

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:

EMPLOYMENT HISTORY

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.
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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.
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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
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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.