
*Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
*Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Full Name of Relative:	Dept. or Office Location:	Relationship:	
*Have you ever been employed by Levy County Commissioners? <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Dates Employed:	Department:	Supervisor Name:	Reason for Leaving:
*Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered. <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Offense:	Date:	Place:	Disposition:
*Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

EDUCATION – TRAINING – SKILLS

***Highest Education Level Attained?**

- Less than High School
 High School Graduate
 Tech School
 2 Year College
 Some College
 Some Grad School
 Doctorate
 Bachelors
 Master’s
 MD, DDS, JD
 Post
 GED

School Level	Name and Location of School	Course of Study	Did you Graduate?	Degree or Diploma
High School	Buchholz High School	HS Diploma	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diploma
College/University	Western Governors University	BS in HHS	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Degree 12/24
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	

***List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

University of Florida, UF Health Cancer Center Research Staffer of the Year, 2018

***Special training, knowledge, skills or abilities related to the position in which you are applying:**

Experienced leader with a proven track record in implementing effective strategies to improve operational efficiency, drive organizational growth, and build strong community relationships. (Continued on attached.)

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: NFIP Adjusters License		Issued By: FEMA National Flood Insurance Program Bureau	
Number: 70003155	Issue Date: 5/9/2014	Expiration Date: 5/31/2015	State: United States
Name of License/Certification/Registration:		Issued By:	
Number:	Issue Date:	Expiration Date:	State:
Name of License/Certification/Registration:		Issued By:	
Number:	Issue Date:	Expiration Date:	State:
Name of License/Certification/Registration:		Issued By:	
Number:	Issue Date:	Expiration Date:	State:
Name of License/Certification/Registration:		Issued By:	
Number:	Issue Date:	Expiration Date:	State:

Kari S. Bastow - Special training, knowledge, skills or abilities related to the position you are applying to, continued:

Skilled in multi-million-dollar budget development and management, policy development, team leadership, and collaborating with diverse stakeholders to achieve common goals. Passionate about fostering inclusive and innovative approaches to local government management.

Skills:

- Effective leader
- Outstanding communication skills with the ability to articulate complex ideas clearly and concisely
- Expertise in strategic planning, organizational development, and change management
- Strong financial acumen with experience in budgeting, forecasting, and financial analysis
- Proven ability to drive operational excellence and goals
- Skilled in talent management, team building, and fostering a positive work culture
- Experience in navigating and leading through complex regulatory and compliance environments
- Strong problem-solving, decision-making, negotiation, and conflict-resolution skills
- Proficient in leveraging technology for business optimization and operational efficiency
- Ability to handle sensitive and confidential information with integrity and discretion
- High level of adaptability and resilience in fast-paced and evolving business landscapes.

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: University of Florida, Department of Radiation Oncology		Phone: 352-265-8827		From Mo./Yr. Nov 2022		To Mo./Yr. Present	
Street Address: 2000 SW Archer Road		City: Gainesville		State: FL		Zip: 32610	
Starting Pay: 90,570		Ending Pay: 95,098.50					
Job Title: Asst Director of Research Admin			Number of Employees Supervised: 8		May we Contact this Employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Supervisor Name: Bill Mendenhall, MD & Leslie McElvey		Supervisor's Phone Number: 352-265-7851		Reason for Leaving: Seeking new challenges.			
Duties and Responsibilities: Department lead providing guidance to the radiation oncology physicians and researchers evaluating the feasibility of proposed projects from both a logistical and budget standpoint. Upon commencement of projects, provide planning and project management from inception to completion. Oversees operations and staff of the Radiation Oncology Research and Editorial Office. Oversees department wide research funding (\$37M) Cont.							
Company Name: University of Florida, Department of Radiation Oncology		Phone: 352-265-8827		From Mo./Yr. June 2013		To Mo./Yr. Nov 2022	
Street Address: 2000 SW Archer Road		City: Gainesville		State: FL		Zip: 32610	
Starting Pay: 58,499		Ending Pay: 82,335					
Job Title: Research Admin Manager			Number of Employees Supervised: 0				
Supervisor Name: Jessica Kirwan		Supervisor's Phone Number: 352-246-7634		Reason for Leaving: Promoted to Assistant Director			
Duties and Responsibilities: Provided financial oversight for all funded research activities, managing logistical planning, budget development, and negotiation of clinical trial budgets and milestones. Oversaw reporting requirements for the department's funded studies, ensuring timely deliverables and accurate milestone reporting. Monitored federal and privately funded projects to ensure fulfillment of scope.							
Company Name: University of Florida, Department of Pharmacology		Phone: 352-294-5541		From Mo./Yr. April 2010		To Mo./Yr. June 2013	
Street Address: 1200 Newell Drive		City: Gainesville		State: FL		Zip: 32610	
Starting Pay: 44,345		Ending Pay: 49,795					
Job Title: Accountant			Number of Employees Supervised: 7				
Supervisor Name: Lynn Rogers		Supervisor's Phone Number: 352-294-5541		Reason for Leaving: Sought new challenges and opportunities for growth			
Duties and Responsibilities: Managed financial aspects of 101 active projects for 11 professors, including compliance with federal sponsored research funds and state appropriated funds. Supervised Administrative and Accounting Offices staff, providing guidance and support. Maintained thorough records of both physical and electronic correspondence on behalf of the Chair, in addition to drafting and responding to correspondence.							
Company Name: University of Florida, Department of Pharmacology		Phone: 352-294-5541		From Mo./Yr. June 2001		To Mo./Yr. April 2010	
Street Address: 1200 Newell Drive		City: Gainesville		State: FL		Zip: 32610	
Starting Pay: 29,503		Ending Pay: 40,310					
Job Title: Program Assistant			Number of Employees Supervised: 2				
Supervisor Name: Donna Desmond		Supervisor's Phone Number: Unknown		Reason for Leaving: Promoted to Accountant with new assigned duties.			
Duties and Responsibilities: Coordinated and organized professional level courses with the Chair and Course Directors to meet the needs of the faculty members and students. Provided detailed financial budget reports and projections; balanced sponsored research projects and researched and resolved problems as they arose. Supervised and provided guidance to the Sr. Fiscal Assistant and Sr. Clerk.							

Kari S. Bastow

5471 NW 86th Street • Chiefland, Florida 32626
 (352) 224-8577 • kbastow88@gmail.com
Assistant Director of Research Administration

About me:

Experienced leader with a proven track record in implementing effective strategies to improve operational efficiency, drive organizational growth, and build strong community relationships. Skilled in multi-million-dollar budget development and management, policy development, team leadership, and collaborating with diverse stakeholders to achieve common goals. Passionate about fostering inclusive and innovative approaches to local government management.

Skills:

- Effective leader
 - Outstanding communication skills with the ability to articulate complex ideas clearly and concisely
 - Expertise in strategic planning, organizational development, and change management
 - Strong financial acumen with experience in budgeting, forecasting, and financial analysis
 - Proven ability to drive operational excellence and goals
 - Skilled in talent management, team building, and fostering a positive work culture
 - Experience in navigating and leading through complex regulatory and compliance environments
 - Strong problem-solving, decision-making, negotiation, and conflict-resolution skills
 - Proficient in leveraging technology for business optimization and operational efficiency
 - Ability to handle sensitive and confidential information with integrity and discretion
 - High level of adaptability and resilience in fast-paced and evolving business landscapes.
-

Professional Experience

Assistant Director of Research Administration, November 2022 – present.

**Department of Radiation Oncology, College of Medicine, University of Florida
 Gainesville and Jacksonville, Florida**

- Department lead providing guidance to the radiation oncology physicians and researchers (40+ located in Gainesville and Jacksonville) evaluating the feasibility of proposed projects from both a logistical and budget standpoint. Upon commencement of projects, provide planning and project management from inception to completion.
- Oversees the operations of the Radiation Oncology Research and Editorial Office.
 - Conducts staff evaluations, facilitates professional development opportunities, and champions job satisfaction while introducing new ideas and technologies.
 - Develops and implements staff training programs to ensure ongoing professional development and compliance with industry standards.
 - Oversees the research office staff duties, which include maintaining study documentation, coordinating with sponsors and regulatory authorities, assisting in protocol development, collaborating with stakeholders, tracking study progress, assisting with publication development and submission, prescreening studies, data cleaning, and biospecimen collection and processing.
 - Oversees planning and coordination of the annual Department Research Outcomes Seminar, a two day event attended by 200+ physicians, nurses, and radiation therapists from around the country.
- Responsible for the financial oversight of all funded research in the department, which includes logistical planning, budget development, and negotiation of budgets for clinical trials and studies, along with their expected milestones.
 - Manages multi-million-dollar project budgets ranging from \$250,000 to \$11.5 million to ensure proper allocation of resources. Most project budgets include federal and state providing funding with strict allocation guidelines.
 - Oversees department wide research funding (\$36,895,745.42)
 - Oversees reporting requirements for the department's federal, state, industry, and privately funded studies, ensuring deliverables are met and milestones are correctly reported.

- Ensures effort and FTE expectations and requirements are fulfilled on all federal and privately funded projects, monitors capital asset purchases, and manages the research participant compensation programs for the department.
- Assists the Chair with research endeavors, department planning, and annual budget preparations.
- Coordinates all Promotion and Tenure development and submission for the department, which includes collaborating with faculty on packet development and requesting internal and external reviewer input.
- Oversees and coordinates the internal faculty peer evaluation system for the department.
- Manages the contractual aspects of the COMPPARE Study, "A Prospective Comparative Study of Outcomes with Proton and Photon Radiation in Prostate Cancer," an 11.5-million-dollar research grant funded with federal dollars via PCORI (Patient-Centered Outcomes Research Institute), which includes subcontract management of 51 external sites across the US, over 2500 enrolled patients, and retention for long-term follow up.

Research Administration Manager, July 2013 – November 2022

**Department of Radiation Oncology, College of Medicine, University of Florida
Gainesville and Jacksonville, Florida**

- Provided financial oversight for all funded research activities, managing logistical planning, budget development, and negotiation of clinical trial budgets and milestones.
- Collaborated with over 20 faculty members to prepare responses for Requests for Applications (RFAs) and supported the Chair with research initiatives, department planning, and annual budget preparations.
- Managed the \$11.5 million COMPPARE Study, a research grant funded by PCORI, including subcontract management, patient enrollment, and retention.
- Oversaw reporting requirements for the department's funded studies, ensuring timely deliverables and accurate milestone reporting.
- Provided financial and administrative support to faculty and staff at the UF Health Proton Therapy Center, managing contracts and subcontracts between UF and external agencies.
- Handled grant management responsibilities from proposal stage to project closeout, delivering detailed financial reports, including salary and expense projections to faculty and administration.
- Ensured compliance with expenditure and personnel guidelines for sponsored research funds, state-appropriated funds, unrestricted funds, and clinical trial funding.
- Monitored federal and privately funded projects to ensure fulfillment of effort and Full-Time Equivalent (FTE) requirements, as well as overseeing capital asset purchases and research participant compensation programs.

Accountant and Assistant to the Interim-Chair, April 2010 – August 2013

**Department of Pharmacology and Therapeutics, College of Medicine, University of Florida,
Gainesville, Florida**

- Managed financial aspects of 101 active projects for 11 professors, including compliance with federal sponsored research and state appropriated funds.
- Supervised Administrative and Accounting Offices staff, providing guidance and support
- Ensured funding integrity and met salary requirements for faculty and staff in collaboration with faculty
- Managed contracts and subcontracts, from proposal stage to project closeout
- Provided detailed financial budget reports and projections to faculty and administration
- Resolved issues with sponsored projects and ensured compliance with expenditure and personnel regulations
- Collaborated with Awards and Contracts and Grants offices to ensure compliance with guidelines and deadlines
- Processed payroll and oversaw input of data into the internal accounting system
- Processed payables for a large science department and approved equipment and supply purchases
- Supported the design and implementation of tools for federal compliance issues
- Provided support for the Chair and faculty in the absence of the Assistant Director 4
- Acted as backup for Assistant Director 4, Sr. Accountant, and UF Information Security Manager, handling network and computer support

As Assistant to the Interim-Chair:

- Provided comprehensive administrative and fiscal assistance to the Interim Chair

- Managed and organized the Interim Chair's calendar, handled inbound and outbound calls, scheduled meetings, and prepared briefing materials and presentations in advance
- Maintained thorough records of both physical and electronic correspondence on behalf of the Chair, in addition to drafting and responding to correspondence
- Orchestrated faculty searches in adherence to University guidelines and policies, overseeing committee meetings, corresponding with applicants, and coordinating site visits
- Facilitated all aspects of faculty search events, including travel, accommodations, meals, and seminar arrangements
- Coordinated internal and external departmental functions, encompassing holiday events, retirement parties, and faculty luncheons for candidates

Program Assistant (Course Administration), June 2001 April 2010

**Department of Pharmacology and Therapeutics, College of Medicine, University of Florida,
Gainesville, Florida**

- Assistant to the Course Directors for BMS 6404 Medical Pharmacology, DEN 6262 Dental Pharmacology, PAS 5026 Pharmacology for Physician's Assistants, Interdisciplinary Graduate courses and Undergraduate courses.
 - Coordinated and organized professional level courses with the Chair and Course Directors to meet the needs of the faculty members and students
 - Produced and maintained handout and presentation material for faculty members
 - Produced a coursebook for each course averaging 400+ pages containing each faculty member's handout and presentation for the lectures; also organized 11 total exams for courses
 - Maintained course websites; posted supplemental material and essential announcements
 - Calculated and reported grades to the appropriate area
 - Acted as liaison between the Medical Education Office, course directors, Chair and students
- Calculated and entered Faculty Teaching Efforts (FTE) for all Pharmacology Courses and faculty members
- Assisted Sr. Accountant with balancing and adhering to sponsored research funds, overhead/IDC returns and royalty dollars
- Provided detailed financial budget reports and projections; balanced sponsored research projects and researched and resolved problems as they arose
- Researched and resolved issues between PeopleSoft and the internal accounting system
- Worked closely with the core office of Contracts and Grants to ensure compliance with funding agency rules and deadlines
- Posted and encumbered appointments and payroll
- Completed Space Allocation Report
- Processed all payables for one of the largest basic science departments
- Processed all purchasing card charges and reconciled monthly purchasing card reports
- Acted as department approver for the purchase of equipment and supplies
- Supervised and provided guidance to the Sr. Fiscal Assistant and Sr. Clerk with issues involving purchasing and disbursements
- Acted as a backup to Assistant Director 4 with issues regarding payroll and human resources and special projects to the Chair, as needed
- Acted as backup UF Information Security Manager (ISM), handling network issues and computer support to the faculty and staff

Secretary/Graphic Designer/Field Technician, May 1993 – June 2001

NCASI, Inc., Gainesville, Florida

Secretarial Position

- Bookkeeping, database management, scientific data entry, word processing, calculations, filing, and answering phones.
- Graphic Design Position
- Sole graphic designer for the Southern Regional office. Worked closely with engineering staff to produce educational and informative presentation material to supplement published technical bulletins.

- Created schematics of pulp and wood product mill operating systems that were included in published Technical Bulletins.
 - Field Technician
 - Traveled to member pulp and wood product mills to collect inhalable particle samples and performed preliminary experiments to obtain raw data for research and environmental compliance laws.
-

Community Volunteer Appointments

- Vice President, Chiefland FFA Alumni, August 2020 – present
 - Member, Chiefland Women’s Club, 2023 & 2024
 - President & Treasurer, Chiefland Elementary School PTO, 2015 & 2016
 - Treasurer Chiefland Elementary School PTO, 2012 - 2014
-

Education

BS in Health and Human Services, Western Governors University

GPA: 4.0, Expected graduation date: December 2024

Associate of Arts in Foundations of Business, April 1, 2012

University of Phoenix, Arizona

Coursework towards AA, 1993 – 2006

Santa Fe College, Gainesville, Florida

High School Diploma, _____

Buchholz High School, Gainesville, Florida

Skills and Proficiencies

I am highly familiar with the Microsoft Suite and various other high-level software programs commonly used:

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Project management tools (e.g., SmartSheet, Basecamp, Asana)
- Communication and collaboration platforms (e.g., Microsoft Teams)
- Financial software (e.g., PeopleSoft, Enterprise Reporting)
- Graphic Design (e.g., Canva and Lightroom)
- Adobe Creative Suite, which includes Acrobat Pro.



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Edward Braddy

- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**

- a. **Budget Action:**
- b. **Financial Impact Summary Statement:**
- c. **Detailed Analysis Attached**
- d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

Application for Employment

Print

Submitted by:

Submitted On: 2024-08-02 12:58:31

Submission IP: (209.251.132.132)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [Braddy_DL.pdf](#) - 2024-08-02 01:04:46 pm
- [Braddy Resume 2024.pdf](#) - 2024-08-02 12:58:32 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218 EXT. 3
 FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

* **Position Applying For:**

County Manager

* **Department:**

County Commissioners Office

Please type in the position for which you are applying for.

