

# 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: \_\_\_\_\_

\* 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  
Type the name of School and State.

\* Graduated:  Yes  No

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:** \_\_\_\_\_ **Graduated:**  Yes  No **Credit Hours Completed:** \_\_\_\_\_ **Type of Diploma or Degree/Major Field of Study:** \_\_\_\_\_

Florida State University center for public management

300

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:** \_\_\_\_\_ **Issued By:** \_\_\_\_\_  
 Certified Public Manager Florida State University Center for Public Management

**Number:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **State:** \_\_\_\_\_  
 July 2018 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:** \_\_\_\_\_ **Issued By:** \_\_\_\_\_  
 Certified Building Contractor DBPR

**Number:** \_\_\_\_\_ **Issue Date:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_ **State:** \_\_\_\_\_  
 CBC1262471 2018 8/31/2026 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:** \_\_\_\_\_ **Phone** \_\_\_\_\_ **From Mo./Yr.** \_\_\_\_\_ **To Mo./Yr.** \_\_\_\_\_  
 Union County Ex. (123) 456-7890 June 2019 Present

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

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

**Supervisor Name:** Board of Commissioners  
**Supervisor's Phone Number:** (386)496-4241  
**Reason for Leaving:** Advance my career

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**Duties and Responsibilities:**  
please see attached resume for details.

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**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

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**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:**

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**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

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 three 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:

\* Date:

James Williams

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

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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

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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

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## **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

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- **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

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- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• FDOT Supervisors Academy</li> <li>• Pile Driving Inspection</li> <li>• Drilled Shaft Inspection</li> <li>• MSE Wall Inspection</li> <li>• Essential MicroStation (CADD)</li> <li>• Stormwater and Erosion Control Management</li> <li>• Aggregate Testing Technician (ACI, CTQP)</li> <li>• Earth Work Level 1</li> <li>• Maintenance of Traffic</li> <li>• Construction Math</li> <li>• Plans Reading</li> <li>• Portland Cement</li> <li>• Asphaltic Concrete Plant Inspection</li> <li>• Asphaltic Concrete Testing</li> <li>• Asphaltic Concrete Paving Inspection</li> </ul> | <ul style="list-style-type: none"> <li>• Pipe Placement Inspection</li> <li>• Deep Foundation Types and Dynamic Testing Methods</li> <li>• Dynamic Testing and Analyses Methods of Deep Foundations</li> <li>• Resource Conservation &amp; Recovery Act Training Course</li> <li>• OSHA Safety Training Course</li> <li>• Traffic Safety in Work Zone</li> <li>• Health and Safety Training for Hazardous Materials</li> <li>• Asphalt Paving Technician</li> <li>• CPN Nuclear Gauge</li> <li>• Nuclear Surface Moisture</li> <li>• CMEC Concrete Cylinder Testing Technician</li> <li>• ACI Concrete Field-testing Technician</li> </ul> |
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## REFERENCES

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Letters and Copies of Certificates Provided by Request.