

Submission data should now be visible.

Application for Employment

VETERANS PREFERENCE

Print

Submitted by:

Submitted On: 2023-11-13 19:43:50

Submission IP: (12.187.129.162)
proxy-IP (raw-IP)

Status: Open

**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:**

Banton

*** First Name:**

Melanie

*** Middle Name:**

Lynn

*** Street Address:**

9350 SE Levy CR 337

Home Phone:

3522197120

Cell Phone:

Ex. (123) 456-7890

*** City:**

Dunnellon

*** State:**

FL

*** Zip Code:**

34431

*** County:**

Levy

*** Email:**

melaniebanton@yahoo.com

Type the County you reside in.

*** Are you at least 18 years of age?**

Yes

*** Do you have a valid Florida Drivers License?**

Yes

*** Class:**

E - Regular License A
 B C

Endorsements:

*** Have you ever worked under a different name?**

Yes No

If you selected "Yes" Name:

McCranie, Gaffney, Estrada

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:
David Jerome Banton	Levy County Code Enforcement	Spouse

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:	Department:	Supervisor Name:	Reason for Leaving:
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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:	* Graduated:
Dunnellon High School	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Type the name of School and State.	

Undergraduate College or Universities:	Graduated:	Credit Hours Completed:	Type of Diploma or Degree/Major Field or Study:
American Military University	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	69	Bachelors, Homeland Security w/ concentration in Homeland Security Management
Type the name of School and State.		Type the number of Credit Hours Completed.	

Graduate School:	Graduated:	Credit Hours Completed:	Type of Diploma or Degree/Major Field of Study:
American Military University	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	39	MBA w/ Concentration in Homeland Security Resource Allocation
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 or Study:

ommunity College Of the Air Force

51
Type the number of Credit Hours Completed.

Associate of Arts x2, Communications Application Technology and Military Instruction

Type the name of School and State.

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

Deputy PIO fore Florida Red Incident Management Team form 2016-2023. Responded to Hurricanes Dorian, Michael, Sally, Ian and multiple wildfires in state and across the country. Current Deputy PIO for California IMT 15, responding to multiple wildfires across the country as well as educating the public on wildfire prevention and the value of prescribed burning.

If none, please type N/A.

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

IS- 100, 200, 700, 800 (NIMS) IS-29 Public Information Officer Awareness, IS-42 Social Media In Emergency Management, IS-271 Anticipating Hazardous Weather & community Risk, G-290 Basic Public Infor Officer, G-291 Joint Info system/Center Planning for Tribal, state, and local PIOs, G-300 Intermediate ICS for expanding Incidents, G-400 Advanced Incident Command System Command & General Staff" Complex, L-481 Advanced Leadership for C&G, IS-702 NIMS Public Info Systems, L-952 NIMS All-hazard PIO, IS-909 Community Preparedness, M-410 Facilitative Instructor, IS-2200 Basic EOC ops, IS-235, 363 & 120 Emergency planning, Management for higher education and Intro to exercises

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:

NA

Number:

Issue Date:

Expiration Date:

State:

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:

NA

Number:

Issue Date:

Expiration Date:

State:

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.

US National Forests

Ex. (123) 456-7890

10/2023

Current

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

multiple addresses or posts

54.40 hourly

54.40 hourly

Job Title:

Complex Incident PIO/California Incident Management team

Number of Employees Supervised:

3-4 per assignment

May we Contact this Employer?

Yes No

Supervisor Name:

Thomas Stokesberry

Supervisor's Phone Number:

707-498-1828

Reason for Leaving:

na

Duties and Responsibilities:

All Hazard PIO for federal wildfire incidents. Holds community meeting, engages with media and public. Works closely with incident management leadership to steer information as emerging situations happen. Aids with evacuations and repopulations. Holds public meetings. Also acts as PIO for Wildfire prevention education teams across the nation. Engages with the public for education. With team, creates radio, tv, face-to-face, print or social media based campaigns based on the needs or risk situation of a given community.

Company Name:

Florida Forest service

Phone

352-566-5225

From Mo./Yr.

10/2015

To Mo./Yr.

10/2023

Street Address:

9110 SE CR 3377

City:

Dunnellon

State:

FL

Zip:

34431

Starting Pay:

27,000 annual

Ending Pay:

31,000 annual

Job Title:

Staff Assistant

Number of Employees Supervised:

0

Supervisor Name:

Mark Larson (no longer at this location)

Supervisor's Phone Number:

Ex. (123) 456-7890

Reason for Leaving:

no opportunity for advancement

Duties and Responsibilities:

Office Management, answering public questions and dealing with concerns. Event planning/coordination. Basic accounting for project budgets. Additional responsibilities to FFS: District training officer for roughly 180 people. Committee member for FFS 3 year recreation campaign and revamp of website. Back-up district PIO when needed. Deputy PIO for Florida Red All-Hazards IMT. Instructor for PIO and Wildfire prevention classes. Member of Florida Wildfire Prevention Education Team.

Company Name:

Central Florida Community college

Phone

Ex. (123) 456-7890

From Mo./Yr.