Please type in the Department Name.

PERSONAL INFORMATION

* **Last Name:**

Braddy

* **First Name:**

Edward

* **Middle Name:**

Boyd

* **Street Address:**

7083 NE HWY 349

Home Phone:

(352) 562-6431

Cell Phone:

(352) 562-6431

* **City:**

Old Town

* **State:**

FL

* **Zip Code:**

32680

* **County:**

Dixie

* **Email:**

every1fish@gmail.com

Type the County you reside in.

* Are you at least 18 years of age? Yes No

* Do you have a valid Florida Drivers License? Yes No

* Class:
 E - Regular License A
 B C

Endorsements:
n/a

Item 4.

* Have you ever worked under a different name?

Yes No

If you selected "Yes" Name:

n/a

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

n/a

n/a

n/a

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

n/a

n/a

n/a

n/a

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

Dixie County High School (FL)

* Graduated:

Yes No

Type the name of School and State.

Undergraduate College or Universities:

University of Florida (FL)

Graduated:

Yes No

Credit Hours Completed:

120

Type of Diploma or Degree/Major Field of Study:

Bachelor of Arts, History

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School: James Madison University (VA)	Graduated: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hours Completed: 30	Type of Diploma or Degree/Major Field of Study: Master of Arts, History	Item 4.
--	--	--------------------------------------	---	---------

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School: n/a	Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hours Completed: n/a	Type of Diploma or Degree/Major Field of Study: n/a
--	---	---------------------------------------	---

Type the name of School and State.

Type the number of Credit Hours Completed.

*** List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

Launched the Small Business Task Force to help government officials better understand regulatory impacts on business start-up, retention, and expansion; resulted in the City adopting 27 recommendations to streamline processes, lower costs, and improve communications between public and private sectors. Participated in the Transforming Greater Gainesville initiative by the Chamber of Commerce, targeting Advanced Manufacturing, Software/IT, and Agricultural & Science Technology sectors; led outbound delegations to San Jose, Chicago, and Washington, D.C., to attract companies and federal dollars. Started the Mayor's Community Response Council to address concerns about law enforcement practices and use of force policies; resulted in nine recommendations to foster positive relationships, build trust, and improve transparency. Established the Blue Ribbon Committee on Economic Competitiveness which brought together community stakeholders to re-imagine government services with the aim of making City government more user-friendly for businesses and people alike; led to significant departmental changes in City Hall. Created Freedom in Motion for Seniors, a partnership with Elder Care of Alachua County, the Greater Gainesville Chamber, and Uber to provide on-demand transportation services for Seniors at discounted rates.

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

Extensive public sector experience serving in both management and elective positions; analytical expertise in strategic and comprehensive planning and public policy development; advanced skills in intergovernmental coordination, coalition-building, and legislative advocacy; accomplished background in communications and fundraising; broad experience in managing personnel, assessing executive level talent, and providing critical guidance to key decision-makers; advocate for Constitutional principles, private property rights, and market-oriented solutions to public sector challenges.

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: n/a	Issued By: n/a
---	--------------------------

Number: n/a	Issue Date: n/a	Expiration Date: n/a	State: n/a
-----------------------	---------------------------	--------------------------------	----------------------

Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

Name of License/Certification/Registration: n/a	Issued By: n/a
---	--------------------------

Number: n/a	Issue Date: n/a	Expiration Date: n/a	State: n/a
-----------------------	---------------------------	--------------------------------	----------------------

Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Santa Fe College	(352) 395-5509	08/1998	present

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
3000 NW 83rd Street	Gainesville	FL	32606	\$28,000 annual	\$65,000

Job Title:	Number of Employees Supervised:	May we Contact this Employer?
Assessment Coordinator	up to 20, currently 12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Page Jerzak	(352) 395-5817	opportunity

Duties and Responsibilities:

Provide oversight and supervision of test proctors and professional specialists in the administering of over 45,000 exams for the college annually, makes hiring decisions and supervises staff of test proctors, maintains budgets, records, and contracts in compliance with FERPA and other college policies; coordinates with other college departments and other institutions, establishes protocols for test security and for the use of advanced technology.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Alachua County Republican Executive Committee	(352) 373-8500	06/2019	12/2022

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
1722 NW 80th Blvd	Gainesville	FL	32606	volunteer	volunteer

Job Title:	Number of Employees Supervised:
Chairman	executive team of 5

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
all precinct committee men and women	(352) 373-8500	moved to Dixie County

Duties and Responsibilities:

Responsible for building party grassroots efforts, conducting voter registration and neighborhood canvassing drives, raise money for candidate and issue support and awareness, secure prominent speakers for annual fundraising event, recruit and develop candidates for local office

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
City of Gainesville	(352) 334-5000	05/2013	05/2016

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
200 E. University Ave	Gainesville	FL	32601	\$41,000	\$41,000

Job Title:	Number of Employees Supervised:
Mayor	6 charter-level officers

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Citizens of Gainesville	(352) 334-5000	not re-elected

Duties and Responsibilities:

Item 4.

Led the seven-member governing body in the adoption of policies and ordinances affecting the 140,000 citizens of the city; responsible for oversight of general government services and the public utility; adopted annual budgets in excess of \$300 million, setting ad valorem and rate structures for general government and public utility; led public sector efforts to promote economic growth; developed partnerships with public and private organizations; ensured high level constituent service; built consensus with diverse stakeholders; negotiated contracts, including union, and resolved disputes; advanced legislative agenda and grant requests to state and federal officials.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
City of Gainesville	(352) 334-5000	05/2002	05/2008

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
200 E. University Ave	Gainesville	FL	32601	\$28,000	\$31,000

Job Title:	Number of Employees Supervised:
City Commissioner, District 2	5 charter-level officers

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Citizens of Gainesville	(352) 334-5000	term limited

Duties and Responsibilities:

Responsible for policy development and constituent service; chaired numerous committees, including Public Safety, Regional Utilities, and Community Development; participated in development and adoption of annual budgets, ad valorem and utility rate structures; advocated higher level of service across all departments.

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

*** Do you wish to Claim Veterans' Preference?**

- Yes (If Yes, please complete below)
 No

Branch:	Entry Date:	Discharge Date:
n/a	n/a	n/a

REFERENCES**List 3 References who are NOT Relatives.**

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Chuck Clemons	422 The Capitol, 402 S Monroe ST, Tallahassee, FL 32399-1300	(352) 538-4561	State Representative	26 years

Include Zip Code.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Mike Murtha	422 The Capitol, 402 S Monroe ST, Tallahassee, FL 32399-1300	(352) 222-0000	Legislative Aide	22 years

Include Zip Code.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Lindsey Lander	330 SW 1st Ave, Trenton, FL 32693	(352) 949-2525	City & School Board Attorney	40 years

Include Zip Code.

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

Item 4.

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

* Applicant Signature:

Edward Braddy

* Date:

08/02/2024

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

Edward Boyd Braddy
 7083 NE Hwy 349
 Old Town, Florida 32680
 352.562.6431 || every1fish@gmail.com

Extensive public sector experience serving in both management and elective positions; analytical expertise in strategic and comprehensive planning and public policy development; advanced skills in intergovernmental coordination, coalition-building, and legislative advocacy; accomplished background in communications and fundraising; broad experience in managing personnel, assessing executive level talent, and providing critical guidance to key decision-makers; advocate for Constitutional principles, private property rights, and market-oriented solutions to public sector challenges.

Mayor, City of Gainesville

May 2013 – May 2016

Led the seven-member governing body in the adoption of policies and ordinances affecting the 140,000 citizens of the city; responsible for oversight of general government services and the public utility; adopted annual budgets in excess of \$300 million, setting ad valorem and rate structures for general government and public utility; led public sector efforts to promote economic growth; developed partnerships with public and private organizations; ensured high level constituent service; built consensus with diverse stakeholders; negotiated contracts, including union, and resolved disputes; advanced legislative agenda and grant requests to state and federal officials.

Executive Director, American Dream Coalition

Aug 2008 – Dec 2012

Responsible for advancing market-oriented public policy solutions in areas of land use, zoning, and transportation; designed policy with local leaders, both elected and appointed; worked with grassroots organizations to promote policy initiatives; hosted national conference and grew membership across states; published in national publications and spoke at policy and think-tank conferences; promoted private property rights, homeownership, and mobility.

City Commissioner, City of Gainesville

May 2002 – May 2008

Responsible for policy development and constituent service; chaired numerous committees, including Public Safety, Regional Utilities, and Community Development; participated in development and adoption of annual budgets, ad valorem and utility rate structures; advocated higher level of service across all departments.

Chairman, Alachua County Republican Executive Committee

June 2019 – Dec 2022

Provided leadership to area Republicans; recruited and developed candidates for local office; raised money and profile of organization in community; led voter registration and neighborhood canvassing initiatives; organized annual fundraiser; secured speakers such as Governor DeSantis for major events.

Additional Public Sector Experience

- Testing & Assessment Coordinator, Santa Fe College** **Sept 2007 – Present**
- Responsible for the coordination of over 45,000 exams for the college annually
 - Maintain budgets, records, and contracts in compliance with FERPA and college policies
 - Establish protocols for test security and use of advanced technology
 - Supervise staff of test proctors and professional specialists
- Academic Foundations Specialist, Santa Fe College** **July 2005 – Aug 2007**
- Maintained campus-wide prerequisite system
 - Managed Supplemental Instruction program for low retention courses
 - Provided research support for best practices in student retention & success
- Adjunct Assistant Professor, U.S. History, Santa Fe College** **Intermittent 2000-2006**
- Provided instruction in U.S. History survey courses
 - Maintained student records and evaluated performance
 - Incorporated innovative technology into the curriculum
- Assistant Executive Director, Santa Fe College Foundation** **Sept 2003 – June 2005**
- Developed and maintained relationships with board members
 - Supported scholarship fundraising and grant opportunities
 - Participated in the development of the Davis and Watson Centers
- Access & Retention Specialist, Santa Fe College** **Aug 1998 – Aug 2003**
- Provided research and data analysis on student retention and success
 - Initiated innovative Supplemental Instruction program
 - Maintained campus-wide prerequisite system

Major Accomplishments

Launched the *Small Business Task Force* to help government officials better understand regulatory impacts on business start-up, retention, and expansion; resulted in the City adopting 27 recommendations to streamline processes, lower costs, and improve communications between public and private sectors.

Participated in the *Transforming Greater Gainesville* initiative by the Chamber of Commerce, targeting Advanced Manufacturing, Software/IT, and Agricultural & Science Technology sectors; led outbound delegations to San Jose, Chicago, and Washington, D.C., to attract companies and federal dollars.

Started the *Mayor's Community Response Council* to address concerns about law enforcement practices and use of force policies; resulted in nine recommendations to foster positive relationships, build trust, and improve transparency.

Established the *Blue Ribbon Committee on Economic Competitiveness* which brought together community stakeholders to re-imagine government services with the aim of making City government more user-friendly for businesses and people alike; led to significant departmental changes in City Hall.

Created *Freedom in Motion for Seniors*, a partnership with Elder Care of Alachua County, the Greater Gainesville Chamber, and Uber to provide on-demand transportation services for Seniors at discounted rates.

Education

James Madison University Harrisonburg, Virginia	Master of Arts in History	May 1997
University of Florida Gainesville, Florida	Bachelor of Arts in History	May 1995
Santa Fe College Gainesville, Florida	Associate of Arts	Dec 1992

Recognitions

C. Arthur Sandeen Award, 2014-15, from the University of Florida

Good Government Award, 2014, from the Builders Association of North Central Florida

Chairman's Award, 2015, from the Greater Gainesville Area Chamber of Commerce

Impact Award, 2015, from the Business in the Heart of Florida magazine

References available upon request



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Christopher Delgado

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

Application for Employment

Item 5.

Print

VETERANS PREFERENCE

Submitted by:

Submitted On: 2024-08-09 11:54:44

Submission IP: (75.229.15.16)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR EMPLOYMENT
P.O. BOX 310
BRONSON, FL 32621
TELEPHONE: (352) 486-5218 EXT. 3
FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*** Position Applying For:**

County Manager

Please type in the position for which you are applying for.

*** Department:**

Board of County Commissioners

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

Delgado

*** First Name:**

Christopher

*** Middle Name:**

Hudson

*** Street Address:**

899 SW 1st Ave

Home Phone:

Ex. (123) 456-7890

Cell Phone:

3603208137

*** City:**

Williston

*** State:**

FL

*** Zip Code:**

32696

*** County:**

Levy

*** Email:**

christopher.h.delgado@gmail.com

Type the County you reside in.

*** Are you at least 18 years of age?**

Yes

*** Do you have a valid Florida Drivers License?**

Yes

*** Class:**

- E - Regular License A
 B C

Endorsements:

* Have you ever worked under a different name?

Yes No

If you selected "Yes" Name:

Item 5.

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

Christopher Delgado

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

Chiefland High School

* Graduated:

Yes No

Type the name of School and State.

Undergraduate College or Universities:

United States Naval Academy,
Annapolis, MD

Graduated:

Yes No

Credit Hours Completed:

141

Type of Diploma or Degree/Major Field or Study:

B.S. Economics

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School:
Naval Post-graduate School,
Monterey, CA

Graduated:
 Yes No

Credit Hours Completed:
56

Type of Diploma or Degree/Major Field of Study:
Master of Business Administration

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School:

Graduated:
 Yes No

Credit Hours Completed:

Type of Diploma or Degree/Major Field of Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

*** List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

N/A

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

Numerous leadership positions in U.S. Navy. Managed multiple medical device projects that require cross-functional leadership.

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: _____ **Issued By:** _____

Number: _____ **Issue Date:** _____ **Expiration Date:** _____ **State:** _____
Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

Name of License/Certification/Registration: _____ **Issued By:** _____

Number: _____ **Issue Date:** _____ **Expiration Date:** _____ **State:** _____
Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: _____ **Phone:** _____ **From Mo./Yr.** _____ **To Mo./Yr.** _____
Olympus Surgical Technologies America 5088042600 6/24 N/A

Street Address: _____ **City:** _____ **State:** _____ **Zip:** _____ **Starting Pay:** _____ **Ending Pay:** _____
800 W Park Dr Westborough MA 01581 167000 N/A

Job Title: _____ **Number of Employees Supervised:** _____ **May we Contact this Employer?**
Senior Program Manager 0 Yes No

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:	Item 5.
Eileen Martinez	2038152356	N/A	

Duties and Responsibilities:

Lead cross-functional teams developing medical devices. Responsible for budget, schedule, and scope of work. Ensure regulatory and legal compliance. Provide project status reports.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Olympus Surgical Technologies America	Ex. (123) 456-7890	9/22	5/24

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
800 W Park Dr	Westborough	MA	01581	150000	153000

Job Title:	Number of Employees Supervised:
Program Manager	0

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Eileen Martinez	2038152356	Internal Promotion

Duties and Responsibilities:

Lead cross-functional teams developing medical devices. Responsible for budget, schedule, and scope of work. Ensure regulatory and legal compliance. Provide project status reports and other duties.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
SecureG	Ex. (123) 456-7890	04/21	08/22

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
1577 Spring Hill Rd, Suite 405	Vienna	VA	22180	150,000	150,000

Job Title:	Number of Employees Supervised:
Project Manager	0

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Carlos Solari	5404216729	Moved to new company

Duties and Responsibilities:

Manage implementation projects with customers. Manage budget, schedule, and scope. Liasion with customers to provide updates and project deliverables.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Philips Oral Healthcare	4258060605	11/19	3/21

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
22100 Bothell Everett Hwy	Bothell	WA	32506	105,000	135,000

Job Title:	Number of Employees Supervised:
Program Manager	0

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Peng Chau	4252870185	Moved to new company

Duties and Responsibilities:

Managed R&D program. Responsible for budget, schedule, and program scope. Manage project portfolio and selection of new projectst.

Item 5.

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

*** Do you wish to Claim Veterans' Preference?**

Yes (If Yes, please complete below)

No

Branch:

US Navy

Entry Date:

21 May 1998

Discharge Date:

31 May 2018

REFERENCES

List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Eileen Martinez	1284 Main St, Glastonbury, CT 06033 <small>Include Zip Code.</small>	2038152356	Director, Project Management	2
Carlos Solari	2423 Pony LN, Reston, VA 20191 <small>Include Zip Code.</small>	5404216729	VP, Product	3
Rob Bingham	11310 39th Ave SE, Everet, WA 98208 <small>Include Zip Code.</small>	4253084709	Owner, Outdoor Lighting Solutions, Everett, WA	6

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

*** I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.**

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I Acknowledge

*** Applicant Signature:**

Christopher Hudson Delgado

*** Date:**

08/09/2024

Item 5.

