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#### Submission information

Form: [Application for General Employment](#)

Submitted by Visitor (not verified)

Thu, 07/01/2021 - 10:49am

50.203.227.126

21-0022

Which current job opening are you applying for? Assistant City Manager

Salary Expected (specify hourly/annually) Negotiable

Today's Date:

July 1, 2021

Name (First M.I. Last) Paul G. Dyal

SS#

Address

City/State/Zip

Phone #1

Phone # 2

e-mail address pdyal@bellsouth.net

Have you read the full job posting of the position for which you are applying? Yes

Are there any duties you are unable to perform? No

If Yes, please explain:

Do you possess a valid driver's license? Yes

If Yes, Which State? Florida

CDL Level (You must be able to provide proof, if position is offered) Class A

Have you ever been employed by the City of Lake City?

Yes

If yes, Please give dates and job title held.

See application

Do you have any relatives currently employed by the City of Lake City?

No

If Yes, please list names and their Department.

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**Education:** Depending on the position sought, you may be required to provide a copy of your high school or college transcript/degree and/or professional registration. Give years of college completed, type of degree and/or major/minor. Be sure to list all technical and/or trade courses or programs you have completed.

**Do you currently have a high school diploma or a GED?** Yes

**School 1 - Name of School, City and State** Florida State University, Tallahassee, FL

**Number of Years Attended** 2

**Major** Public Management

**Diploma/Degree Obtained** Certified Public Manager, Certified Supervisory Manager

**School 2 - Name of School, City and State** Columbia Southern University, Orange Beach, AL

**Number of Years Attended** 3

**Major** Business Administration

**Diploma/Degree Obtained** B.S. Business Administration

**School 3 - Name of School, City and State** Lake City Community College, Lake City, FL

**Number of Years Attended** 2

**Major** Business

**Diploma/Degree Obtained** A.A., A.A.S

**Other:**

**Technical skills or other training acquired**

**List certificates or trade licenses you possess**

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**Record of Employment - Please give complete name and address of all employers, including military employment. Describe major duties performed. A resume may be attached as a supplement; however, you must complete all information requested on the application. Begin with your most recent employer and list all previous employers in chronological order. Include a minimum of 5 years of employment; contact HR if you need to add additional employers to your application.**

**Employer 1 (Current or most recent)** City of Lake City

**Street Address, City, State, Zip** 205 N. Marion Ave. Lake City, FL 32055

**Phone** 386-752-2031

**Position Held** Executive Director of Utilities

**Supervisor** Ami Mitchell Fields

**Dates Employed (From - To)** 09/17/2018 to Present

**Rate of Pay (Specify Yearly Gross or Hourly)** \$93,343.33 Year

**Brief Description of Duties** Responsible for all day-to-day City Utility activities and personnel issues. Preparing budgets, grant writing and management, writing policies and procedures, and working to increase economic development by working to expand utility services.

**Reason for Leaving** Still employed

**Employer 2** City of Lake City

**Street Address, City, State, Zip** 205 N. Marion Ave. Lake City, FL 32055

**Phone** 386-752-2031

**Position Held** Assistant City Manager- Utilities and Public Works

**Supervisor** Wendell Johnson

**Dates Employed (From - To)** 10/01/2017 - 09/17/2018

**Rate of Pay (Specify Yearly Gross or Hourly)** \$92,422.20 Year

**Brief Description of Duties** Responsible for all day-to-day City Utility and Public Works activities and personnel issues. Preparing budgets, grant writing and management, writing policies and procedures, and working to increase economic development by working to expand utility services.

**Reason for Leaving** Still employed - Title change back to Executive Director of Utilities

**Employer 3** City of Lake City

**Street Address, City, State, Zip** 205 N. Marion Ave. Lake City, FL 32055

**Phone** 386-752-2031

**Position Held** Executive Director of Utilities

**Supervisor** Wendell Johnson

**Dates Employed (From - To)** 11/09/2015 - 10/01/2017

**Rate of Pay (Specify Yearly Gross or Hourly)** \$92,422.20 Year

**Brief Description of Duties** Responsible for all day-to-day City Utility activities and personnel issues. Preparing budgets, grant writing and management, writing policies and procedures, and working to increase economic development by working to expand utility services.

