

Application for Employment

Print

Submitted by:

Submitted On: 2023-12-07 14:44:23

Submission IP: (207.126.1.254)

proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [S McGuire Resume 2023.doc](#) - 2023-12-07 02:44:24 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:**

Public Information Officer

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:**

McGuire

*** First Name:**

Suzanne

*** Middle Name:**

Lynn

*** Street Address:**

4003 NE 6th Place

Home Phone:

Ex. (123) 456-7890

Cell Phone:

352-361-4361

*** City:**

Ocala

*** State:**

FL

*** Zip Code:**

34470

*** County:**

Marion

*** Email:**

suzannelmcf1@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: Suzanne Elias
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: MM/DD/YYYY Place: _____ Disposition: _____
Format: MM/DD/YYYY

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

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

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

High School or Issuing Equivalent: Coral Springs HS, Coral Springs FL
Type the name of School and State.

* Graduated: Yes No

Undergraduate College or Universities: Nova University and FL Atlantic Univ
Type the name of School and State.

Graduated: Yes No

Credit Hours Completed: 130
Type the number of Credit Hours Completed.

Type of Diploma or Degree/Major Field or Study: Bachelors of Arts- Political Science and Criminal Justice

Graduate School: National University, San Diego, Cal	Graduated: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Credit Hours Completed: 60	Type of Diploma or Degree/Major Field of Study: Master's in Public Administration and Government Relations
<small>Type the name of School and State.</small>		<small>Type the number of Credit Hours Completed.</small>	

Technical Vocational or Bus. School:	Graduated: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Credit Hours Completed:	Type of Diploma or Degree/Major Field or Study:
<small>Type the name of School and State.</small>		<small>Type the number of Credit Hours Completed.</small>	

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

- Mental Health First Aid Nationally Certified Trainer • Middle grades teacher- Social sciences • Points of Life Foundation Certified Volunteer Program Manager • Certified Records Manager, State of Florida

If none, please type N/A.

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

Ability to develop community relationships; work effectively with stakeholders to create and engage messaging in a variety of mediums. Experienced public speaker; ability to work on multiply projects simultaneously, familiar with board policies and procedures and experience with government entities. Effective communicator with substantial expertise in public relations; experienced with government, non-profits, and community organizations; strong community and public relations contacts. Experienced in emergency situations serving in shelters and as POC for the media as well as coordinating emergency response and training with staff.

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: National Trainer for Mental Health First Aid		Issued By: Mental Health First Aid, Fl	
Number:	Issue Date:	Expiration Date:	State:
<small>Enter the License/Certification/Registration Number.</small>	<small>Enter the Date Issued.</small>	<small>Enter the Expiration Date (if any).</small>	<small>Enter the State Issued.</small>

Name of License/Certification/Registration: Points of Light Foundation Certified volunteer manager		Issued By:	
Number:	Issue Date:	Expiration Date:	State: Florida
<small>Enter the License/Certification/Registration Number.</small>	<small>Enter the Date Issued.</small>	<small>Enter the Expiration Date (if any).</small>	<small>Enter the State Issued.</small>

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: Florida Senate	Phone: 3527321249	From Mo./Yr.: 07/2019	To Mo./Yr.: Present
Street Address: 115 SE 25th Ave	City: Ocala	State: Fl	Zip: 34471
		Starting Pay: 35.000	Ending Pay: 60.000

Job Title: Chief of Staff **Number of Employees Supervised:** 4 **May we Contact this Employer?** Yes No

Supervisor Name: Keith Perry **Supervisor's Phone Number:** 352-538-1854 **Reason for Leaving:** term limits for the Senator

Duties and Responsibilities:

- Assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature
- Performs research to gather and assemble information for drafting of bills, speeches, or special reports
- Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff
- Supervises staff and reviews correspondences, handles social media, calendars and budgets

Company Name: Marion County Public Schools **Phone:** 352-671-7700 **From Mo./Yr.:** 02/2001 **To Mo./Yr.:** 07/2019

Street Address: 1614 E. Ft. King Street **City:** Ocala **State:** FL **Zip:** 34471 **Starting Pay:** 36.500 **Ending Pay:** 91.500

Job Title: Director of Community & Family engagement/ Homeless Children Liaison and District Volunteer Coordinator **Number of Employees Supervised:** up to 55

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

Duties and Responsibilities:

- Oversee, direct, organize, promote, and plan district and community events and programs
- Supports the District's educational programs through various community groups and organizations
- Develops and coordinates community-based veterans programs in schools and the community
- Partners with schools and community groups to increase relationships within the community, families and schools for increased engagement and partnerships
- Develop relationships for fundraising for special projects and events
- Coordinated the School systems dedicated Purple Heart parking space project and events
- Coordinates the official community-wide Veterans Day recognition program
- Facilitates a district-wide volunteer program. Developed all informational materials and web-based programming for applications and volunteer tracking and management
- Coordinated with community agencies, government, and civic groups to meet the needs of families and children in crisis through fund raising opportunities
- Developed and implemented community projects to promote awareness and education of homeless children
- Supervised grant employees, as well as manage budget and expenditures in compliance with the Department of Education Red Book guidance.