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

Choose File

No file chosen

Resume/Copies of Certifications/Licenses

Karen Blackburn

From: Christopher Delgado <christopher.h.delgado@gmail.com>
Sent: Friday, August 9, 2024 12:00 PM
To: Human Resources
Cc: Jacqueline Martin
Subject: Re: County Manager Position

Sent a few minutes ago. Thank you for the flexibility!

Best,
Chris Delgado

On Thu, Aug 8, 2024 at 4:34 PM Human Resources <humanresources@levycounty.org> wrote:

Good Afternoon Mr. Delgado,

My apologies for the slow response. It has been decided that you may submit a typed application via the web portal with no substantives changes to the application we received 7/30/24. This typed application must be received no later than noon on Friday 8/9/24.

Regards,

Karen Blackburn

Human Resource Assistant

Levy County Board of County Commission

P.O. Box 310

Bronson, Florida 32621

352-486-5218

fax 486-5167

The information in this email transmission may be considered privileged and confidential. If you are not the intended recipient, not the employee or agent responsible for delivering it to the intended recipient, you are hereby notified that any dissemination or copying of this transmission (including any attachments) is strictly prohibited. If you have received this email in error, please notify the sender by email reply.

From: Christopher Delgado <christopher.h.delgado@gmail.com>
Sent: Thursday, August 8, 2024 2:49 PM
To: Human Resources <humanresources@levycounty.org>
Subject: Re: County Manager Position

Hi HR team,

Just checking in on this request, please let me know if this can be done.

Thank you!

Best,

Chris Delgado

On Tue, Aug 6, 2024 at 2:51 PM Christopher Delgado <christopher.h.delgado@gmail.com> wrote:

Hello,

I'm sure things are quite busy in the aftermath of the hurricane and so I just wanted to follow up on this request so I can take action if approved. Thanks again for all the help so far!

Sincerely,

Chris Delgado

On Fri, Aug 2, 2024 at 10:10 PM Christopher Delgado <christopher.h.delgado@gmail.com> wrote:

Hello,

While reviewing the latest agenda for the BOCC meeting, I saw that the applications submitted for the Planning Director position were in a fillable format. The application sent to me was not fillable but after seeing those applications I located the online application form. I have filled it out but not submitted it at this time. Since the application window was closed, I wanted to ask if I could take advantage of the online form to make the application easier for the HR Director and BOCC to review. Of course no information will be changed and you can easily verify that since you already have my submitted copy. Thanks in advance for consideration of my request.

Sincerely,

Chris Delgado

On Tue, Jul 30, 2024 at 3:39 PM Human Resources <humanresources@levycounty.org> wrote:

Thank you Mr. Delgado

Karen Blackburn

Human Resource Assistant

Levy County Board of County Commission

P.O. Box 310

Bronson, Florida 32621

352-486-5218

fax 486-5167

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From: Christopher Delgado <christopher.h.delgado@gmail.com>
Sent: Tuesday, July 30, 2024 2:56 PM
To: Human Resources <humanresources@levycounty.org>
Subject: Re: County Manager Position

Hello,

Please see attached documents for application to the Community Manager position. Documents included are:

Application and Veterans Preference Letter

Cover Letter

Resume

DD-214 (2 documents to cover entire length of service)

VA Disability Verification Letter

Please let me know if you have any questions or any errors or omissions need to be corrected.

Thank you for your time and consideration.

Sincerely,

Chris Delgado

On Mon, Jul 29, 2024 at 10:22 AM Human Resources <humanresources@levycounty.org> wrote:

Good Morning,

This will not disqualify your application. However, it will be incomplete.

Karen Blackburn
Human Resource Assistant
Levy County Board of County Commission
P.O. Box 310
Bronson, Florida 32621
352-486-5218
fax 486-5167

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From: Christopher Delgado <christopher.h.delgado@gmail.com>
Sent: Sunday, July 28, 2024 3:37 PM
To: Human Resources <humanresources@levycounty.org>
Subject: Re: County Manager Position

You don't often get email from christopher.h.delgado@gmail.com. [Learn why this is important](#)

I have filled out the application materials. However, I do not have the addresses of the individuals used for references. The phone numbers are correct and all individuals gave permission for me to use them as a reference. Is it ok to not fill in the address block? I don't want to disqualify my application.

Thank you,

Chris Delgado

On Thu, Jul 11, 2024 at 9:01 AM Human Resources <humanresources@levycounty.org> wrote:

Gréetings;

I have included our required employment application & Veterans Preference application as well as the requested job posting.

Please return the completed application to me via email, fax, in person or U.S. mail. You may also elect to apply using the Online Employment Application link on our website.

Below is a link to our current openings. If you see something that you are interested in, I would be happy to send you a complete posting, including minimum qualifications/certifications.

[https://www.levycounty.org/departement/human resources - new page/employment opportunities - 1 .php](https://www.levycounty.org/departement/human%20resources%20-%20new%20page/employment%20opportunities%20-%201.php)

I look forward to hearing from you soon.

Karen Blackburn

Human Resource Assistant

Levy County Board of County Commission

P.O. Box 310

Bronson, Florida 32621

352-486-5218

fax 486-5167

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From: Christopher Delgado <christopher.h.delgado@gmail.com>
Sent: Wednesday, July 10, 2024 8:12 PM
To: Human Resources <humanresources@levycounty.org>
Subject: County Manager Position

You don't often get email from christopher.h.delgado@gmail.com. [Learn why this is important](#)

Hello,

Is there a job description for this position containing basic and preferred qualifications?

Thank you,

Chris Delgado

NOTE: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Karen Blackburn

From: noreply@revize.com
Sent: Friday, August 9, 2024 11:55 AM
To: Human Resources
Subject: (NEW) [Levy County, FL - #599711] Application for Employment

[Levy County, FL - #599711] Application for Employment

A new submission has been received. Please log in to see the full detail of your submission.

NOTE: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR EMPLOYMENT
P.O. BOX 310
BRONSON, FL 32621
TELEPHONE: (352) 486-5218, EXT. 3
FAX: (352) 486-5167
EMAIL: HUMANRESOURCES@LEVYCOUNTY.ORG

VETERANS PREFERENCE



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*Position Applying For: COUNTY MANAGER (1100) *Department: BOARD OF COUNTY COMMISSIONERS

PERSONAL INFORMATION

*Last Name: DELGADO *First Name: CHRISTOPHER *Middle Name: HUDSON
*Street Address: 899 SW 1ST AVE *Home Phone: NIA *Cell Phone: (360) 320-8137
*City: WILLISTON *State: FL *Zip Code: 32696 *County: LEVY *Email: Christopher.h.delgado@gmail.com

*Are you at least 18 years of age? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		*Do you have a valid Florida driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Class: <input checked="" type="checkbox"/> E - Regular License <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CDL Endorsements: <u>NIA</u>	
*Have you ever worked under a different name? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes" Name: _____			
*Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
*Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Full Name of Relative: <u>NIA</u>	Dept. or Office Location: <u>NIA</u>	Relationship: <u>NIA</u>	
*Have you ever been employed by Levy County Commissioners? <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Dates Employed: <u>NIA</u>	Department: <u>NIA</u>	Supervisor Name: <u>NIA</u>	Reason for Leaving: <u>NIA</u>
*Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered. <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Offense: <u>NIA</u>	Date: <u>NIA</u>	Place: <u>NIA</u>	Disposition: <u>NIA</u>
*Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

EDUCATION – TRAINING – SKILLS

*Highest Education Level Attained?

- Less than High School
 High School Graduate
 Tech School
 2 Year College
 Some College
 Some Grad School
 Doctorate
 Bachelors
 Master's
 MD, DDS, JD
 Post
 GED

School Level	Name and Location of School	Course of Study	Did you Graduate?	Degree or Diploma
High School	CHIGHLAND HIGH SCHOOL	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N/A
College/University	UNITED STATES NAVAL ACADEMY	ECONOMICS	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	B.S.
Post Graduate	NAVAL POST-GRADUATE SCHOOL	BUSINESS ADMINISTRATION AND PUBLIC POLICY	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	MBA
Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	

*List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:

N/A

*Special training, knowledge, skills or abilities related to the position in which you are applying:

NUMEROUS LEADERSHIP POSITIONS IN US NAVY. MANAGED MULTIPLE MEDICAL DEVICE PROJECTS THAT REQUIRE CROSS-FUNCTIONAL LEADERSHIP

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: N/A		Issued By: N/A		
Number: N/A	Issue Date: N/A	Expiration Date: N/A	State: N/A	
Name of License/Certification/Registration: N/A		Issued By: N/A		
Number: N/A	Issue Date: N/A	Expiration Date: N/A	State: N/A	
Name of License/Certification/Registration: N/A		Issued By: N/A		
Number: N/A	Issue Date: N/A	Expiration Date: N/A	State: N/A	
Name of License/Certification/Registration: N/A		Issued By: N/A		
Number: N/A	Issue Date: N/A	Expiration Date: N/A	State: N/A	
Name of License/Certification/Registration: N/A		Issued By: N/A		
Number: N/A	Issue Date: N/A	Expiration Date: N/A	State: N/A	

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: OLYMPUS SURGICAL TECHNOLOGIES AMERICA		Phone: (508) 804-2600		From Mo./Yr. 06/24	To Mo./Yr. PRESENT
Street Address: 800 W PARK DR		City: WESTBOROUGH	State: MA	Zip: 01581	Starting Pay: 167,000 Ending Pay: N/A
Job Title: SENIOR PROGRAM MANAGER		Number of Employees Supervised: 0		May we Contact this Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name: EILEEN MARTINEZ		Supervisor's Phone Number: (203) 615-2356		Reason for Leaving: N/A	
Duties and Responsibilities: LEAD CROSS-FUNCTIONAL TEAMS DEVELOPING MEDICAL DEVICES. RESPONSIBLE FOR BUDGET, SCHEDULE, AND SCOPE OF WORK. ENSURE REGULATORY AND LEGAL COMPLIANCE. PROVIDE PROJECT STATUS REPORTS					
Company Name: OLYMPUS SURGICAL TECHNOLOGIES AMERICA		Phone: (508) 804-2600		From Mo./Yr. 9/22	To Mo./Yr. 5/24
Street Address: 800 W PARK DR		City: WESTBOROUGH	State: MA	Zip: 01581	Starting Pay: 150,000 Ending Pay: 153,000
Job Title: PROGRAM MANAGER		Number of Employees Supervised: 0			
Supervisor Name: EILEEN MARTINEZ		Supervisor's Phone Number: (508) 804-2600		Reason for Leaving: INTERNAL PROMOTION	
Duties and Responsibilities: LEAD CROSS-FUNCTIONAL TEAMS DEVELOPING MEDICAL DEVICES. RESPONSIBLE FOR BUDGET, SCHEDULE, AND SCOPE OF WORK. ENSURE REGULATORY AND LEGAL COMPLIANCE. PROVIDE PROJECT STATUS REPORTS AND OTHER DUTIES					
Company Name: SECURE G		Phone: N/A		From Mo./Yr. 4/21	To Mo./Yr. 08/22
Street Address: 1577 SPRING HILL RD, 405		City: VIENNA	State: VA	Zip: 22180	Starting Pay: 150,000 Ending Pay: 150,000
Job Title: PROJECT MANAGER		Number of Employees Supervised: 0			
Supervisor Name: CARLOS SOLARI		Supervisor's Phone Number: (540) 421-6789		Reason for Leaving: MOVED TO NEW COMPANY	
Duties and Responsibilities: MANAGE IMPLEMENTATION PROJECTS WITH CUSTOMERS. MANAGE BUDGET, SCHEDULE, AND SCOPE. LANSION WITH CUSTOMER TO PROVIDE UPDATES AND PROJECT DELIVERABLES					
Company Name: PHILIPS ORAL HEALTHCARE		Phone:		From Mo./Yr.	To Mo./Yr.
Street Address: 22100 BOTHELL EVERETT HWY		City: BOTHELL	State: WA	Zip: 98021	Starting Pay: 105,000 Ending Pay: 135,000
Job Title: PROGRAM MANAGER		Number of Employees Supervised: 0			
Supervisor Name: PENG CHAU		Supervisor's Phone Number: (425) 287-0185		Reason for Leaving: MOVED TO NEW COMPANY	
Duties and Responsibilities: MANAGED R&D PROGRAM. RESPONSIBLE FOR BUDGET, SCHEDULE, AND PROGRAM SCOPE. MANAGE PROJECT PORTFOLIO AND SELECTION OF NEW PROJECTS					

VETERANS' PREFERENCE

Do you wish to claim Veterans' Preference? Yes No

If Yes: Branch: US NAVY Entry Date: MAY 21/1998 Discharge Date: MAY 31/2018

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this application.

REFERENCES

List 3 References who are NOT Relatives.

*Name:	*Complete Address:	*Phone:	*Occupation:	*Years Known:
EILEEN MARTINEZ	1284 MAIN ST GLASTONBURY, CT 06033	(203) 815-2356	DIRECTOR, PROJECT MANAGEMENT	2 YRS
CARLOS SOLARI	2423 PONY LANE REBTON, VA 20191	(540) 421-6729	VP, PRODUCT	3 YRS
ROB BINGHAM	11310 39th AVE SE EVERETT, WA, 98208	(425) 308-4709	OWNER OUTDOOR LIGHTING SOLUTIONS, EVERETT WA	6 YRS

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

*Initial CD	*I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.
*Initial CD	*Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering other or myself at any time during my employment, I may be required to take an alcohol/drug test.
*Initial CP	*I hereby acknowledge that I have read the above statements and understand them. I certify that I the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

Applicant Signature:  Date: 7/29/24

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LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Dear Levy County Board of County Commissioners,

I am writing to express my interest in the County Manager position at Levy County as outlined in your recent job posting. With over 25 years of experience in program and project management, including a distinguished career in the US Navy and significant roles in corporate America, I am confident in my ability to provide strategic leadership and operational oversight to your county's various departments.

Having grown up in Levy County, I have a deep-rooted connection to the community. One of the primary reasons I returned to this area is my strong desire to serve and give back to the community that shaped me. This personal commitment, combined with my professional experience, makes me particularly excited about the opportunity to contribute to the growth and development of Levy County.

In my current role as Senior R&D Program Manager at Olympus Surgical Technologies America, I have demonstrated my ability to lead high-performing teams and manage complex projects within scope, schedule, and budget. My experience aligns well with the essential functions and responsibilities described in the job description, including administering directives, supervising employees, and managing budgets.

Key Highlights of My Qualifications Include:

- **Leadership and Supervision:** As a Senior R&D Program Manager, I lead several critical sustainment projects and direct multiple high-performing teams. My background as a Naval Flight Officer has further honed my leadership skills, where I successfully mentored and developed direct reports.
- **Community and Stakeholder Engagement:** I understand the importance of maintaining visibility in the community and fostering strong relationships with stakeholders. At SecureG, I streamlined communication with the CEO and enhanced client engagement through improved reporting structures and agile methodologies.
- **Policy and Procedure Development:** My role at Olympus required collaboration with cross-functional teams to develop effective remediation plans and identify critical gaps. This experience has equipped me with the skills necessary to guide policy and procedure developments across various departments.
- **Budget Management:** I have extensive experience managing budgets, as evidenced by my role at Philips Oral Healthcare where I architected a product program generating \$450 million in revenue. I have consistently met revenue and sales goals while achieving cost reductions and enhancing gross margins.
- **Strategic Planning and Implementation:** My ability to develop and implement strategic plans is demonstrated by my successful initiatives at Philips Oral Healthcare and the US Navy. I led projects that required meticulous planning, goal-setting, and execution to achieve desired outcomes.

I am particularly drawn to this role because of my passion for public service and my commitment to making a positive impact on the community. My executive-level management skills position me as an ideal candidate to lead and support Levy County's mission and vision.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and certifications can contribute to the continued success and growth of Levy County. Thank you for considering my application.

Sincerely,

Christopher H. Delgado

CHRISTOPHER H. DELGADO
Williston, FL
360.320.8137
christopher.h.delgado@gmail.com

Results-oriented leader with over 25 years of experience leading high-performing cross-functional teams to deliver complex projects on time and within budget. Adept at providing executive leadership, strategic planning, and operational oversight, with a proven ability to manage all across multiple functions and departments. Demonstrated leadership skills, including mentoring and developing direct reports, and fostering collaboration between internal and external stakeholders. Known for maintaining visibility and responsiveness to stakeholder needs, building cooperative relationships, and effectively administering policies and procedures. A native of Levy County with a deep-rooted commitment to serving the community and contributing to its growth and development.

Senior R&D Program Manager **June 2024 - Present**
Olympus Surgical Technologies America

- Led several critical sustainment projects for a high-growth business unit and kept all within approved scope, schedule and budget.