**Reason for Leaving** Moved to Assistant City Manager- Utilities and Public Works

**Employer 4** City of Lake City

**Street Address, City, State, Zip** 205 N. Marion Ave. Lake City, FL 32055

**Phone** 386-752-2031

**Position Held** Assistant Executive Director of Utilities

**Supervisor** Wendell Johnson

**Dates Employed (From - To)** 03/03/2014 - 11/09/2015

**Rate of Pay (Specify Yearly Gross or Hourly)** 82,154.80 Year

**Brief Description of Duties** Responsible for all day-to-day City Utility activities and personnel issues. Preparing budgets, grant writing and management, writing policies and procedures, and working to increase economic development by working to expand utility services

**Reason for Leaving** Promoted to Executive Director of Utilities

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### Personal Information

**Are there any days or hours you are unable to work?** No

**If Yes, Please list them.**

**Are you able to travel if required?** Yes

**Are you 18 years of age or older?** Yes

**Type of employment desired?** Full-Time

**With reference to the Immigration Control and Reform Act (IRCA), are you eligible to work in the United States? (Verification will be required before Employment)** Yes

**Have you ever been convicted of, or pled guilty, no contest or nolo contendere to a crime?**  
No

**If yes, please explain fully.**

**Have you ever been charged with a crime and either placed on court ordered probation, had adjudication withheld, entered a pre-trial intervention program, or have any criminal charges pending now?** No

**Have you ever been a defendant in a civil action for intentional tort(s) (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practice (e.g. sexual or racial harassment)?** No

**Have you ever been ticketed due to a traffic accident?** Yes

**Why are you interested in working for the City of Lake City?** I want to help make a difference in our community.

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**Have you ever served in the military? (If selecting No, you may click to the Next Page)** No

**Was any formal disciplinary action taken against you while in the military?**

**Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read and complete the Veterans Preference Certification sheet then answer the following questions.**

**Veterans' Preference Certification.** Section 295.07(1), Florida Statutes, provides for Veterans' Preference in employment appointment and retention, if qualified under one of the following categories and not exempt under Section 295.07(4), Florida Statutes/ Section 295.05, Florida Statutes, also provides Veterans's Preference for reinstatement, reemployment, and promotion. If you seek Veteran's Preference, please check the appropriate box, and provide this form and documentation of your status along with your employment application, no later than the position advertising closing date.

**I certify that I am qualified to claim Veterans' Preference under the category checked below:**

**Veterans' Preference Certification options box**

**Please submit this certification with your application, or as soon as possible, prior to the date that the position advertisement closes. In order to receive Veterans' Preference and to complete your application, this form and documentation to prove your status must be submitted to the Human Resources (HR) office in accordance with Rule 55A-7.013, Florida Administrative code.**

**This statement is true to the best of my knowledge and belief (By typing your name here, you are electronically signing this form).**

**FDVA Form VP-1 55A-7.013, FAC s.296.07, FS**

**If you qualify for the Veterans' Preference, the City of Lake City will give you special consideration during the employment selection process. The City of Lake City shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.**

**Should the position for which you are applying be filled by someone who does not qualify for Veterans' Preference and should you feel that proper consideration of the Veterans' Preference law has not been provided to you by the City of Lake City or the City of Lake City has not complied with the Veterans' Preference rules, please notify the City of Lake City, Human Resources Department, (386) 719-5804.**

**You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the State of Florida, Department of Administration, Division of Veteran's Affairs, PO Box 1437, St Petersburg FL 33731, within 21 calendar days from the date you received the notice that you were not selected for the position.**

