

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 *Department: Levy County BOCC

PERSONAL INFORMATION

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

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

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

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
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- 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.

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- 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

BACHELOR OF SCIENCE IN BUSINESS, UNIVERSITY OF PHOENIX

2019 – Concentration in Operations Management

MASTERS IN PUBLIC ADMINISTRATION, UNIVERSITY OF PHOENIX

2021 - MPA

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
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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