R&D Program Manager **September 2022 - May 2024**
Olympus Surgical Technologies America

- Led a cross-functional team to strategically manage product launch inventory, ensuring timely delivery and meeting revenue targets.
- Directed four high-performing teams concurrently, keeping multiple new product development projects on budget and on schedule.
- Collaborated with a cross-functional team to identify critical gaps at a key Olympus acquisition and develop effective remediation plans.

Project Manager **April 2021 - August 2022**
SecureG
SecureG is a venture backed start-up offering a certificate based security solutions for a variety of use cases.

- Led project with DoD customer to meet all milestones without exceeding budget.
- Implemented Agile methodologies, enhancing project visibility and streamlining communication, which led to improved client engagement.
- Streamlined communication with the CEO through a new reporting structure, improving clarity, efficiency, and executive decision-making.

R&D Program Manager **November 2019 - March 2021**
Philips Oral Healthcare

- Architected and led a product program that generated \$450 million in revenue and a 17% year-on-year ROI.

Christopher H. Delgado, PG 2.

- Led a strategic initiative reporting directly to the business leader that leveraged user research to identify two new development projects within a month..
- Led a team to develop the #1 clinically performing power toothbrush head in the Philips portfolio.

R&D Project Manager
Philips Oral Healthcare

April 2018 - October 2019

- Leveraged strong project management principles to achieve or surpass all business case goals, contributing to a 5% increase in gross margin.
- Balanced timely market launches with cost-conscious production, meeting revenue and sales goals while achieving a 13% reduction in factory costs for product.
- Led a remote high-performing team to develop a product recognized as an Amazon's Choice, achieving a stellar 4.7-star rating.
- Led implementation of a new product development process within the Oral Healthcare business and also acted as an internal consultant to other Philips business units and a new Philips acquisition in their implementation of the new process.

Hiring our Heroes Corporate Fellowship (Process Engineer Internship)
Philips Emergency Care and Resuscitation

Jan 2018 - Mar 2018

- Implemented an employee feedback process, facilitating problem-solving and collaboration to improve employee engagement and generate multiple process improvements.

Flag Electronic Warfare Officer (Operations Program Manager)
US Navy

May 2015 - Dec 2017

- Directed a high-performing team of eight Electronic Warfare experts, skillfully supervising and coordinating activities across eight ships, eight aviation squadrons, and two subordinate teams, ensuring seamless information flow and mission success.
- Utilized data-driven decision-making to attain the highest possible readiness level before combat deployment.
- Navigated complex resource constraints by balancing manning, budget, and schedule to successfully build key capabilities for combat deployments.

Plans and Production Department Head (Operations Director)
US Navy

Jan 2014 - April 2015

- Orchestrated the training flow for 70+ Naval Flight Officer students, ensuring a seamless pipeline of qualified personnel for fleet operations.
- Championed the transformation of Naval Flight Officer training, co-leading an \$18M program revamp.

Administration Department Head (HR Director)
US Navy

Jun 2012 - Dec 2013

- Led a team of five, recognized for departmental efficiency and accuracy while supporting complex training programs.

Christopher H. Delgado, PG 3.

- Meticulously managed a budget exceeding \$160,000, achieving flawless execution with zero discrepancies or errors during all headquarters audits.

Training Department Head (Operations Training Director)
US Navy

Mar 2011 - May 2012

- Developed and implemented a flexible personnel exchange program, ensuring air control personnel acquired and maintained critical qualifications and certifications.
- Spearheaded a new long-range planning process, synchronizing training with operational needs.

Joint Operations Center Executive Officer (Executive Director of Operations)
US Navy

Sep 2010 - Feb 2011

- Oversaw 8 cross-functional teams and 40 personnel across 13 African countries, ensuring smooth information flow, efficient reporting, and adherence to security protocols.
- Spearheaded a process improvement initiative, streamlining pre-planned crisis responses and boosting team decision-making efficiency.
- Drafted concise and impactful daily updates, adopted across the organization due to their clarity and effectiveness.
- Briefed and executive leadership on global operations and performance, fostering informed decision-making.

Naval Flight Officer
US Navy

June 1998 - June 2018

Career Highlights and Awards:

- As a Squadron Tactics Officer developed and implemented training that led to the squadron being awarded the Battle Excellence Award and the Admiral Arthur W. Radford award, which is awarded annually to the top Electronic Attack squadron in the US Navy.
- Attended a highly selective, graduate level tactics course (Top Gun equivalent) and designated as a Level V Prowler Tactics Instructor which is the highest possible level of tactical qualification.
- Awards and citations include, but not limited to, the Air Medal (Strike Flight), Joint Forces Commendation Medal, Navy and Marine Corps Commendation Medal, and Army Commendation Medal.
- Multiple carrier based squadron deployments with over 200 combat flight hours flown as well as non-flying deployments to Iraq and Djibouti.

EDUCATION & TRAINING

Google Data Analytics Professional, Google Career Certificate - Coursera

Masters of Business Administration and Public Policy, Naval Postgraduate School – Monterey, CA

Bachelor of Science, Economics, United States Naval Academy – Annapolis, MD



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Mary-Ellen Harper

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. **Recommended Approval**

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218, EXT. 3
 FAX: (352) 486-5167
 EMAIL: HUMANRESOURCES@LEVYCOUNTY.ORG



Item 6.

Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*Position Applying For: County Manager *Department: Board of County Commissioners

PERSONAL INFORMATION

*Last Name <u>Harper</u>	*First Name: <u>Mary-Ellen</u>	*Middle Name: <u>Lescoe</u>		
*Street Address: <u>70 NW 130th Street</u>	*Home Phone: <u>NA</u>	*Cell Phone: <u>860.729.8247</u>		
*City: <u>Trenton</u>	*State: <u>FL</u>	*Zip Code: <u>32693</u>	*County: <u>Levy</u>	*Email: <u>MaryEllenLHarper@Gmail.com</u>

*Are you at least 18 years of age? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		*Do you have a valid Florida driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Class: <input checked="" type="checkbox"/> E – Regular License <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CDL Endorsements: _____	
*Have you ever worked under a different name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" Name: <u>Mary-Ellen Lescoe</u>			
*Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
*Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? <input checked="" type="checkbox"/> Yes (If Yes, please complete below) <input type="checkbox"/> No			
Full Name of Relative: <u>Thomas J. Harper, Sr.</u>	Dept. or Office Location: <u>Planning Commission</u>	Relationship: <u>Father-In-Law</u>	
*Have you ever been employed by Levy County Commissioners? <input checked="" type="checkbox"/> Yes (If Yes, please complete below) <input type="checkbox"/> No			
Dates Employed: <u>February 2, 2024 - Present</u>	Department: <u>Public Information Office</u>	Supervisor Name: <u>Wilbur Dean</u>	Reason for Leaving: <u>Presently Employed</u>
*Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity, and date of the offense in relation to the position for which you are applying will be considered. <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Offense:	Date:	Place:	Disposition:
*Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

EDUCATION – TRAINING – SKILLS

Item 6.

***Highest Education Level Attained?**

- Less than High School
 High School Graduate
 Tech School
 2 Year College
 Some College
 Some Grad School
 Doctorate
 Bachelors
 Master's
 MD, DDS, JD
 Post
 GED

School Level	Name and Location of School	Course of Study	Did you Graduate?	Degree or Diploma
High School	Bloomfield High School, CT	College Prep	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diploma with Honors
College/University	University of New Haven, CT	Fire Tech/English	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BS Magna Cum Laude
Post Graduate	University of New Haven, CT	Public Admin/Labo	<input type="checkbox"/> Yes <input type="checkbox"/> No	Masters Public Admin
Business/Trade	National Fire Academy, MD	Exec. Fire Officer	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Executive Fire Officer

***List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

30 years of experience in Federal, State, and Local Government including 20 years managing a 175-member fire department

***Special training, knowledge, skills, or abilities related to the position in which you are applying:**

Proven track record as a strong leader and communicator in local government; written books and developed

and instructed college courses on subjects including communication, management, professional writing, and speaking

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: Fire Instructor IV		Issued By: State of Florida	
Number:	Issue Date: 2017	Expiration Date: 2025	State: FL
Name of License/Certification/Registration: Fire Instructor I, II and III		Issued By: State of Connecticut	
Number:	Issue Date: 1998, 2001 and 2010	Expiration Date: NA	State: CT
Name of License/Certification/Registration: Fire Officer I, II, III, and IV		Issued By: State of Connecticut	
Number:	Issue Date: 1997, 1998, 1999, 2001	Expiration Date: NA	State: CT
Name of License/Certification/Registration: Firefighter I and II		Issued By: State of Connecticut	
Number:	Issue Date: 1994 and 1995	Expiration Date: NA	State: FL
Name of License/Certification/Registration: Hazardous Materials Technician		Issued By: State of Connecticut	
Number:	Issue Date: 1997	Expiration Date: NA	State: CT

Employment History

Item 6.

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: Levy County BoCC		Phone: 352.486.5218		From Mo./Yr. 02/2024	To Mo./Yr. Present
Street Address: 310 School Street		City: Bronson	State: FL	Zip: 32621	Starting Pay: \$74,000 Ending Pay: \$74,000
Job Title: Public Information Officer		Number of Employees Supervised: 0		May we Contact this Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name: Wilbur Dean		Supervisor's Phone Number: 352.486.5218		Reason for Leaving: Presently Employed	
Duties and Responsibilities: <ul style="list-style-type: none"> ▪ The Public Information Officer is responsible for initiating communication from the Levy County Board of County Commission to the Levy County community, the media, and other audiences. ▪ Responsibilities of the Public Information Officer include: <ul style="list-style-type: none"> • Community Relations: Generating and disseminating information and news regarding Levy County's governance. This includes effectively responding to media inquiries, assisting with community outreach activities, and maintaining the County's webpage and social media accounts. • Emergency Communications: In an emergency, the Public Information Officer is integral to the Emergency Operations Center staff. The Public Information mission during an emergency is to promptly share accurate information with the public to encourage people to take action to save lives and minimize property damage. 					

Employment History

Item 6.

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: Dynamix Consulting Group		Phone: 860.729.8247		From Mo./Yr. 04/2021	To Mo./Yr. 10/2023
Street Address: PO Box 68		City: Lake Alfred	State: FL	Zip: 33850	Starting Pay: \$150,000
Job Title: Owner / Principal		Number of Employees Supervised: 12		May we Contact this Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name: Mary-Ellen Harper		Supervisor's Phone Number: 860.729.8247		Reason for Leaving: Parter bought out Consulting Firm	
Duties and Responsibilities: Public Safety Consulting including data analytics, interviews, report writing, management of contractors					
Company Name: Emergency Services Consulting International		Phone: 971.300.9012		From Mo./Yr. 06/2018	To Mo./Yr. 04/2021
Street Address: 4795 Meadow Wood Lane		City: Chantilly	State: VA	Zip: 20151	Starting Pay: \$50,000
Job Title: Director of Operations		Number of Employees Supervised: 30			
Supervisor Name: Andrea Hobi		Supervisor's Phone Number: 971.300.9012		Reason for Leaving: Started Own Company	
Duties and Responsibilities: Public Safety Consulting and management of employees and contractors					
Company Name: Florida State Fire College		Phone: 352.369.2800		From Mo./Yr. 8/2017	To Mo./Yr. 6/2021
Street Address: 11655 NW Gainesville Road		City: Ocala	State: FL	Zip: 34482	Starting Pay: \$35,000
Job Title: Executive Development Programs Manager		Number of Employees Supervised: 12			
Supervisor Name: Michael Tucker		Supervisor's Phone Number: 352.516.7319		Reason for Leaving: Offered position with National Consulting Firm	
Duties and Responsibilities: Develop, Schedule, and Instruct Chief Officer Certification Courses; Manage 12 contract instructors					
Company Name: Town of Farmington Fire Department		Phone: 860.675.2300		From Mo./Yr. 12/1997	To Mo./Yr. 6/2018
Street Address: 1 Monteith Drive		City: Farmington	State: CT	Zip: 06032	Starting Pay: \$15/Hour
Job Title: Director of Fire and Rescue Services		Number of Employees Supervised: 175			
Supervisor Name: Kathleen Eagen		Supervisor's Phone Number: 860.675.2320		Reason for Leaving: Moved to Florida	
Duties and Responsibilities: Responsible for the management of a 175-person fire department (volunteer, part-time, and career)					

VETERANS' PREFERENCE

Item 6.

Do you wish to claim Veterans' Preference? Yes No

If Yes: Branch: _____ Entry Date: _____ Discharge Date: _____

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this application.

REFERENCES

List 3 References who are NOT Relatives.

*Name:	*Complete Address:	*Phone:	*Occupation:	*Years Known:
Rissa Johns	519 NE 2nd St Chiefland, FL 32626	352.535.5301	Chiefland Commissioner	3
John Oates	70 Bushy Hill Road Granby, CT 06035	860.559.5455	Retired Fire Chief CEO, International Public Safety Data Institute	31
Kevin Sehlmeier	Ottawa Building, 611 W. Ottawa Lansing, MI 48909	616.433.5216	Michigan State Fire Marshal	6

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

*Initial MLH	*I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.
*Initial MLH	*Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering other or myself at any time during my employment, I may be required to take an alcohol/drug test.
*Initial MLH	*I hereby acknowledge that I have read the above statements and understand them. I certify that I the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

Applicant Signature:  Date: July 24, 2024

All applications are subject to Florida Public Records Law.

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Mary-Ellen L. Harper

70 NW 130th Street, Trenton, FL 32693

Phone: 860.729.8247

Email: MaryEllenLHarper@Gmail.com

Item 6.

Cover Letter

Levy County Board of County Commissioners
P.O. Box 310, Bronson, Florida 32621

July 24, 2024

Dear Commissioners,

Please accept this resume and application for the position of Levy County Manager.

August 2, 2024, marks my six-month anniversary as Levy County's first-ever Public Information Officer. I have spent the last six months showing you exactly who I am—an energetic team builder who believes wholeheartedly in communication, planning, and implementation.

Prior to working as your Public Information Officer, I spent more than 30 years working in state and local government in both the northern and southern United States. Most recently, I have been working as a public safety consultant since 2018. Working as a Public Safety Consultant has allowed me to assist municipal governments across the country in engaging their stakeholders to review their data and to develop short-term Strategic Plans, long-term Master Plans, Staffing Studies, and a variety of other custom projects. I was often called upon to work with government agencies facing difficult – and usually very politically sensitive – situations that needed assistance in developing a plan to move forward. These projects consistently resulted in repeat work, recommendations to other agencies for work, and long-term friendships with people that I stay in touch with to this day.

In all of my previous positions, I was charged with understanding my stakeholders' needs and then motivating my team members to meet or exceed the expectations of those stakeholders. I met with success in the public and private sectors by building strong working relationships based on honest, open communication and trust and then establishing a clear work plan so that all team members understood the expectations and deadlines and what they must do to succeed.

If I were selected as Levy County's first County Manager, my immediate priorities would be to meet with all department heads to identify what is and is not working well within their departments, to create a short list of issues that need immediate attention, and then to commence work on a county-wide master plan to assure that Levy County has a long-term plan to align its resources with the anticipated increased demands for service that will come with the future growth of our county.

People will always rise to the occasion when they feel appreciated and secure and are challenged to think outside the box. As your first-ever County Manager, I would inject new life into the Levy County Government System by implementing written policies to provide a formal structure and consistent processes, thereby managing and exceeding the expectations of both our internal and external stakeholders.

Thank you for your consideration.



Mary-Ellen L. Harper

Resume

Experience

2024 – Present Board of County Commission Levy County, FL
Public Information Officer

- The Public Information Officer is responsible for initiating communication from the Levy County Board of County Commission to the Levy County community, the media, and other audiences.
- Responsibilities of the Public Information Officer include:
 - **Community Relations:** Generating and disseminating information and news regarding Levy County's governance. This includes effectively responding to media inquiries, assisting with community outreach activities, and maintaining the County's webpage and social media accounts.
 - **Emergency Communications:** In an emergency, the Public Information Officer is integral to the Emergency Operations Center staff. The Public Information mission during an emergency is to promptly share accurate information with the public to encourage people to take action to save lives and minimize property damage.

2020 – 2023 Dynamix Consulting Group Lake Alfred, FL
Owner / Principal

- National Public Safety Consulting Company founded on a vision of helping fire, EMS, and police departments use their data to deliver the best possible service to their communities; reports are specifically designed to use data to explain fire and emergency services concepts to the general public.

2018 – 2021 Emergency Services Consulting, International Chantilly, VA
Director of Operations

- ESCI is the Consulting Firm of the International Association of Fire Chiefs
- Responsibilities included managing more than two dozen consultants and working with clients across the country on Long-Range Master Planning, Strategic Planning, Cooperative Efforts / Shared Services Feasibility, Standards of Cover, and other projects as requested.