**Are you claiming Veteran's preference?**

**Attach copy of your DD-214 form (if applicable)**

**Have you attached a copy of your DD-214?**

**Attach FDVA form VP2, signed by your immediate supervisor (If applicable)**

**Next Page**

**I hearby certify that all information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall**

constitute cause to withdraw the application from consideration for any position with the City of Lake City or termination of employment with the City of Lake City. Inquiry as to past employment of any on the job performance may be conducted and all past and current employers will be contacted. I release the City of Lake City and any past or current employers and other individuals contacted from any liability for release of information regarding my employment. By typing your name here you are electronically signing this application. Paul Dyal

Today's Date July 1, 2021

Applications of municipalities are considered public documents according to Florida Statues and are open to public inspection upon request. Applications will remain active until position applied for is filled.

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### Record Check Authorization & Certificate of Applicant

Full Legal Name Paul George Dyal

#### Please Read Carefully Before Signing

1. I HEREBY AUTHORIZE that all the facts and information on this employment application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. I also understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after I am employed may result in my dismissal.
2. I HEREBY AUTHORIZE the City to investigate all statements contained in this application, to interview the references and previous employers listed in this application, and to obtain a report from a consumer reporting agency to be used for employment purposes in accordance with Fair Credit Reporting Act, to conduct a record check on my background to include but not be limited to the following: criminal and driving check, employment and performance record and educational records. I authorize the references, previous employers, and school or other education institution, credit bureau, lending institution, consumer reporting agency or public agency listed to give the City all the facts, opinions and evaluations concerning my previous employment and any other information they may have, personal or otherwise, and I HEREBY RELEASE and save harmless the addressee, its officers, agents, servants or employees from and against any and all liability, claims, demands, damages, expenses, fees, fines, penalties, suits, proceedings, actions and costs of actions, including attorney's fees of any kind and nature arising or growing out of or in any way connected with the disclosure of requested information.
3. If I am offered employment, I understand that such an offer will be conditioned upon satisfactory results of a background investigation and/or City medical examination or inquiry, including a drug screening test. If then employed, I understand that I will be required to serve a probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at any time, regardless of the successful completion of my probationary period, at the option of either the City or myself. I understand that no supervisor or other representative of the City other than the City Manager has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I further authorize on going procurement of the above mentioned reports at any time during my employment.

**By typing your name here you are electronically signing that you fully understand and voluntarily agree with the above items 1, 2, and 3. Paul Dyal**

**Today's Date** July 1, 2021

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### **EEO Self-Identification Form**

**\*\*\*Completion of this form is strictly voluntary\*\*\***

**\*\*\*Check here if you do not wish to Self-Identify**

**Date Completed** July 1, 2021

**Position for which you are applying** Assistant City Manager

### **Division/Department**

**Federal Laws and regulations require that the City incorporate a procedure for obtaining information necessary to conduct an applicant flow and selection analysis to determine the number of persons protected under those laws and whether or not the present selection system has an adverse effect on any protected group. Therefore, your cooperation is requested in providing the following information:**

**Race/National Origin: (Definitions from EEOC Form 221) Check only one:**

White (not Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Sex:**

Male

**Individual with Disabilities?** No

**Special Disabled Veteran?** No

**Vietnam Era Veteran?** No

**Other Eligible Veteran?** No

**Name:** Paul Dyal

**How did you learn of job opening?**

Other

**If you learned of the job opening via advertisement, where was the advertisement?**

**\*\*\*Editor's Note: According to 41 CFR 60-41.42, there are only two circumstances when an employer may ask a disabled applicant to self-identify on a pre-offer basis:**

**(1) The invitation is made when the contractor actually is undertaking affirmative action for individuals with disabilities at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for individuals with disabilities.**

**According to 41 CFR 60-250.42, there are only two circumstances under which an employer may ask applicants who are Special Disabled Veterans to self-identify on a pre-offer basis:**

**(1) The invitation is made when the contractor actually is undertaking affirmative action for special disabled veterans at the pre-offer stage; or (2) The invitation is made pursuant to a Federal, state or local law requiring affirmative action for special disabled veterans.**

**Individual with disabilities:** Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of disability(s).

**Special Disabled Veteran:** Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.

**Veteran of the Vietnam Era:** Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released from there with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.