01/2014

To Mo./Yr.

10/2015

Street Address:

3001 SW College Rd

City:

Ocala

State:

FL

Zip:

34474

Starting Pay:

14.00 hr

Ending Pay:

14.00

Job Title:

Staff Assistant

Number of Employees Supervised:

0

Supervisor Name:

Cheryl Brown (contact unknow)

Supervisor's Phone Number:

Ex. (123) 456-7890

Reason for Leaving:

seeking work closer to home

Duties and Responsibilities:

Clerical duties, travel paperwork for professors, planning training events for instructor development. Produced bi-annual CF newspaper do not have supervisors current contact

Company Name:

United States Air Force

Phone

Ex. (123) 456-7890

From Mo./Yr.

04/1990

To Mo./Yr.

03/2012

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

Multiple Duty Stations

Job Title: Number of Employees Supervised:

Analyst, Instructor, Training Developer, Superintendent up to 100

Supervisor Name: Supervisor's Phone Number: Reason for Leaving:

Mark Larson (no longer at this office) Ex. (123) 456-7890 no opportunity for promotion

Duties and Responsibilities:

Office Management, greeted the public, dealt with concerns and kept community informed of events, warnings, or closure information. Event planning/coordination. Basic accounting for project budgets. Additional responsibilities to FFS: District training officer for roughly 180 people. Committee member for FFS three year recreation campaign and revamp of website. Back-up district PIO when needed. Deputy PIO for Florida Red All-Hazards IMT. Instructor for PIO and Wildfire prevention classes. Member of Florida Wildfire Prevention Education Team.

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?

- [X] Yes (If Yes, please complete below)
[] No

Branch: Entry Date: Discharge Date:

USAF 04-16-1990 03-30-2012

REFERENCES

List 3 References who are NOT Relatives.

* Name: * Complete Address: Phone * Occupation: * Years Known:

Ludie Bond 1808 NW 36 Terrace, Gainesville FL, 32605 352-318-3190 Waccasassa Forestry Center PIO 8

* Name: * Complete Address: Phone * Occupation: * Years Known:

Richard Dolan The Conner Building 3125 Conner Blvd. Tallahassee, FL 32399-1650 352-222-4420 Director, Florida Forest Service 8

* Name: * Complete Address: Phone * Occupation: * Years Known:

James Tigue 118 Countyline Dr, Glenwood AR, 71943 702-556-3517 USAF, Retired 20

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.

[X] 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:

Melanie Lynn Banton

11/13/2023

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

Melanie Banton

352-219-7120

I am interested in the Levy County Public Information position currently advertised on on the LevyCounty.org.

I am experienced in various levels of Public Information, management, project management, and administrative duties. I am competent in various computer programs and media platforms but capable of learning new systems as needed. I have a Master of Business Administration with a concentration in FEMA and government resource allocation, but have experience with non-governmental communications as well.

I possess excellent communication and interpersonal skills with the ability to provide exceptional customer service and to form good working relationships. I can also multi-task efficiently, manage my time wisely and keep everything organized. I am currently working as a casual/contract hire for the US Forest Service as a Complex Incident Public Information Officer. I am comfortable dealing with community issues, holding public forums and flexible enough to pivot when communications emergencies occur.

You can contact me to arrange an interview by calling or texting (352-219-7120) by e-mail at melaniebanton@yahoo.com.

Respectfully,

Melanie Banton

MELANIE L. BANTON

9350 SE Levy CR 337
Dunnellon, FL, 34431
melaniebantont@yahoo.com/

Phone: 352-219-7120

Updated – November 2023

OBJECTIVE

Seeking opportunities as a Public Information Officer

PROFILE

- **Operational Oversight:** Two decades of military experience within communications field. Background in communications analysis, instruction, and leadership. Current public information experience in all-hazards emergency management, instruction wildfire prevention disciplines.
- **Program Management:** Managed all aspects of programs from inception through delivery in both Air force and civilian career.
- **Training and Professional Development:** Developed and executed training and evaluation on a wide range of leadership development, professional development, and technical subjects. Evaluated, wrote and delivered training plans and administered training programs in military and civilian jobs.

SKILLS

- Presentations / Briefings / Media
 - Program Management and Evaluation
 - Employee Relations / Staff Leadership
 - Strategic Planning
 - Organizational Change Management
 - Team Building / Group Development
 - Instructor/Training Development
-

CAREER SUMMARY

CASUAL HIRE/SEASONAL SUPPORT - USDA NATIONAL FORESTS

(OCT 2023 – PRESENT)

All-hazards Information Officer for major incidents and wildfire prevention education. Prepares and mobilizes within hours of notification. Liaison between public and incident management team leadership. Gathers critical information, establishes schedules, develops and implements courses or action based on evolving situations. Provides rumor control and eases public emotion when possible. Establishes and maintains positive relationships with media, stakeholders, agency, and department peers and public. Develops information action points that correspond to changing incident needs. Recognizes jurisdictional boundaries and which authorities/agencies should be involved, coordinates activities appropriately. Provides Current, accurate, and complete information to appropriate audiences.