2017 – 2021 Florida Division of State Fire Marshal Ocala, FL
Executive Development Programs Manager

- Developed and taught all courses leading to Fire Officer III and IV Certification in the State of Florida
- Recruitment, scheduling, evaluation, and overall management of the adjunct faculty instructional staff at the Florida State Fire College who teach in the Executive Development Programs.
- Marketing of all Executive Development Programs at the Florida State Fire College.

Mary-Ellen L. Harper

70 NW 130th Street, Trenton, FL 32693

Phone: 860.729.8247

Email: MaryEllenLHarper@Gmail.com

Item 6.

1997 – 2017 Town of Farmington Farmington, CT

Director of Fire & Rescue Services and Deputy Fire Marshal / Assistant Emergency Management Director

- Charged with managing the operations of a 175-member combination fire department, including five stations and 17 apparatus; annual call volume was approximately 3,800.
- Managed 140 volunteer firefighters, 30 part-time firefighters, and eight full-time union firefighters.
- Responsible for a \$1.5 million Operating Budget and 5-Year Capital Improvement Plan
- Successfully merged three independent volunteer fire departments and unionized full-time firefighters into a consolidated fire department by way of a Town Ordinance.
- Negotiated / Managed 5 Contracts between the IAFF 3103 and the Town of Farmington
- Negotiated / Managed 3 Joint Contracts between the Town's three independently incorporated volunteer fire companies and the Town of Farmington.
- Developed the Town's first FLSA-Compliant Program to staff fire stations with part-time firefighters.
- Facilitated Department-Wide SWOT Analysis and authored the department's first-ever Strategic Plan
- Grant Awards: 5 FIRE Grants and numerous grant awards from local sources
Projects: \$6.5 million Fire station renovations, Emergency Medical Dispatching, Fire Safety Trailer, Light Preemption, 2 Generations of Thermal Imaging Cameras, Ipad Integration, 2 ISO Rating Improvements, HeartSafe Community Designation, Personal Protective Equipment and Radio Improvements; specified and purchased 13 new apparatus
- Fund Raised and Managed the Construction of a \$1.5 Million Regional Live Fire Training Facility
- Co-Chair of the 2013 Connecticut General Assembly Emergency Medical Services Primary Service Area Task Force that changed Connecticut Law related to Primary Service Response Areas.

2016 – 2019 University of New Haven West Haven, CT

Adjunct Lecturer of Fire Science

- Taught undergraduate classes in the Henry C. Lee College of Criminal Justice and Forensic Sciences

2001 – 2017 Connecticut Fire Academy Windsor Locks, CT

Adjunct Instructor

- Developed and Instructed Fire Officer, Instructor, and EMS Programs focusing on leadership, management, budgeting, writing, and public speaking.

1997 – 2002 Blue Hills Fire District Bloomfield, CT

Deputy Fire Marshal

- Conducted Fire Safety Inspections, Plan Reviews, Public Education, and Fire Investigations

1996 – 1997 V.A. Connecticut Healthcare System West Haven, CT

Fire & Life Safety Technician: Department of Facilities Management

- Conducted fire safety inspections and managed JCAHO Accreditation programs

1994 – 1998 *The Hartford Courant* Hartford, CT

Correspondent

- Wrote newspaper articles on local news and special features in Connecticut

Education

2005 – 2009 National Fire Academy Emmitsburg, MD
Graduate of the Executive Fire Officer Program

1999 – 2004 University of New Haven West Haven, CT

Master's Degree in Public Administration, Concentration: Personnel & Labor Relations

- Graduate Fellowship; Sigma Beta Delta Honor Society; Pi Alpha Alpha Honor Society

1994 – 1998 University of New Haven West Haven, CT

Bachelor's Degree Cum Laude, Fire Technology, Minor English / Writing

- 1997 Outstanding Fire Technology Student; Alpha Lambda Delta Honor Society

Certifications

Fire: Fire Fighter I & II; Fire Service Instructor I and II; Fire & Life Safety Educator;

Fire Department Safety Officer; Fire Officer I, II, III, and IV.

Medical: Emergency Medical Technician; Emergency Medical Service - Instructor; CPR Instructor-Trainer

Hazardous Materials: NFPA 472 Hazardous Materials Technician

Fire Marshal: Fire Investigator; Hazardous Materials Inspector; Life Safety Code Inspector

Professional Affiliations

2021-2023 Validation Committee Member of the International Fire Service Training Association (IFSTA) 10th Edition of *Emergency Services Instructor*

2021-2023 Validation Committee Member of the IFSTA 2nd Edition of *Live Fire Instructor*

2020 Co-Author of the Fire Protection Publications of Oklahoma State University 2nd Edition of *Public Information Officer*

2018-Present National Fallen Firefighters Foundation Everyone Goes Home Program, Lead Advocate for the State of Florida

2017 Validation Committee Member of the IFSTA 4th Edition of *Chief Officer*

2004-2018 International Association of Fire Chiefs

2004-2017 Connecticut Fire Chiefs' Association; Legislative Committee Chair

- Appointed by the Speaker of the House of Representatives to Co-Chair the State EMS Primary Service Area Task Force in 2013
- Changed the law to empower local municipalities in Connecticut as it relates to Emergency Medical Service Primary Service Area Designations

2000-2017 Connecticut Fire Department Instructors' Association

1998-2017 Capitol Region Fire Chiefs' Association; Secretary and Vice President

1997-2017 Connecticut Fire Marshals' Association; Conference Committee

Mary-Ellen L. Harper

70 NW 130th Street, Trenton, FL 32693

Phone: 860.729.8247

Email: MaryEllenLHarper@Gmail.com

Item 6.

Community Service

2019-Present Audio Visual Assistant, First Baptist Church, Chiefland, FL
2018-2019 Choir Member, First Baptist Church, Chiefland, FL
2016-2017 Sunday School Teacher, St. Andrew Church, Colchester, CT
2016-2017 Assistant Youth Lacrosse Coach, Colchester, CT
2012-2017 Youth Soccer Coach, Assistant Coach, & Manager: Colchester, CT
2012-2013 Chair, F.D. Recruitment and Retention Task Force, Colchester, CT
2001-2005 Volunteer Fire Fighter / EMT: Colchester, CT
1992-2002 Volunteer Fire Fighter: Blue Hills Fire District, Bloomfield, CT
1995-1997 Volunteer Fire Fighter / EMT: Allingtown Fire District, West Haven, CT
1994-1997 Volunteer EMT: Bloomfield Volunteer Ambulance, Bloomfield, CT

Testimonials

The following testimonials are provided as evidence of Mary-Ellen's ability to begin a project with complete strangers and to build positive relationships that result in improved service delivery to the community.

"The report provided offers significant value to CARS and gives us an abundance of tasks to work on to facilitate the organization's growth in a positive direction to meet the demand of the community we serve in the coming years. Thank you and your team for all of your time and efforts. I cannot stress enough how insightful the value of an outside educated review is to an organization that is willing to grow and learn."

— **Bethany Gingerella, President, Charlestown Ambulance Rescue Service, RI**

"The Nashua Fire Rescue Strategic Plan process was very well done, and the outputs were exceptional! The process was smooth and well-monitored by the Dynamix Consulting Group team and seemed to go flawlessly! I have been part of many Strategic Planning teams, and this was by far the most efficient and effective! Thanks for all your guidance in this process."

— **Alderman Rick Dowd, Ward 2 Nashua, New Hampshire**

"Dynamix Consulting Group worked diligently to earn the trust and respect of all parties involved and empowered us to turn walls into phone calls. Their data-driven approach is moving us toward making sound, informed decisions about what our community needs from its emergency services. Most importantly, Dynamix Consulting Group is helping us put the institutions in place to keep the work of our volunteers manageable while preparing for future demands."

— **Assistant Township Manager Nick Valla, Middletown Township, PA**

"I cannot say enough, both personally and professionally, how much their expertise and determination are appreciated by the Spartanburg County Fire Service as well as myself. I highly recommend their services to anyone looking for a dedicated, determined team of experts."

— **Ginny Dupont, County Attorney of Spartanburg County, SC**

"Delivering emergency services on Vashon Island poses many challenges which had not been evaluated in over 20 years. We needed to find consultants to partner with the Vashon community to help us understand and address these challenges. We found the exact fit with Dynamix. Mary-Ellen and Stuart were personable, strategic, they listened and guided us to develop a modern, comprehensive, community-based strategic plan to protect our island."

— **Matthew Vinci, Fire Chief, Vashon Fire & Rescue District, Washington**

Government Project Experience

The following list of projects is provided to illustrate the scope and diversity of the types of government consulting projects on which Mary-Ellen has worked.

Agency Evaluations

East Granby, Connecticut
Wethersfield, Connecticut
Douglasville, Georgia
Sterling Heights, Michigan
Cherokee Nation EMS, Oklahoma
Middletown Township, Pennsylvania
Warminster Township, Pennsylvania
Charlestown Ambulance-Rescue Service,
Rhode Island
Bellaire Police Department, Texas
Vashon Island, Washington

Community Risk Assessment: Standards of Cover

Houston, Texas
Central Pierce, Washington
Gig Harbor, Washington

Cooperative Services/Consolidations

West Haven, Connecticut

Master Plans

Southington, Connecticut
Sarasota County, Florida
Worcester, Massachusetts
Nashua, New Hampshire
Spartanburg County, South Carolina
Winchester, Virginia

ISO Evaluations

East Granby, Connecticut
Nashua, New Hampshire
Goochland County, Virginia

Miscellaneous Studies

Owensboro, Kentucky
Alexandria, Virginia
Manassas, Virginia

Staffing Studies

Alsip, Illinois
Orleans, Massachusetts
Warminster Township, Pennsylvania

Station Location Studies

Concord, New Hampshire
Barrow County, Georgia

Strategic Plans

East Granby, Connecticut
Worcester, Massachusetts
Sterling Heights, Michigan
Nashua, New Hampshire
Trotwood, Ohio
Middletown, Pennsylvania
Spartanburg County, South Carolina
Vashon Island, Washington

Legislative Experience

The following is provided as one example of Mary-Ellen's Legislative Experience. Mary-Ellen was instrumental in having this bill introduced in 2012. It did not move forward, so she led the effort to have it re-introduced in 2013, got herself appointed by the Speaker of the House to the Statewide Task Force, led the legislative efforts of Connecticut Municipalities and the Fire Service against one of the largest commercial ambulance companies in North America (and their lobbyists!). This law was successfully changed in 2015. This is one example of several legislative initiatives that Mary-Ellen was involved in while working in Connecticut.

Mary-Ellen was also involved in reviewing and drafting proposed changes to the Florida Administrative Code and Florida State Statutes while working for the State of Florida Department of Financial Services, Division of State Fire Marshal.

Harper Named Co-Chair of Connecticut Emergency Services Task Force

Mary-Ellen Harper is Farmington's Fire and Emergency Services director.

[Jessie Sawyer](#), Patch Staff

Posted Thu, Oct 10, 2013 at 2:09 pm ET | Updated Thu, Oct 10, 2013 at 2:22 pm ET



By Jessie Sawyer and Kaitlin McCallum

When a House bill raised by Farmington Rep. Mike Demicco attempted to overturn the longtime status quo of emergency services and give towns the ability to choose their own provider, the answer was a silent no.

The public health committee stripped the bill of all mention of its original intent and replaced it with language on disciplining technicians and instructors.

However, the bill, which passed last year, did allow for the creation of a task force – the Connecticut Emergency Medical Services Primary Service Area Task Force – to study the issue of how public service areas are assigned to providers and how towns should be able to change them.

Connecticut Speaker of the House J. Brendan Sharkey appointed Farmington Fire and Emergency Services Director Mary-Ellen Harper to the task force in July.

In September, the task force elected her as co-chair with Raphael Barishansky, Director of EMS for the Connecticut Department of Public Health.

"I am very excited about the opportunities associated with co-chairing the State EMS PSA Task Force," she said. "My work so far has given me an opportunity to work with a group of fire chiefs, police chiefs, town managers, mayors and state elected officials who genuinely want to ensure that they are delivering the best possible patient care for their residents."

Harper said that the opportunity is also teaching her about how the state government operates and the democratic process.

"I do understand that there is a need for regulatory oversight by the State, but when State Regulation hinders the ability of a local municipality to ensure that it is providing the best possible service to its residents, it is time to fix the system," she said. "And my goal is to accomplish just that!"

Months before her appointment to the task force, back in January, Harper asked Demicco "to sponsor legislation that would allow municipalities to make improvements to the way emergency medical services are provided within their communities," she wrote in an email to Patch. That led to his introduction of the emergency services bill to the House.

"One of the State of Connecticut's lesser understood elements is the Primary Service Area Designation System, which falls under the auspices of the Department of Public Health," she said. "In the 1970s, when this system was established, specific agencies or companies were designated as Emergency Medical Services providers for specific geographic areas. These designations were essentially granted for life, not unlike the term of a Supreme Court Justice."

Currently, state regulations prevent municipalities from choosing their own emergency services provider unless town officials can prove that "an emergency exists and that the safety, health, and welfare of the citizens of the affected area are jeopardized by the performance of the assigned primary service area responder," Harper said.

"I will venture a guess that many of the towns in Connecticut who do not hold their PSA do not even realize that the State of Connecticut has essentially forced them into an arranged marriage with their EMS providers," she added.

Harper seeks to improve what she calls an "antiquated system that inhibits good government, the need for transparency, and essentially creates a state-mandated monopoly within each individual PSA."

Beyond not being able to explore alternative emergency service provider options, Harper said that current state regulations also prevent municipalities from opting to "share resources."

"Municipalities successfully manage the delivery of fire, police, public works, and virtually every other service they provide to their residents. Emergency Medical Services should be no exception," she said.

The task force has 15 members of the group, including representatives from non-profit and for-profit ambulance companies, representative of a municipal emergency medical services provider, and town, hospital, and fire service representatives.

The task force has met a few times and is just beginning to get organized.

It is charged with presenting a report including recommended action by Feb. 15, 2014.

References

The following personal references are offered; each of the individuals chosen can speak to Mary-Ellen's sense of energy and ability to build motivated teams that exceed expectations on or ahead of schedule.

- 1. Rissa Johns, Chiefland City Commissioner, Seat 2**
Friend and Morning Gym Partner
519 NE 2nd Street, Chiefland, FL 32626
352.535.5301
Ljohns@chieflandfla.com
- 2. Chief Michael Tucker, Flagler County Fire and Rescue Department**
Former Bureau Chief Florida Division of State Fire Marshal
Hired Mary-Ellen to work for the Florida State Fire College
38 Renshaw Drive, Palm Coast, FL, 32164
352.369.2833
VillagesChief@gmail.com
- 3. Kathleen Blonski, Town Manager**
Hired Mary-Ellen as the Fire Administrator, then promoted her to Director of Fire & Rescue Services. Mary-Ellen's supervisor for 20 years
1 Monteith Drive, Farmington, CT 06032
860.675.2320
BlonskiK@Farmington-CT.org
- 4. Russell Nelson, Fire Chief**
Worked with Mary-Ellen for 20 years when she was the Director of Fire & Rescue Services in Farmington, CT.
37 Garden Gate, Farmington, CT 06032
860.573.5086
NelsonR@FIPConstruction.com



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Benjamin Moose

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

Application for Employment

VETERANS PREFERENCE

Print

Submitted by:

Submitted On: 2024-07-31 20:13:10

Submission IP: (98.180.71.212)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [BMooseResume2024.doc](#) - 2024-07-31 08:13:11 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218 EXT. 3
 FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*** Position Applying For:**

County Manager

Please type in the position for which you are applying for.

*** Department:**

County Commissioners Office

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

Moose

*** First Name:**

Benjamin

*** Middle Name:**

John

*** Street Address:**

2480 SE 50th Terr

Home Phone:

(585) 738-4815

Cell Phone:

(585) 738-4815

*** City:**

Ocala

*** State:**

Florida

*** Zip Code:**

34480

*** County:**

Florida

*** Email:**

benjaminmoose@hotmail.com

Type the County you reside in.

* Are you at least 18 years of age? Yes No

* Do you have a valid Florida Drivers License? Yes No

* Class:
 E - Regular License A
 B C

Endorsements: Item 7.

* Have you ever worked under a different name?
 Yes No

If you selected "Yes" Name:

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?
 Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

Rush-Henrietta, NY

* Graduated:

Yes No

Type the name of School and State.

Undergraduate College or Universities:

SUNY Brockport

Graduated:

Yes No

Credit Hours

Completed:

Type of Diploma or Degree/Major Field or Study:

BS Environmental Science and Biology

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School: University of Florida **Graduated:** Yes No **Credit Hours Completed:** **Type of Diploma or Degree/Major Field of Study:** MS Soil and Water Science Item 7.

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School: **Graduated:** Yes No **Credit Hours Completed:** **Type of Diploma or Degree/Major Field of Study:**

Type the name of School and State.

Type the number of Credit Hours Completed.