**Other Eligible Veteran:** Defined as any veteran who served in a "war" declared by Congress, in a campaign or on an expedition for which a campaign badge, or service medal, or an expeditionary medal has been awarded.

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Attach Your Resume (If desired) [resume\\_for\\_paul\\_dyal - city\\_of\\_lake\\_city.pdf](#) [2]

## **Next Page**

**Florida Retirement System (FRS) - Certification Form.**

**This form is not an offer of employment or an enrollment form. If hired, a Retirement Choice kit may be mailed to your home with enrollment instructions.**

**Name** Paul Dyal

**SSN**

**Agency Name**

**Previous or Current FRS Employer**

**Complete Section I If you have never been a member of a State of Florida administered retirement plan. Complete Section II if you are a current or previous member AND Section III**

if not retired OR Section IV if retired.

## Section I.

**Signature (By typing your name here you are electronically signing this form.)**

**Date**

**STOP here if you completed Section 1**

**Section II. I was or currently am a member of the following State of Florida administered plan (also complete Section III OR IV) \*See footnote 1 below.**

FRS Retirement Plan (incl. DROP)

**Signature (By typing your name here you are electronically signing this form.) Paul Dyal**

**Date July 1, 2021**

**Retiree Definition: You are considered retired if: (a) You have received any benefits under the FRS Pension Plan including DROP (does not include a withdrawal of employee contributions), or (b) You have taken any distribution (including a rollover) from the FRS Investment Plan, or other state administered retirement programs offered by state universities (SUSORP), state community colleges (SCCSORP), state government for senior managers (SMSOAP), or local governments for senior managers.**

**Section III. I am NOT retired from any State of Florida administered retirement plan. I understand that if it is later determined that I was a retiree and was reemployed during the first 6 calendar months after I retired or after my DROP termination date, or at any time during the 7th through the 12th months after I retired or after my DROP termination date, I must repay all unauthorized benefits received (see Section IV for details), or, if in the Investment Plan, terminate my employment. My employer may also be liable for repaying any unauthorized benefits I received.**

**Signature (By typing your name here you are electronically signing this form.) Paul Dyal**

**Date**

**July 1, 2021**

**IV. I am retired from a State of Florida administered retirement plan. My FRS Pension Plan retirement effective date, DROP termination date, or date I received my first distribution from the FRS Investment Plan, SUSORP, SCCSORP, SMSOAP, or other plan was... ENTER DATE:**

**Effective July 1, 2017, retirees of the Investment Plan, SUSORP, SCCSORP, and SMSOAP are eligible for renewed membership in the Investment Plan, SUSORP, or SCCSORP.**

**I understand that as a Pension Plan Retiree: (a) If I am employed by an FRS-covered employer in any type of position (see footnote 2) during the first 6 calendar months after I retired or after my DROP termination date, my retirement and DROP status are voided, all retirement and DROP benefits I received must be repaid, (see footnote 3) and I must reapply for retirement in order to receive future benefits. (b) If I am reemployed by an FRS-covered employer at any time during the 7th through the 12th months after I retired or after my DROP termination date, my monthly retirement benefit must be suspended (see footnote 4) and any unauthorized benefits received must be repaid. (see footnote 3) My employer may also be liable for repaying any unauthorized benefits I received.**

**I understand that as an Investment Plan, SUSORP, SCCSORP, or SMSOAP retiree: (a) If I am employed by an FRS-covered employer in any type of position (see footnote 2) during the first 6 calendar months after I retired, I must repay (see footnote 3) any benefits received or terminate employment for an additional period to satisfy the 6 calendar month termination requirement. (b) If I am reemployed by an FRS-covered employer at any time during the 7th through the 12th months after my retirement, I will not be eligible for additional distributions until I terminate employment or complete 12 calendar months of retirement (see footnote 4).**