Company Name: **Phone:** Ex. (123) 456-7890 **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:** Ex. (123) 456-7890 **Reason for Leaving:**

Duties and Responsibilities:

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

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

Job Title: _____ Number of Employees Supervised: _____

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

Duties and Responsibilities: _____

Veterans' Preference

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

* Do you wish to Claim Veterans' Preference?
 Yes (If Yes, please complete below)
 No

Branch: _____ Entry Date: _____ Discharge Date: _____

REFERENCES
List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Liz Fields	9734 SW 56TH CIR, OCALA FL 34476-8635	352-682-8942	Program Director	7
	Include Zip Code.			

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Laura Burgess	2715 SE 23RD AVE, OCALA FL 34471-6180	352-572-2118	School Administrator	18
	Include Zip Code.			

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Col Craig Ham	2480 SE 38TH ST, OCALA FL 34480-8821	352-843-2357	Pres MC Veterans Council	10
	Include Zip Code.			

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:

Suzy McGuire

* Date:

12/07/2023

Format: MM/DD/YYYY

All applications are subject to Florida Public Records Law

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses

SUZANNE L. MCGUIRE

4003 NE 6th Place, Ocala, FL 34470 | (352) 361-4361

suzannelmcf1@gmail.com

SUMMARY

Dynamic public administrator with diverse and seasoned experience delivering results while adhering to mission values. Experienced in developing and coordinating projects and community-based events in a school district; supervising staff, program development, implementation, and review; recruiting and managing volunteers; grant writing and budget management.

Effective communicator with substantial expertise in public relations; experienced with government, non-profits, and community organizations; strong community and public relations contacts.

EXPERIENCE

Florida Senate

Chief of Staff, Senator Keith Perry

- Assisting a legislator with a variety of administrative and public relations matters requiring a thorough understanding of the policies, procedures, and operating practices of the Florida Legislature
- Performs research to gather and assemble information for drafting of bills, speeches, or special reports
- Attends various local functions and meetings with supervisor to gather information, or on behalf of the supervisor, as a representative of the staff
- Supervises staff and reviews correspondences, handles social media, calendars and budgets

Marion County Public Schools

Ocala, Florida

Director: Family, Schools & Community Engagement, 02/2017-2019

- Oversee, direct, organize, promote, and plan district and community events and programs
- Supports the District's educational programs through various community groups and organizations
- Develops and coordinates community-based veterans programs in schools and the community
- Partners with schools and community groups to increase relationships within the community, families and schools for increased engagement and partnerships
- Develop relationships for fundraising for special projects and events
- Coordinated the School systems dedicated Purple Heart parking space project and events

District Volunteer Coordinator, 08/2006-2019

- Coordinates the official community-wide Veterans Day recognition program

- Facilitates a district-wide volunteer program. Developed all informational materials and web-based programming for applications and volunteer tracking and management
- Responsible for identifying and working with school-based coordinators and activity directors for volunteer opportunities within individual schools
- Conceptualized the Veterans in the Classroom program by recruiting local veterans for educational programming

Homeless Children Liaison, 02/2001-06/2018

- Coordinated with community agencies, government, and civic groups to meet the needs of families and children in crisis through fund raising opportunities
- Worked directly with schools staff to identify children meeting the Federal Law- McKinney-Vento Act definition of a homeless child
- Created and supervised after school tutoring programs, curriculum, budget and scheduling
- Provided support to identified homeless children and families, including providing school supplies, clothing, personal hygiene items, and other specified needs
- Developed and implemented community projects to promote awareness and education of homeless children
- Supervised grant employees, as well as manage budget and expenditures in compliance with the Department of Education Red Book guidance.

EDUCATION

Master of Public Administration and Government Relations

National University, San Diego, CA

Bachelor of Arts, Political Science and Criminal Justice,

Florida Atlantic University, Boca Raton, FL

Coursework in School Leadership

Florida Southern University and College of Central Florida

CERTIFICATIONS AND BOARDS

- Mental Health First Aid Nationally Certified Trainer
- Middle grades teacher- Social sciences
- Points of Life Foundation Certified Volunteer Program Manager
- Certified Records Manager, State of Florida
- Kids in Positive Places Mentoring program, Chair
- Marion County Veterans Council, Secretary
- Xtreme Solutions, prison based program, Vice Chair