*** List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

-United Way campaign coordinator for the Water Resources Department, helping to raise over \$60,000. -Industrial Pretreatment Coordinator for the City of Ocala

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Incident Command Structure (ICS) Level 100, 200, 300, 700, and 800. Foundations of Project Management Certificate (Rasmussen College) Graduate of Leadership Ocala/Marion (LOM) Class XXXII Institute of Food and Agricultural Sciences (IFAS) Water School City of Ocala Foundations in Management Florida Institute of Government Supervisory Skills Series, Building an Effective Team

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: Florida Wastewater Treatment Plant Operator **Issued By:** Florida Department of Environmental Protection (FDEP)

Number: WW B 26369 **Issue Date:** January 2023 **Expiration Date:** April 2025 **State:** Florida

Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

Name of License/Certification/Registration: Stormwater Erosion and Sediment Control Inspector **Issued By:** FDEP

Number: 48482 **Issue Date:** September 2021 **Expiration Date:** NA **State:** Florida

Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: City of Ocala **Phone:** (352) 629-8359 **From Mo./Yr.:** 01/2014 **To Mo./Yr.:** Present

Street Address: 4200 SE 24th St **City:** Ocala **State:** FL **Zip:** 34471 **Starting Pay:** **Ending Pay:**

Job Title:	Number of Employees Supervised:	May we Contact this Employer?	Item 7.
Compliance Monitoring Manager	9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Rusella Bowes-Johnson	(352)351-6772	Looking for Advancement to Senior Leadership

Duties and Responsibilities:

Coordinates with water and wastewater operations to ensure all submit periodic required reports, including Monthly Operating Reports (MORs), Consumer Confidence Reports (CCRs), Discharge Monitoring Reports (DMRs), Biosolids, and Pre-treatment reports. Assesses environmental quality, impacts, and compliance with regulatory permits. Review proposed legislation and regulations at the national, state, and local levels; work with department staff; provide expert opinion/evaluation of environmental issues; recommend proposed courses of action to the director; and assist with implementation. Develops and implements the Division's annual budget of almost \$1 million. Accountable for the Division's budgetary compliance. Initiates and evaluates quotations, bids, and proposals for equipment services and supplies. Prepares reports and presentations on water quality and environmental issues for the public and utility management team. Interfaces with regulatory agencies, City consultants, commercial account personnel/engineers, and other departments. Visits various industries for meetings and to deliver public visual/oral presentations. Reviews Industrial Wastewater Discharge Permit Applications of 12 industrial users. Performs permitting research, proposes permit limitations and/or monitoring requirements, writes new permits and renews existing permits. Oversees and assures compliance with the laboratory's National Environmental Laboratory Accreditation Program (NELAP) certification. Conducts staff education and training. Evaluates staff and takes appropriate actions to improve performance when necessary.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
US Navy	Ex. (123) 456-7890	09/2006	03/2013

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:

Job Title:	Number of Employees Supervised:
Surface Warfare Officer - lieutenant	23

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Clay Curry	(757) 270-9568	to pursue a new career

Duties and Responsibilities:

Managed the CF Division of 23 sailors through a tedious Ballistic Missile Defense training cycle and two deployments with 100% efficiency, tracking over \$2 million worth of parts. Qualified Officer of the Deck, responsible for safe navigation and general operation of the ship.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
CME Associates Inc.	(585) 254-8740	November 2004	September 2006

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
491 Elmgrove Road, Suite 600	Rochester	NY	14606		

Job Title:	Number of Employees Supervised:
Environmental Scientist	2

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Eric Ford	Ex. (123) 456-7890	Joined the Navy

Duties and Responsibilities:

Performed asbestos inspections, lead paint investigations, and environmental monitoring. Performed industrial hygiene sampling, indoor air quality investigations, and Phase I and II Environmental Site Assessments. Performed inspections of facility stormwater systems to comply with NPDES, including the Stormwater Pollution Prevention Plan (SWPPP). Collected, organized, and analyzed information regarding leaking underground storage tank remediation sites and public and private wells, as well as hydrogeological characteristics. Conducted independent chemical, microbiological, and biological research, experiments, and comprehensive evaluation studies to determine the effects of potential and existing environmental contamination.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
	Ex. (123) 456-7890		

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:

Job Title:	Number of Employees Supervised:

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
	Ex. (123) 456-7890	

Duties and Responsibilities:

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

* Do you wish to Claim Veterans' Preference?

- Yes (If Yes, please complete below)
- No

Branch:	Entry Date:	Discharge Date:
Navy	September 2006	March 2013

REFERENCES

List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Clay Curry	Carrollton, Va 23314 <small>Include Zip Code.</small>	(757) 270-9568	Director of Programs and Policy	14
Rachel Fautsch	Ocala, FL 34470 <small>Include Zip Code.</small>	(706) 473-0323	Community Manager	9
Elizabeth Powers	Chiefland, Fl 32626 <small>Include Zip Code.</small>	(352) 221-2655	County Nurse	3

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

* Applicant Signature:

Benjamin Moose

* Date:

07/31/2024

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

Benjamin Moose

2480 SE 50th Ter
Ocala, FL 34480
585-738-4815

Benjaminmoose@hotmail.com

SUMMARY

- Over 10 years of experience in environmental monitoring, analysis, and management.
- Proven leader with over 10 years of demonstrated success as a driven hands-on leader. Skilled in planning, budgeting, directing and coordinating work.
- Decorated naval service member with over 6 years of achievements as both an Enlisted and Naval Officer, mastering time management, communication, and team management skills.
- Highly flexible, organized and skilled at handling multiple tasks and managing priorities in fast-paced, changing environments including ability to lead emergency initiatives in a calm and decisive manner.
- Strong knowledge of Clean Water Act (CWA), Safe Drinking Water Act (SDWA), Resource Conservation and Recovery Act (RCRA), National Environmental Laboratory Accreditation (NELAP), National Environmental Policy Act (NEPA), National Pollution Discharge Elimination System (NPDES), and Basin Management Action Plan (BMAP).
- Florida Industrial Pretreatment Association (FIPA) Industrial Pretreatment Class A certificate and FOG I Management certificate
- Florida Department of Environmental Protection (FDEP) Wastewater Treatment Plant Operator Class B License
- Experience with enforcing and proposing environmental ordinances.
- Proficient in the use of Microsoft Office Suite (Word, PowerPoint, and Excel), ArcGIS, and job-related software programs and data management including Laboratory Information Management System (LIMS).
- Analytical Problem Solving and Decision Making.
- Experienced in Project Management, demonstrating the ability to communicate objectives and maintain deadlines in a highly detailed manner.

PROFESSIONAL HISTORY

City of Ocala Water Resources, Ocala, FL

Compliance Monitoring Manager

Sept 2017 – Present

Compliance Monitoring Supervisor

Mar 2014 – Sept 2017

Compliance Monitoring Technician

Jan 2014 – Mar 2014

- Responsible for managing the Compliance Monitoring Division including operations of the City's Water Quality Laboratory, Industrial Pretreatment Program, Fats, Oils, & Grease (FOG) Program, and Potable Water Wellfield Protection (PWWP) Program, including training and direction of the responsible front-line supervisors.

- Coordinates with water and wastewater operations to ensure all submit periodic required reports, including Monthly Operating Reports (MORs), Consumer Confidence Reports (CCRs), Discharge Monitoring Reports (DMRs), Biosolids, and Pre-treatment reports.
- Assesses environmental quality, impacts, and compliance with regulatory permits.
- Review proposed legislation and regulations at the national, state, and local levels; work with department staff; provide expert opinion/evaluation of environmental issues; recommend proposed courses of action to the director; and assist with implementation.
- Develops and implements the Division's annual budget of almost \$1 million. Accountable for the Division's budgetary compliance.
- Initiates and evaluates quotations, bids, and proposals for equipment services and supplies.
- Prepares reports and presentations on water quality and environmental issues for the public and utility management team.
- Interfaces with regulatory agencies, City consultants, commercial account personnel/engineers, and other departments. Visits various industries for meetings and to deliver public visual/oral presentations.
- Reviews Industrial Wastewater Discharge Permit Applications of 12 industrial users. Performs permitting research, proposes permit limitations and/or monitoring requirements, writes new permits and renews existing permits.
- Oversees and assures compliance with the laboratory's National Environmental Laboratory Accreditation Program (NELAP) certification.
- Conducts staff education and training. Evaluates staff and takes appropriate actions to improve performance when necessary.
- Project manager for Risk and Resiliency Certification for compliance with America's Water Infrastructure Act (AWIA), monitoring well abandonment and installation, annual drinking water and wastewater monitoring program. Monitoring of Groundwater Recharge Wetland park ecosystem. Tuscawilla Pond Stormwater Quality Monitoring Program, Pine Oaks Redevelopment project. Remediation of arsenic and dieldrin contamination of old golf course greens.
- Volunteered to represent the Engineering and Water Resources Department for the United Way campaign, helping to raise over \$60,000.

US Navy

Sep 2006 – Mar 2013

Lieutenant, Surface Warfare Officer

Aviation Electricians Mate Second Class

- Managed the CF Division of 23 sailors through a tedious Ballistic Missile Defense training cycle and two deployments with 100% efficiency tracking over \$2 million worth of parts.
- Qualified Officer of the Deck, responsible for safe navigation and general operation of the ship.
- Responsible for compliance of Navy Environmental Readiness Program including maritime environmental regulations.
- Directed ship's force protection efforts, anti-terrorism educational training, anti-air warfare training, seamen ship training, and pre-deployment certification programs.
- Coordinated over 25 multi-caliber weapon training fire exercises for over 250 personnel.
- Prepared over 80 AEGIS casualty reports, leading to timely repairs and keeping the AEGIS equipment fully operational.
- Assured 100% accountability of over 110 different types of munitions.

- Planned, organized, and executed 2 major missile transfers.
- Coordinated the installation of a SPY Skid heat exchanger end bonnet that saved the Navy over \$30,000.

CME Associates Inc. Rochester, NY

Environmental Scientist/ Engineering Technician

Nov 2004-Sep 2006

- Performed asbestos inspections, lead paint investigations, and environmental monitoring.
- Performed industrial hygiene sampling, indoor air quality investigations, and Phase I and II Environmental Site Assessments.
- Performed inspections of facility stormwater systems to comply with NPDES, including the Stormwater Pollution Prevention Plan (SWPPP).
- Collected, organized, and analyzed information regarding leaking underground storage tank remediation sites and public and private wells, as well as hydrogeological characteristics.
- Conducted independent chemical, microbiological, and biological research, experiments, and comprehensive evaluation studies to determine the effects of potential and existing environmental contamination.
- Performed field reviews and wetland delineations and prepared permit applications and related background documents for stormwater and lake enhancement projects.
- Compiled data for performing statistical analysis permit regulation compliance, as needed for NPDES reports
- Participated in soil and groundwater sampling programs, construction, and other field quality control.
- Developed and wrote statements of work, work plans, and reports.
- Conducted literature searches using libraries and online sources to identify, locate, and evaluate published materials.

Research Foundation, Brockport, NY

Research Assistant

May 2004-Nov 2004

- Projects include watershed monitoring and remediation, environmental impact analysis of coastal wetlands, identification and remediation of point and non-point sources of pollution, lake monitoring and management, fishery inventories and toxic burdens, lake sediment core analysis, and benthic invertebrate inventories.
- Performed extensive field and laboratory work.
- Field sampling includes sediment, phytoplankton, zooplankton, fish, and water sampling on rivers, streams, wetlands, small lakes, and open water great lakes using large and small research vessels.
- Water collections with the use of sample bottles, multi-parameter water quality instruments, flow meters, laptop computers, and automatic samplers.
- Lab work includes biological and nutrient analysis of water with the use of atomic absorption and gas chromatograph instruments.
- Organized and analyzed water quality data.
- Research and help write and review technical reports.
- Produce spreadsheets, charts, and graphs for reports, testimony, and presentations.
- Operation of ISCO autosampler, backpack, and boat electro shocker.

EDUCATION

Master of Public Administration (MPA), expected graduation December 2024

Cornell University; Ithaca, NY

Master of Science (MS), Soil and Water Science, 2020

Concentration hydrologic sciences

Minor: Environmental Engineering Sciences

Graduate Certificate: Wetland and Water Resource Management

University of Florida; Gainesville, FL

Bachelor of Science (BS), Environmental Science and Biology, 2004

Concentration aquatic ecology

State University of New York College at Brockport; Brockport, NY

Associate of Applied Science (AAS) Ecology and Environmental Technology, 2002

Paul Smith's College; Paul Smiths, NY

CERTIFICATIONS AND TRAINING

- Federal Emergency Management Agency (FEMA) National Incident Management System (NIMS) Incident Command Structure (ICS) Level 100, 200, 300, 700, and 800.
- Foundations of Project Management Certificate (Rasmussen College)
- Graduate of Leadership Ocala/Marion (LOM) Class XXXII
- Institute of Food and Agricultural Sciences (IFAS) Water School
- City of Ocala Foundations in Management
- Florida Institute of Government Supervisory Skills Series, Building an Effective Team
- Florida Industrial Pretreatment Association (FIPA) Industrial Pretreatment Class A certificate and FOG I Management certificate
- Florida Department of Environmental Protection (FDEP) Wastewater Treatment Plant Operator Class B License
- FDEP Stormwater Erosion and Sediment Control Inspector # 48482
- Scuba diver certified - Open Water

PROFESSIONAL AFFILIATIONS

- American Water Works Association (AWWA)
- American Public Works Association (APWA)
- American Academy of Environmental, Engineers & Scientists (AAEES)
- Florida Industrial Pretreatment Association (FIPA)
- Florida Society of Environmental Analysts (FSEA)
- National Ground Water Association (NGWA)



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Robert “Bob” Reinshuttle

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

Application for Employment

Print

Submitted by:

Submitted On: 2024-07-15 15:26:53

Submission IP: (68.35.194.8)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [Resume \(9\).\(1\).\(2\).docx](#) - 2024-07-15 03:26:53 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218 EXT. 3
 FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

* **Position Applying For:**

County Manager

Please type in the position for which you are applying for.

* **Department:**

Administration

Please type in the Department Name.

PERSONAL INFORMATION

* **Last Name:**

Reinshuttle

* **First Name:**

Robert

* **Middle Name:**

James

* **Street Address:**

5717 Village Ridge Lane

Home Phone:

8509800262

Cell Phone:

Ex. (123) 456-7890

* **City:**

Tallahassee, FL 32312

* **State:**

FL

* **Zip Code:**

32312

* **County:**

FL

* **Email:**

reinshuttle@aol.com

Type the County you reside in.

* Are you at least 18 years of age? Yes No
* Do you have a valid Florida Drivers License? Yes No

* Class:
 E - Regular License A
 B C

Endorsements:

Item 8.

* Have you ever worked under a different name?

Yes No

If you selected "Yes" Name:

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

Catholic Central HS, Grand Rapids, MI

* Graduated:

Yes No

Type the name of School and State.

Undergraduate College or Universities:

Graduated:

Yes No

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Aquinas College/MI

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School: Western Michigan U/MI **Graduated:** Yes No **Credit Hours Completed:** **Type of Diploma or Degree/Major Field of Study:** Item 8.

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School: **Graduated:** Yes No **Credit Hours Completed:** **Type of Diploma or Degree/Major Field of Study:**

Type the name of School and State.

Type the number of Credit Hours Completed.

*** List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

N/A

If none, please type N/A.