**Signature (By typing your name here you are electronically signing this form.)**

**Date**

**Footnote 1: If you are not retired and earned FRS service after certain periods in 2002 (depending on your employer), you must rejoin the FRS retirement plan you were enrolled in when you terminated FRS-covered employment. You may have a one-time 2nd Election to switch FRS retirement plans. Also, alternative retirement programs are available to certain employees. Contact your employer for deadline and other information.**

**Footnote 2: Positions include OPS, temporary, seasonal, substitute teachers, adjunct professors, part-time, full-time, regularly established, etc.**

**Footnote 3: Florida law requires a return of all unauthorized Pension Plan benefit payments or Investment Plan distributions received by a member who has violated the FRS termination or reemployment provisions. Similar provisions apply to unauthorized SUSORP, SCCSORP, or other state-administered plan distributions - contact that plan's administrator for details.**

**Footnote 4: There is one exception to the restrictions on reemployment limitations after retirement. If you are a retired law enforcement officer, you may only be reemployed as a school resource officer by an FRS-covered employer during the 7th through 12th months after your retirement date or after your DROP termination date and receive both your salary and retirement benefits.**

**Cert Rev 10/19 19-11.009 F.A.C. Employers: Retain this form in the Employee's personnel file. DO not send this form to the FRS, unless requested.**

**Source URL:** <https://www.lcfla.com/node/1693/submission/13231>

**Links**

- [1] <https://www.lcfla.com/hr/webform/application-general-employment>
- [2] [https://www.lcfla.com/system/files/webform/resume\\_for\\_paul\\_dyal\\_-\\_city\\_of\\_lake\\_city.pdf](https://www.lcfla.com/system/files/webform/resume_for_paul_dyal_-_city_of_lake_city.pdf)

# Paul Dyal

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[pdyal@bellsouth.net](mailto:pdyal@bellsouth.net)

June 30, 2021

City of Lake City  
Human Resources Department  
205 N. Marion Avenue  
Lake City, Florida 32055

Re: Assistant City Manager Position.

Dear Human Resources Director:

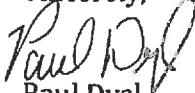
It is with great enthusiasm that I submit my qualifications for the Assistant City Manager position for the City of Lake City. After having reviewed your recruitment notice and becoming familiar with the City of Lake City's website, I am extremely interested in being considered for this position. I have included my resume for your review.

I have over nine (9) years' experience working hands-on in municipal government serving as a GIS/CAD Crew Leader, Assistant Executive Director of Utilities, Executive Director of Utilities, and Assistant City Manager for Utilities and Public Works. Overall, I have thirty-years' experience working with state, federal, and local government agencies to get projects completed. I have an in-depth understanding of the bureaucracy of different agencies that is based on my years in the utility/engineering and construction industry. I also have over twenty years' experience in surveying, GPS/GIS data collection and implementation, permitting, easement and right-of-way acquisition, I also have experience in grant writing/management. I believe in being fiscally responsible as I currently oversee a \$20,000,000 departmental budget, over \$6,000,000 in grant funds, and over \$6,000,000 in bond re-financing. I have also been working with our local County Government on economic development projects for the past several years. All of these are skills that relate to the day-to-day operations of running a successful city infrastructure.

Some of my greatest strengths are my ability to solve problems, listening to others, treating people with respect, being a man of my word, and leading by example with integrity and good humor based in "Servant Leadership".

Lastly, I am excited about becoming an essential part of helping to take the City of Lake City to the next level of excellence. I sincerely hope you will consider my skills, experience, expertise and enthusiasm that I would bring to the city worthy of granting me an interview for the position.