*** Special training, knowledge, skills or abilities related to the position in which you are applying:**

Certificate in Administration from FSU

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: N/A **Issued By:** N/A

Number: N/A **Issue Date:** **Expiration Date:** **State:**
 Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

Name of License/Certification/Registration: N/A **Issued By:**

Number: N/A **Issue Date:** **Expiration Date:** **State:** FL
 Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: Prism Strategies LLC **Phone:** 8509800262 **From Mo./Yr.** 3/2023 **To Mo./Yr.** Present

Street Address: 5717 Village Ridge Lane **City:** Tallahassee/Ft Lauderdale **State:** FL **Zip:** 32312 **Starting Pay:** **Ending Pay:**

Job Title: CEO **Number of Employees Supervised:** 3 **May we Contact this Employer?** Yes No

Supervisor Name: Reinshuttle	Supervisor's Phone Number: 8509800262	Reason for Leaving: Present
--	---	---------------------------------------

Duties and Responsibilities:
Lobbying the Florida legislature and grant seeking

Company Name: Manatee County Commission	Phone 9417806467	From Mo./Yr. 06/2021	To Mo./Yr. 03/2023
---	----------------------------	--------------------------------	------------------------------

Street Address: 1112 Manatee Ave W	City: Bradenton	State: FL	Zip: 34210	Starting Pay: 175,000	Ending Pay: 191,000
--	---------------------------	---------------------	----------------------	---------------------------------	-------------------------------

Job Title: Deputy County Administrator	Number of Employees Supervised: 980
--	---

Supervisor Name: Dr Scott Hopes	Supervisor's Phone Number: Ex. (123) 456-7890	Reason for Leaving: Start a consulting firm
---	---	---

Duties and Responsibilities:
Oversight management of the largest departments and running the Department of Public Safety. Also, legislative, budget, strategic planning

Company Name: Florida Association of Community Health Centers	Phone 850-9421822	From Mo./Yr. 01/2007	To Mo./Yr. 06/2021
---	-----------------------------	--------------------------------	------------------------------

Street Address: 2340 Hansen Lane	City: Tallahassee	State: FL	Zip: 32311	Starting Pay: 85,000	Ending Pay: 125,000
--	-----------------------------	---------------------	----------------------	--------------------------------	-------------------------------

Job Title: COO/Legislative Director	Number of Employees Supervised: 25
---	--

Supervisor Name: Andy Behrman	Supervisor's Phone Number: 850-942-1822	Reason for Leaving: Accept a new position
---	---	---

Duties and Responsibilities:
Operations for a statewide association of federally qualified community health centers. There were 50 statewide primary care centers in 350 locations

Company Name: National Assoc of Extracorporeal Technology	Phone Ex. (123) 456-7890	From Mo./Yr. 05/2002	To Mo./Yr. 01/2007
---	------------------------------------	--------------------------------	------------------------------

Street Address: 1601 Utica Ave. South	City: Minneapolis	State: MN	Zip: 55416	Starting Pay:	Ending Pay:
---	-----------------------------	---------------------	----------------------	----------------------	--------------------

Job Title: National Director of Government Relations	Number of Employees Supervised: 10
--	--

Supervisor Name: Gary Beckman	Supervisor's Phone Number: 901-210-4258	Reason for Leaving: Accept a new position
---	---	---

Duties and Responsibilities:

Directed government relations efforts throughout 50 states and managed contract lobbying initiatives

Item 8.

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

*** Do you wish to Claim Veterans' Preference?**

Yes (If Yes, please complete below)

No

Branch:

Entry Date:

Discharge Date:

REFERENCES

List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Dr Scott Hopes	N/A <small>Include Zip Code.</small>	941-302-3083	CEO	25
Vanessa Baugh	N/A <small>Include Zip Code.</small>	941-780-6467	FRM Commissioner	3
Carol Whitmore	N/A <small>Include Zip Code.</small>	941-730-2302	Former Commisioner	3

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

*** I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.**

I Acknowledge

*** Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.**

I Acknowledge

*** I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.**

I Acknowledge

*** Applicant Signature:**

*** Date:**

Robert J Reinshuttle

07/15/2024

Format: MM/DD/YYYY

ROBERT J. REINSHUTTLE MPA

EXPERIENCE

Deputy County Administrator/Acting Public Safety Director

Manatee County, Bradenton, Florida

June 2021-

- Designed innovative approaches to optimize departmental workflow, streamline procedures, and enhanced public satisfaction levels. Also responsible for developing a budget of two billion.
- Oversight over the HR Department, Natural Resources, Administration, Public Outreach, Records, Community and Veterans Affairs, Library System, Legislative Affairs, Public Safety and Utilities
- Liaison to Commissioners and briefing them on policy issues & agenda items before the Board.
- Directed a department of 420 professionals & had operational and fiscal responsibility for 2200 employees

Chief Operations Officer/VP for Legislative Affairs

Florida Association of Community Health Centers, Tallahassee, Florida

Jan 2007 - Jun 2021

- Directed a staff of twenty-five and had oversight over 50 Member organizations federally qualified health centers throughout Florida.
- Budget preparation for a two-million-dollar budget and maintained fiscal integrity.
- Sought grants and contracts, personnel, strategic planning, and program oversight and integrity.
- Chief legislative officer at state and federal levels

National Director of Government Relations

National Association of Extracorporeal Technology, Tallahassee/Washington DC

Apr 2002 - Jan 2007

- Testified and successfully lobbied issues before 50 state legislatures and Congress on behalf of cardiovascular perfusion professionals.
- Hired and managed teams of contract lobbyists in many states
- Identified strategy and developed policy on clinical issues affecting these healthcare professionals.
- Developed existing team into high productivity, results-oriented unit through creative initiatives

Chief of Staff-Policy/Director Of Health Policy

Florida Agency for Healthcare Administration, Tallahassee, Florida

Apr 1998 - Apr 2002

- Directed state policy development on Medicaid, health insurance, managed care and fiscal matters which resulted in state legislative initiatives.
- Managed budget, report drafting and analysis, research, strategic planning, and regulatory issues.
- Managed federal and foundation grants and state grants contracted to universities throughout Florida.
- Directed a staff of forty professionals.

Policy Coordinator
Office of the Governor of Florida

- As senior staff and policy advisor I was the principal liaison to local officials and the Florida Congressional delegation.
- Responsibility for budget development on healthcare and intergovernmental issues
- Directed 30 staff members on policy issues, legislative initiatives, research and planning.
- Designed and implemented an effective federal funds strategy resulting in a substantial increase in federal formula and program grants.

Director, Governors Washington DC Office
Governor of Texas, Washington, DC

Mar 1989 - Jul 1992

- Senior staff and primary Congressional, federal agency and White House liaison for the Governor
- Directed staff on appropriation and budget matters affecting Texas.
- Testified on the Governors behalf on federal legislation before Congress.
- Worked closely with the university system, state agencies and commissions to secure grant dollars to secure an additional two billion dollars.

Deputy Director
Council of State Governments, Washington, DC

May 1982 - Mar 1989

- Managed a national organization of state officials including serving as **Director of two sister organizations...the Southern Governors Association and the National Association of Secretaries of State**
- Directed a committee on intergovernmental affairs that included representatives of the seven major state and local organizations.
- Represented the interests of the states before Congress and the White House.

Chief Legislative Assistant
Michigan Senate Majority Leader, Lansing, Michigan

Jul 1977 - May 1982

- Responsible for legislative initiatives deemed a priority by the Majority Leader, the ranking official in this full-time legislature.
- Served as Senate floor assistant and chief liaison to House and Senate members on major legislation.
- Expertise as a catalyst on appropriation, finance and economic issues

EDUCATION

Certificate in Management
Florida State University, Tallahassee, FL, US

May 1996

MPA In Public Administration, Summa Cum Laude
Western Michigan University, Kalamazoo, MI, US

Jul 1980

BA in Economics/Political Science, Magna Cum Laude
Aquinas College, Grand Rapids, MI, US

Aug 1977



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – Alicia “Ali” Tretheway

- 5. **Agenda Presentation:** Yes No N/A
- 6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes
- 7. **Is this Item Budgeted (If Applicable):** Yes No N/A
- 8. **If no, State Action Required:**

- a. **Budget Action:**
- b. **Financial Impact Summary Statement:**
- c. **Detailed Analysis Attached**
- d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

- 9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218, EXT. 3
 FAX: (352) 486-5167
 EMAIL: HUMANRESOURCES@LEVYCOUNTY.ORG



Item 9.

Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*Position Applying For: County Manager *Department: Levy County BOCC

PERSONAL INFORMATION

*Last Name <u>Tretheway</u>	*First Name: <u>Alicia</u>	*Middle Name: <u>May</u>		
*Street Address: <u>14131 NE 55th Place</u>	*Home Phone: <u>N/A</u>	*Cell Phone: <u>(774) 402-0390</u>		
*City: <u>Williston</u>	*State: <u>FL</u>	*Zip Code: <u>32696</u>	*County: <u>Levy</u>	*Email: <u>aliciatretheway@gmail.com</u>

*Are you at least 18 years of age? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		*Do you have a valid Florida driver's license? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Class: <input checked="" type="checkbox"/> E – Regular License <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C CDL Endorsements: _____	
*Have you ever worked under a different name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" Name: <u>Alicia M. Langley</u>			
*Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
*Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government? <input checked="" type="checkbox"/> Yes (If Yes, please complete below) <input type="checkbox"/> No			
Full Name of Relative: <u>Jason Tretheway</u>	Dept. or Office Location: <u>Landfill</u>	Relationship: <u>Spouse</u>	
*Have you ever been employed by Levy County Commissioners? <input checked="" type="checkbox"/> Yes (If Yes, please complete below) <input type="checkbox"/> No			
Dates Employed: <u>6/26/12-Present</u>	Department: <u>Procurement Department</u>	Supervisor Name: <u>Wilbur Dean</u>	Reason for Leaving: <u>Presently Employed</u>
*Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered. <input type="checkbox"/> Yes (If Yes, please complete below) <input checked="" type="checkbox"/> No			
Offense:	Date:	Place:	Disposition:
*Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

EDUCATION – TRAINING – SKILLS

***Highest Education Level Attained?**

- Less than High School
 High School Graduate
 Tech School
 2 Year College
 Some College
 Some Grad School
 Doctorate
 Bachelors
 Master's
 MD, DDS, JD
 Post
 GED

School Level	Name and Location of School	Course of Study	Did you Graduate?	Degree or Diploma
High School	Quaboag Regional High - MA		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Diploma
College/University	University of Phoenix	Public Administration	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Degree - MPA
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	

***List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:**

Graduated with a 3.95 GPA - Masters in Public Administration. Member of the Lambda Sigma Chapter of the International Business Honor Society, Delta Mu Delta.

***Special training, knowledge, skills or abilities related to the position in which you are applying:**

Extensive Knowledge in the County's Fund Management System. Knowledge in most policies and procedures for the County. Creative Problem Solving, Organizational Skills, Attention to Detail.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: Notary Public		Issued By: State of Florida	
Number: HH325499	Issue Date: 11/17/2022	Expiration Date: 11/16/2026	State: FL
Name of License/Certification/Registration: Certificate in Supervision		Issued By: Providers Council for Caring Communities	
Number: N/A	Issue Date: 12/2010	Expiration Date: N/A	State: MA
Name of License/Certification/Registration: Public Procurement Assc. Designation		Issued By: National Institute for Public Procurement (NIGP)	
Number: N/A	Issue Date: 8/19/2011	Expiration Date: N/A	State: FL
Name of License/Certification/Registration: Post Federal Award Requirements		Issued By: GMG Management Consulting, Inc	
Number: N/A	Issue Date: 7/16/2019	Expiration Date: N/A	State: FL
Name of License/Certification/Registration: Procurement & Subrecipient Monitoring		Issued By: GMG Management Consulting, Inc	
Number: N/A	Issue Date: 2/7/2019	Expiration Date: N/A	State: FL

*See Resume for more Certifications

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: Levy County BOCC		Phone: (352) 486-5218		From Mo./Yr. 6/2012	To Mo./Yr. Present
Street Address: 310 School Street		City: Bronson	State: FL	Zip: 32621	Starting Pay: \$10.18 Ending Pay: \$35.94
Job Title: Procurement Coordinator		Number of Employees Supervised: 2		May we Contact this Employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name: Wilbur Dean		Supervisor's Phone Number: (352) 486-5218		Reason for Leaving: Presently Employed	
Duties and Responsibilities: *See Resume					
Company Name: Center of Hope		Phone: (508) 764-4085		From Mo./Yr. 4/2004	To Mo./Yr. 8/2011
Street Address: 100 Foster Street		City: Southbridge	State: MA	Zip: 01550	Starting Pay: \$8.00 Ending Pay: \$14.30
Job Title: Asst. Program Director of Employment Services		Number of Employees Supervised: 15			
Supervisor Name: Jennifer Williams		Supervisor's Phone Number: (508) 764-4085		Reason for Leaving: Moved to Florida	
Duties and Responsibilities: *See Resume					
Company Name:		Phone:		From Mo./Yr.	To Mo./Yr.
Street Address:		City:	State:	Zip:	Starting Pay: Ending Pay:
Job Title:		Number of Employees Supervised:			
Supervisor Name:		Supervisor's Phone Number:		Reason for Leaving:	
Duties and Responsibilities:					
Company Name:		Phone:		From Mo./Yr.	To Mo./Yr.
Street Address:		City:	State:	Zip:	Starting Pay: Ending Pay:
Job Title:		Number of Employees Supervised:			
Supervisor Name:		Supervisor's Phone Number:		Reason for Leaving:	
Duties and Responsibilities:					

VETERANS' PREFERENCE

Do you wish to claim Veterans' Preference? Yes No

If Yes: Branch: _____ Entry Date: _____ Discharge Date: _____

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this application.

REFERENCES

List 3 References who are NOT Relatives.

*Name:	*Complete Address:	*Phone:	*Occupation:	*Years Known:
Albert Fuller Sr.	5450 NE 144th Ave, Williston, FL 32696	(352) 256-0049	Retired	12
Jared Blanton	155 S. Court Street Bronson, FL 32621	(352) 283-4651	Budget Officer	7
Wilbur Dean	159 Wekiva Rd, Bronson, FL 32621	(352) 214-8226	County Coordinator	7

ACKNOWLEDGEMENT

Please read carefully, initial each paragraph, and sign below.

*Initial AT	*I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.
*Initial AT	*Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering other or myself at any time during my employment, I may be required to take an alcohol/drug test.
*Initial AT	*I hereby acknowledge that I have read the above statements and understand them. I certify that I the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

Applicant Signature: *Alicia Inghray* Date: 7/22/24

All applications are subject to Florida Public Records Law.

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

ALICIA TRETHERWAY

DEAR COMMISSIONERS,

I am writing to express my interest in the County Manager Position that was recently advertised. I am excited about the possibility of taking on a more senior role to make a significant impact by carrying out the directives and policies of the Board as it aligns with my career goals to grow beyond the Procurement Coordinator.

As the Procurement Coordinator I have had the opportunity to work on various projects and contribute to their successes. I have also procured and implemented the Municode Meetings software that has contributed to the transparency of the Board Meetings which has also allowed the Citizens of Levy County to receive automatic notifications to stay informed. Additionally, I have contributed to developing training materials that new hires and current employees utilize daily.

Throughout my career as the Procurement Coordinator and the Supervisor of the BOCC Office, I have strived to keep an open line of communication between all Elected Officials and County Departments regarding anything necessary.

Thank you for considering my application. I am excited about the prospect of continuing my professional growth with the Levy County Board of County Commissioners and, would love the opportunity to continue to contributing to the County's growth and success.

Sincerely,

Alicia Tretheway

Enclosure

CONTACT

@aliciatretheway@gmail.com

(774) 402-0930

14131 NE 55th Place

Williston, FL



Jacqueline Martin
Human Resources Manager
Levy County BOCC
310 School Street
Bronson, FL 32621

ALICIA TRETHEWAY

OBJECTIVE To acquire a leadership position within an agency that shares my values and commitment to serving others while taking advantage of my leadership and communication skills, and strong work ethic to foster cohesion and successful partnerships among all stakeholders.

PROFESSIONAL ACHIEVEMENTS **FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS (FAPPO)**
2019 Best Practices Award (only given to one Agency per year)

NATIONAL INSTITUTE FOR PUBLIC PROCUREMENT (NIGP)
2021 Public Procurement Associate Designation – Foundations of Planning & Analysis, Foundations of Strategy & Policy, Foundations of Sourcing & Contracting.

SKILLS Creative Problem Solving
Attention to Detail
Ability to Prioritize
Organizational Skills
Strong Skills in Project Management
Strong Written & Verbal Skills

WORK HISTORY **PROCUREMENT COORDINATOR, LEVY COUNTY BOARD OF COUNTY COMMISSIONERS, BRONSON, FL**
05/2018 – Present

- Responsible for coordinating the process of purchasing all materials, supplies, and equipment for the Board of County Commissioners at the lowest price possible without sacrificing the quality to meet the needs of the departments in serving the citizens of Levy County.
- Developed the rules and regulations for the County Purchasing Department. Oversight of the County to ensure the departments comply with those rules and regulations.
- Monitor all purchase requisitions to ensure correctness of information and compliance with Board Policies and Procedures.
- Manage the preparation and implementation of all requests for bid proposal documents, including specifications, tabulations or proposals received, notice to bidders, recommendations for contracts, and preparations of items for Board Approval.
- Obtain and study comparative prices and quotations.
- Manage and track credit card spending.
- Manage all County Contracts

- Supervise the Board Office Administrative Assistants
- Assist with the Board Meeting Agendas, reviewing and approving items.
- Training new hires using the Fund Management System (ADG) and Municode Meetings.

ADMINISTRATIVE SUPPORT SUPERVISOR, LEVY COUNTY BOARD OF COUNTY COMMISSIONERS, BRONSON, FL

8/2017-05/2018

- Responsible for managing department budgets including Board, Human Resources, and General Fund.
- Create requisitions
- Track spending and balances
- Assist citizens with any questions
- Prepare and put together the agendas for the Board Meetings
- Constant contact with all County Departments
- Process requisitions for all departments
- Assist with County Credit Cards
- Assist Procurement Coordinator
- Assist Commissioners with projects and any other tasks assigned.
- Answer the switchboard phone line for the Courthouse and transfer calls to the appropriate location.
- Created several Training manuals
- Any other job duties as assigned by the County Coordinator.