Sincerely,



Paul Dyal

Enclosure: Resume

# Paul Dyal

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[pdyal@bellsouth.net](mailto:pdyal@bellsouth.net)

## References

- 1) Argatha Gilmore  
Police Chief  
Lake City, Florida  
386-758-5484  
[gilmorea@lcfla.com](mailto:gilmorea@lcfla.com)
  
- 2) Steve Brown  
Natural Gas Director  
Lake City, Florida  
386-438-3333  
[browns@lcfla.com](mailto:browns@lcfla.com)
  
- 3) Donna Duncan  
Finance Director  
Lake City, Florida  
386-719-5800  
[duncand@lcfla.com](mailto:duncand@lcfla.com)
  
- 4) Katrina Medearis  
Customer Service Manager  
Lake City, Florida  
386-623-9206  
[medearisk@lcfla.com](mailto:medearisk@lcfla.com)
  
- 5) Cody Pridgeon  
Wastewater Director  
Lake City, Florida  
386-758-5455  
[pridgeonc@lcfla.com](mailto:pridgeonc@lcfla.com)

**PAUL DYAL**

[pdyal@bellsouth.net](mailto:pdyal@bellsouth.net)

## **SUMMARY OF QUALIFICATIONS**

I have over thirty-years' experience working with state, federal, and local government agencies to get projects completed. I have a thorough understanding of the bureaucracy of different agencies that consist of over nine-years working strictly in municipal government and over thirty-years' experience working in the utility/construction industry. Budget, Grant, economic development, and financial management experience. Dedicated leader who performs well in different environments. Adept at managing all phases of project life cycle, from needs assessment through implementation. Hired, trained and was the leader to over a hundred team members during my career. Work well under pressure, on my own, or as part of a team. Hard worker, adaptable, quick learner, and ability to assume responsibility. Perform effectively despite sudden deadlines and changing priorities. Excellent record of dependability and reliability.

## PROFESSIONAL EXPERIENCE

**2018-Present** City of Lake City Lake City, FL

### *Executive Director of Utilities*

- Responsible for all City Utility activities and personnel issues.
- Honest communication to Management, Council, and Public on City issues.
- Administer \$20 million budget.
- Liaison for citizens and city government.
- Building community relationships.
- Responsible for writing policies and procedures.
- Budget negotiations.
- Grant Writing and submission.
- Grant Manager for \$2,700,000 grant for sewer expansion.
- Grant Manager for \$1,800,000 grant for wetland expansion.
- Grant Manager for \$1,000,000 grant for Effluent disposal.
- Grant Manager for \$200,000 grant for sewer capacity study.
- Increase economic development by working with our county leaders to expand utility services.
- Responsible for \$6,000,000 in ongoing repairs to the city's current Water Reclamation Facility.
- Leader to 90 employees.

2017-2018 City of Lake City Lake City, FL

### ***Assistant City Manager- Utilities and Public Works***

- Responsible for all day-to-day city utility/public works operations.
- Honest communication to Management, Council, and Public on City issues.
- Administer \$30 million budget.
- Building community relationships.

- Increase economic development by working with our county leaders to expand utility services.
- Land use initiatives for annexation to increase size of the city.
- Repair deteriorating infrastructure.
- Liaison for citizens and city government.
- Responsible for writing/enforcing policies and procedures.
- Leader to 120 employees.
- Contract/Grant submissions and budget negotiations.
- Responsible for the budget and construction of a new \$18,000,000 Water Reclamation Facility.
- Oversight of a new \$5,000,000 Spray Field to Wetland conversion.
- Responsible for \$6,000,000 in ongoing repairs to the city's current Water Reclamation Facility.

2015-2017 City of Lake City

Lake City, FL

### ***Executive Director of Utilities***

- Responsible for all day-to-day city utility activities.
- Honest communication to Management, Council, and Public on City issues.
- Administer \$20 million budget.
- Building community relationships.
- Increased economic development by working with our county leaders to expand utility services.
- Land use initiatives for annexation to increase size of the city.
- Repair deteriorating infrastructure.
- Responsible for the budget and construction of a new \$18,000,000 Water Reclamation Facility.
- Responsible for \$1,500,000 in repairs and upgrades to the city's Public Access Reuse System.
- Oversight of a new \$5,000,000 Spray Field to Wetland conversion.
- Submitted and awarded \$2,700,000 grant for sewer expansion.
- Liaison for citizens and city government.
- Responsible for writing/enforcing policies and procedures.
- Leader to 90 employees.
- Contract/Grant submissions and budget negotiations.