ADMINISTRATIVE ASSISTANT II, LEVY COUNTY DEPARTMENT OF PUBLIC SAFETY, BRONSON, FL

12/2015-8/2017

- Responsible for managing department budgets which included EMS, Fire, Communications, and Capital Projects.
- Responsible for creating requisitions, purchase orders, and credit cards.
- Track spending and balances for over 100 accounts.
- Answer phones occasionally.
- Review and complete payroll for over 100 employees
- Assist in putting together complex log books for departments monthly.
- Any other job duties as assigned by the Assistant Director.

ADMINISTRATIVE ASSISTANT I, LEVY COUNTY EXTENSION OFFICE, BRONSON, FL

6/2012-12/2015

- Responsible for department inventory, keeping a running list of everything purchased.
- Answering multi-line phone and transferring calls to outside lines and inside lines.

- Helping citizens with any needs as they come into the office or over the phone.
- Assist Agents with running programs.
- Assist CED with all grants that were applied for
- Additional duties as assigned by CED

ASSISTANT PROGRAM DIRECTOR OF EMPLOYMENT SERVICES, CENTER OF HOPE, SOUTHBRIDGE, MA

04/2004-08/2011

- Ensured that all systems were being implemented and followed within the Vocational Department
- Assisted the Program Director in the daily running of the vocational program both with participants and staff.
- Attended Individual Support Plan (ISPs) meetings for agency participants.
- Served as the contact for referrals and new admits to the Vocational Department and ensured all initial paperwork/contact with family/Home Care Providers was completed.
- Provide input to the Director regarding staff, including the hiring process, references as well as ongoing supervision.
- Maintained Harper's Payroll system for employee's
- Collected and analyzed Direct Care tracking sheets and monitored for patterns.
- Monitored monthly Vocational Spending.
- Maintained a Caseload of 80 individuals, and completed all required paperwork, including case notes, quarterlies, and ISPs.
- Facilitated monthly meetings.
- Served as a resource to Vocational Staff for problem-solving, crisis assistance, etc.
- Ensured Department of Labor time studies were completed.
- Provided backup coverage to all work/volunteer sites/transportation as needed.
- Quarterly review of all Case Manager's files to ensure QA.
- Managed the Massachusetts Rehabilitation Commission Contract, and distributed new referrals to the Employment Coordinator.
- Assisted with the operation of five businesses that were owned and operated by the Center of Hope including a consignment shop, coffee shop, shipping and postal shop, print shop, and auto detail shop.

EDUCATION **DIPLOMA, QUABOAG REGIONAL HIGH SCHOOL, WARREN, MA**
 _____ High School Diploma

ASSOCIATES OF ARTS, UNIVERSITY OF PHOENIX
 2017 – Concentration in Accounting Fundamentals

CERTIFICATES

FEMA CERTIFICATES

- IS-100 – Introduction to the Incident Command System
- IS-200 – ICS for Single Resources and Initial Action Incidents
- IS-700 – Introduction to the National Incident Management System
- IS-800 – National Response Framework an Introduction
- IS-1300 – Introduction to Continuity of Operations
- L1301 – Continuity Planning
- G-205 – Recovery from Disaster: The Local Government Role
- G-300 – Intermediate Incident Command System for Expanding Incidents
- G-400 – Command and General Staff-Complex Incidents
- L0202 – Debris Management Planning for State, Tribal and Local Officials

FDEM CERTIFICATES

- FL-FROC-602 – Comprehensive Approach to F-ROC Administration

PROVIDERS' COUNCIL FOR CARING COMMUNITIES

- Certificate in Supervision

WEB AIM/CENTER FOR PERSONS WITH DISABILITIES – UTAH STATE UNIVERSITY

- Certificate in Accessible Documents: Word, PowerPoint, & Acrobat

GMG MANAGEMENT CONSULTING, INC

- Procurement & Subrecipient Monitoring & Management
 - Post Federal Award Requirements
-

REFERENCES

ALBERT FULLER

Retired
(352) 256-0049

JARED BLANTON

Finance Director, Levy County
(352) 283-4651

WILBUR DEAN

County Coordinator, Levy County Board of County Commissioners
(352) 214-8226



Levy County Board of County Commissioners Agenda Item Summary Form

- 1. **Name:** Jacqueline Martin
- 2. **Organization/Title/Telephone:** Human Resource Manager
- 3. **Meeting Date:** Thursday, August 29, 2024
- 4. **Requested Motion/Action:**

County Manager Applicant – James Williams

5. **Agenda Presentation:** Yes No N/A

6. **Time Requested:** Click or tap to enter a date.
(Request will be granted if Possible) allotted time not more than 15 minutes

7. **Is this Item Budgeted (If Applicable):** Yes No N/A

- 8. **If no, State Action Required:**
 - a. **Budget Action:**
 - b. **Financial Impact Summary Statement:**
 - c. **Detailed Analysis Attached**
 - d. **Budget Officer Approval:**

If approved enter date: Click or tap to enter a date.

9. **Background: (Why is the action necessary, and what action will be accomplished) (All supporting documentation must be attached if any)**

Application Attached

10. Recommended Approval

- a. **Department Director:** Yes No N/A
- b. **County Attorney:** Yes No N/A
- c. **County Coordinator:** Yes No N/A
- d. **Other:** Yes No N/A

Application for Employment

Print

Submitted by:

Submitted On: 2024-08-02 14:07:30

Submission IP: (73.35.19.140)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [James Williams Resume 8-1-2024.pdf](#) - 2024-08-02 02:07:30 pm

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
 APPLICATION FOR EMPLOYMENT
 P.O. BOX 310
 BRONSON, FL 32621
 TELEPHONE: (352) 486-5218 EXT. 3
 FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

* **Position Applying For:**

County Manager

Please type in the position for which you are applying for.

* **Department:**

County Commissioners Office

Please type in the Department Name.

PERSONAL INFORMATION

* **Last Name:**

Williams

* **First Name:**

James

* **Middle Name:**

Perry

* **Street Address:**

8812 SW 113th AVE

Home Phone:

Ex. (123) 456-7890

Cell Phone:

(386) 623-1316

* **City:**

Lake Butler

* **State:**

FL

* **Zip Code:**

32054

* **County:**

Union

* **Email:**

brproperties17@gmail.com

Type the County you reside in.

* Are you at least 18 years of age? Yes No

* Do you have a valid Florida Drivers License? Yes No

* Class:
 E - Regular License A
 B C

Endorsements:

Item 10.

* Have you ever worked under a different name?

Yes No

If you selected "Yes" Name:

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

Union County High School

* Graduated:

Yes No

Type the name of School and State.

Undergraduate College or Universities:

Graduated:

Yes No

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School: _____ **Graduated:** Yes No **Credit Hours Completed:** _____ **Type of Diploma or Degree/Major Field of Study:** _____

Type the name of School and State. Type the number of Credit Hours Completed.

Technical Vocational or Bus. School: Florida State University center for public management **Graduated:** Yes No **Credit Hours Completed:** 300 **Type of Diploma or Degree/Major Field of Study:** Certified Public Manager

Type the name of School and State. Type the number of Credit Hours Completed.

* List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:
 please see attached resume
 If none, please type N/A.

* Special training, knowledge, skills or abilities related to the position in which you are applying:
 please see attached resume
 If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration: Certified Public Manager **Issued By:** Florida State University Center for Public Management

Number: _____ **Issue Date:** July 2018 **Expiration Date:** _____ **State:** Florida

Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

Name of License/Certification/Registration: Certified Building Contractor **Issued By:** DBPR

Number: CBC1262471 **Issue Date:** 2018 **Expiration Date:** 8/31/2026 **State:** Florida

Enter the License/Certification/Registration Number. Enter the Date Issued. Enter the Expiration Date (if any). Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name: Union County **Phone:** Ex. (123) 456-7890 **From Mo./Yr.:** June 2019 **To Mo./Yr.:** Present

Street Address: 15 NE 1st STREET **City:** Lake Butler **State:** fl **Zip:** 32054 **Starting Pay:** 75,000 **Ending Pay:** 91,873.60

Job Title: County Coordinator **Number of Employees Supervised:** 60+ **May we Contact this Employer?:** Yes No

Supervisor Name: Board of Commissioners	Supervisor's Phone Number: (386)496-4241	Reason for Leaving: Advance my career	Item 10.
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Duties and Responsibilities:
please see attached resume for details.

Company Name: Florida Department of Transportation	Phone (386) 961-7750	From Mo./Yr. June 1997	To Mo./Yr. June 2019
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Street Address: 1109 South Marion AVE	City: Lake City	State: fl	Zip: 32054	Starting Pay: 30,000	Ending Pay: 58,000
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Job Title: Geotechnical Manager	Number of Employees Supervised: varied over the years
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Supervisor Name: Jesse Sutton	Supervisor's Phone Number: (352) 871-4795	Reason for Leaving: advance my career
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Duties and Responsibilities:
varied over the years, please see attached Resume

Company Name:	Phone Ex. (123) 456-7890	From Mo./Yr.	To Mo./Yr.
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Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
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Job Title:	Number of Employees Supervised:
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Supervisor Name:	Supervisor's Phone Number: Ex. (123) 456-7890	Reason for Leaving:
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Duties and Responsibilities:

Company Name:	Phone Ex. (123) 456-7890	From Mo./Yr.	To Mo./Yr.
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Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
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Job Title:	Number of Employees Supervised:
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Supervisor Name:	Supervisor's Phone Number: Ex. (123) 456-7890	Reason for Leaving:
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Duties and Responsibilities:

Veterans' Preference

Item 10.

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

* Do you wish to Claim Veterans' Preference?

- Yes (If Yes, please complete below)
 No

Branch: Entry Date: Discharge Date:

REFERENCES

List 3 References who are NOT Relatives.

Table with 5 columns: Name, Complete Address, Phone, Occupation, Years Known. Contains 3 entries for Diane Scholz, Avery Roberts, and James Tallman.

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

* I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.

I Acknowledge

* Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.

I Acknowledge

* I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.

I Acknowledge

* Applicant Signature: James Williams * Date: 08/02/2024

Format: MM/DD/YYYY

JAMES WILLIAMS

A | 8812 SW 113th AVE, Lake Butler FL 32054 P | 386-623-1316 E | Brpproperties17@gmail.com

OBJECTIVE

Dynamic and results-driven management professional with over 27 years of experience in county management, design, and construction. Seeking to leverage managerial, technical, and communication skills to enhance operational efficiency and public welfare in Levy County.

SKILLS & ABILITIES

With over 27 years of experience in county management, design and construction management, inspection, testing, FDOT construction Instructor, and as a licensed contractor, I have honed a diverse and comprehensive skill set that includes:

- **Budget and Contract Management:** Proven ability to manage multimillion-dollar budgets, negotiate contracts, and coordinate consultants and teams to achieve project goals efficiently and cost-effectively.
- **Employee Training and Supervision:** Skilled in developing and leading high-performing teams, providing training and mentorship to ensure adherence to industry standards and organizational objectives.
- **Strategic Leadership and Planning:** Proficient in applying leadership principles to drive strategic planning initiatives, enhance productivity, and foster a collaborative work environment.
- **Relationship Building and Collaboration:** Strong ability to establish and maintain effective working relationships with stakeholders, clients, and team members to facilitate seamless project execution.
- **Civil and Geotechnical Engineering Expertise:** Extensive knowledge of engineering concepts and analytical techniques for roadway, bridge, residential, and commercial construction, with hands-on experience in managing complex projects.
- **Advanced Technology Proficiency:** Proficient in utilizing cutting-edge computer engineering tools and testing technologies to optimize project outcomes and maintain quality control.
- **Analytical and Problem-Solving Skills:** Adept at analyzing data and identifying solutions, both independently and as a team leader, to address project challenges and drive innovation.
- **Governmental Procedures and Practices:** In-depth understanding of governmental regulations and practices, ensuring compliance and alignment with policy requirements.
- **Comprehensive Construction Plan Review:** Expertise in reviewing construction and quality control plans, analyzing and interpreting engineering data to ensure accuracy and compliance with specifications.
- **Effective Communication:** Strong verbal and written communication skills, capable of preparing and delivering presentations and reports that convey complex information clearly and persuasively.

EXPERIENCE

Union County Coordinator, Union County Board of County Commission, Lake Butler, Florida

2019 – Present

- Lead the administration and management of county government operations, ensuring alignment with the Board of County Commissioners' policies and strategic goals.
- Provide expert guidance to the Board on planning, policy, and operational matters, facilitating informed decision-making and effective governance.
- Spearhead research and analysis initiatives to gather specialized information and present actionable insights, along with alternative solutions, to address complex challenges facing the County.
- Utilize advanced information technology to prepare and deliver impactful presentations, comprehensive reports, and essential documents for the Board and various county departments.
- Successfully acquire and implement grants, securing vital funding for County projects and initiatives that drive community growth and development.
- Oversee budget development and management in collaboration with department heads and the Clerk, optimizing resource allocation to maximize efficiency and effectiveness.
- Foster collaboration and communication across county departments, ensuring seamless execution of daily operations and long-term strategic objectives.
- Execute additional duties as directed by the Board, demonstrating flexibility and adaptability to meet evolving needs and priorities.

Materials Manager Geotech Design, Florida Department of Transportation, Lake City, Florida

2016-2019

- Led the analysis and application of geotechnical materials for transportation projects, ensuring optimal performance and compliance with industry standards and specifications.
- Developed and specified performance requirements and material properties, establishing rigorous testing and inspection protocols to ensure quality and safety.
- Conducted comprehensive materials data analysis to ensure contract and procedural compliance, identifying and addressing discrepancies with precision and efficiency.
- Proactively identified errors, failures, or negative trends in materials data and facilitated prompt communication with stakeholders to ensure transparency and project success.
- Delivered innovative solutions and technical support to internal and external customers, meeting their needs and enhancing project outcomes.
- Provided expert guidance and training to customers and team members, fostering a culture of continuous improvement and knowledge sharing.
- Collaborated with cross-functional teams to optimize material applications, contributing to the successful completion of projects on time and within budget.

Geotech Construction Coordinator, Florida Department of Transportation, Lake City, Florida

1997-2016

- Oversaw and coordinated the comprehensive review of drilled shaft and pile installation plans received from maintenance and construction departments, ensuring alignment with Florida Department of Transportation (FDOT) specifications and standards.
- Led pre-operations meetings and conducted thorough field inspections of all drilled shaft and pile driving construction activities, verifying that contractors' plans adhered to safety and functionality requirements.

- Managed inspections of geotechnical construction work, including Mechanically Stabilized Embankment (MSE) walls and reinforced soil slopes, ensuring structural integrity and compliance with design specifications.
- Coordinated the installation and operation of geotechnical instrumentation, guaranteeing all equipment was precisely calibrated, meticulously organized, and maintained in optimal working condition to support accurate data collection and analysis.
- Ensured timely and accurate project execution by adhering to strict project and plan submittal deadlines, enhancing project efficiency and reducing delays.
- Conducted in-depth reviews of roadway plans and cross-sections to ensure the accuracy and completeness of geotechnical information, contributing to the successful delivery of construction projects.

EDUCATION

- **Florida State University** | Certified Public Manager, 2016-2018
- **Florida State University** | Certified Supervisory Manager
- Certified Building Contractor License no.: cbc1262471
- Institute for County Government Education Program
- National Association of Counties High-Performance Leadership Academy

CERTIFICATIONS & TRAININGS

- | | |
|---|--|
| • FDOT Supervisors Academy | • Pipe Placement Inspection |
| • Pile Driving Inspection | • Deep Foundation Types and Dynamic Testing Methods |
| • Drilled Shaft Inspection | • Dynamic Testing and Analyses Methods of Deep Foundations |
| • MSE Wall Inspection | • Resource Conservation & Recovery Act Training Course |
| • Essential MicroStation (CADD) | • OSHA Safety Training Course |
| • Stormwater and Erosion Control Management | • Traffic Safety in Work Zone |
| • Aggregate Testing Technician (ACI, CTQP) | • Health and Safety Training for Hazardous Materials |
| • Earth Work Level 1 | • Asphalt Paving Technician |
| • Maintenance of Traffic | • CPN Nuclear Gauge |
| • Construction Math | • Nuclear Surface Moisture |
| • Plans Reading | • CMEC Concrete Cylinder Testing Technician |
| • Portland Cement | • ACI Concrete Field-testing Technician |
| • Asphaltic Concrete Plant Inspection | |
| • Asphaltic Concrete Testing | |
| • Asphaltic Concrete Paving Inspection | |

REFERENCES

Letters and Copies of Certificates Provided by Request.