2014-2015 City of Lake City

Lake City, FL

### *Assistant Executive Director of Utilities*

- Responsible for all day-to-day city utility activities.
- Honest communication to Management, Council, and Public on City issues.
- Responsible for all personnel issues.
- Liaison for citizens and city government.
- Responsible for writing/enforcing policies and procedures.
- Leader to 90 employees
- Contract/Grant submissions and budget negotiations.

- Responsible for the budget and construction of a new \$18,000,000 Water Reclamation Facility.
- Responsible for \$1,500,000 in repairs and upgrades to the city's Public Access Reuse System.
- Oversight of a new \$5,000,000 Spray Field to Wetland conversion.

2012-2014      City of Lake City      Lake City, FL

### **GIS / CAD Tech. / Crew Leader**

- Collect GIS data on city assets.
- Update GIS address, zoning, land use, city limit boundary, political, and utility databases.
- Updated local, state, and congressional district lines.
- Updated fire and police dispatch 911 databases.
- Maintained National Census data.
- Annexations and other city acquired property changes.
- Created engineering drawings for city projects.
- Easements, permitting, and subordination submissions on behalf of the city.
- Collect and assimilate data for grant submissions.
- Attended Council and various city committee meetings to give updates.

1999-2012 Comm Tech, Inc. / P.E.A. Inc. Gainesville, FL

### ***Project Manager / Engineering and Design***

- Project management – design to stakeholder acceptance.
- Liaison for local, state, and federal agencies.
- Reviewed engineering practices for clients.
- Ensured company rules and regulations were followed.
- Budget preparation.
- Coordinated with stakeholders to understand their needs and troubleshoot problems.
- Maintained company standards and quality/quantity of work.
- Designed, inspected, and managed utility, cable, and pipeline projects.
- Designed specs for buildings and underground vaults.
- Designed right-of-way, permit, construction, and as-built drawings.
- Compiled GPS, GIS, State Plane and coordinate data for projects.
- Coordinated with federal, state, and local agencies to resolve any problems that pertain to permitting, design, placement, R/W, or acquisition issues.

## EDUCATION

2016	Florida State University	Tallahassee, FL
	• Certified Public Manager	
	• Certified Supervisory Manager	
2016	Columbia Southern University	Orange Beach, AL
	• B.S. Business Administration	
	• Graduated Summa Cum Laude	
2005	Lake City Community College	Lake City, FL
	• A.A. Liberal Arts and Science Degree	
	• Graduated Magna Cum Laude	
2004	Lake City Community College	Lake City, FL
	• A.A.S. Business Administration and Management	
	• Graduated Magna Cum Laude	
1999	Lake City Community College	Lake City, FL
	• Computer Drafting II (Certificate)	
1998	Lake City Community College	Lake City, FL
	• Computer Drafting (Certificate)	

## SELECTED AWARDS/HONORS/MEMBERSHIPS

- Member Phi Theta Kappa Honor Society
- Member of Who's Who Among College Students
- 2004 Business Student of the year
- Valedictorian 2004 Spring Graduating Business class
- 2014 Dale Carnegie Highest Achievement Award Winner
- Member of ICMA

## INTERESTS

Spending time with family, church activities, scouts, gardening, working in the yard, and learning new software applications.

## TIPS

My management style is collaborative and one that bolsters of a Team Leader/Facilitator. I believe in being visible to my team and keeping my employer informed with information they need to hear so that they can make sound decisions. I strive to learn something with each new task assigned and I am open to new ideas that make my job more productive. I pride myself on being a good listener who values and solicits ideas and feedback from others. My background includes budget management and administrative supervision within the public and private business sector. This gives me a unique understanding of public and private ways and has given me a better understanding of my interactions with both.