FLORIDA FOREST SERVICE

(OCT 2015 TO OCT 2023)

Administrative Assistant, Goethe State Forest, Dunnellon, Florida - Managed office operations and handled customer requests and concerns. Volunteer Program Coordinator. Forest Recreation and outreach coordinator

Training Officer, Waccasassa Forestry Center (additional duty) - Maintains training records for district employees and cooperators. Manages Incident Qualification System records for wildland firefighters and other incident ready employees and cooperators within the district.

Public Information Office / Wildfire Prevention Team Member - Alternate PIO for Florida Red All-hazards Incident Management Team and wildfire prevention teams. Trains and instructs new PIO's and prevention team members. Experience in multiple fire, hurricane and wildfire prevention environments. Leads public meetings, creates media announcements, prepares daily situational updates and news releases. Updates national databases during major incidents. Creates awareness and fire prevention campaigns for use across multiple media platforms.

Florida Forest Service Recreation Campaign Committee Member - Member of board responsible for advertising and rebuilding of the recreation program for FFS. Worked closely with public, advertising agency and agency leadership.

UNITED STATES AIR FORCE

(Apr 1990 to Apr 2012)

Various assignments in the U.S., Greece, Japan and Middle East

**Superintendent, 614th Intelligence, Reconnaissance and Surveillance Division,
Joint Space Operations Center, Vandenberg Air Force Base, CA**

(Dec 2010 to Feb 2012)

Responsible to the Division Chief for operational mission issues, readiness, manpower, utilization, training, technical/professional development, recognition, standards, morale, welfare and quality of life for over 100 personnel in the Intelligence Division of the Joint Space Operations Center.

**Manager, Targeting and Combat Assessments
614th Intelligence, Reconnaissance and Surveillance Division,
Joint Space Operations Center, Vandenberg Air Force Base, CA**

(May 2009 to Dec 2011)

Led 18-member team in delivering tailored, targeting solutions for Combatant Commands. Delivered intelligence support for Air Force and Joint service Offensive Space Control initiatives with Space Predictive and Tactical Analysis and Reporting to maintain situational awareness for national intelligence centers.

**Senior Training Developer and Network Intelligence Instructor, 316th Training Squadron, Air Education
and Training Command, Goodfellow, Air Force Base, TX**

(Dec 2003-May 2009)

Training Development - Managed Network Intelligence Analysis Apprentice Course. Analyzed national-level training inputs and directed development and publication of course control documents and tests. Evaluated lessons and tests for educational and interactive multimedia instructional needs. Monitored internal and external feedback sources to determine training effectiveness and resources for 14 courses. Developed common core instruction to transform training for 750 airmen annually and infused the Director of National Intelligence' Vision 2015 into curriculum. Wrote and integrated 16 hours of terrorist activity scenarios for the Joint Intelligence Analysis Capstone, creating a realistic simulation of operations work centers.

Network Intelligence Instructor - Performed primary classroom instruction, monitored and evaluated student progress in the Signals Analysis Apprentice Course. Prepared and revised training materials and provided technical inputs to course control documents. Counseled students on academic and non-academic matters. Conducted remedial study for marginally performing students. Recommended actions to the course supervisor for student washback, elimination or proficiency advancement. Advised curriculum specialists of inadequacies on existing training programs. Ensured classroom instruction was compliant with Community College of the Air Force accreditation program.

EDUCATION SUMMARY

American Military University – Charlestown, WV

Masters in Business Administration *Concentration in FEMA Funding, *With Honors* (2014)

American Military University – Charlestown, WV

Bachelor of Arts, Homeland Security Management and Organization, *With Honors* (2011)

American Military University – Charlestown, WV

Certificate, Weapons of Mass Destruction Preparedness Planning (2011)

Community College of the Air Force - Maxwell AFB, Montgomery, AL
Associate of Arts, Instructor of Technology (2005)

Community College of the Air Force - Maxwell AFB, Montgomery, AL
Associate of Arts, Communications Application Technology (2001)

CERTIFICATES

See attached for Certificates.

Banton-Melanie

9110 SE CR 337

Dunnellon FL 34431

melanie.banton@fdacs.gov

Certificate	Achievement Date
IS-700.a: NIMS An Introduction	09/29/2010
G-290: Basic Public Information Officer (PIO)	02/26/2016
IS-100.b: Introduction to Incident Command System, ICS-100	09/20/2013
IS-200.b: ICS for Single Resources and Initial Action Incidents	09/23/2013
IS-800.b: National Response Framework, An Introduction	09/23/2013
IS-29: Public Information Officer Awareness	07/13/2017
G-300 pre 5/10/2019: Intermediate Incident Command System for Expanding Incidents	10/25/2017
G-400 pre 5/10/19: Advanced Incident Command System Command & General Staff: Complex Incidents	12/15/2017
L-481 Advanced Leadership for Command & General Staff	02/16/2018
L-952: NIMS ICS All-Hazards Public Information Officer(PIO)	02/23/2018
IS-702.a: National Incident Management System (NIMS) Public Information Systems	08/13/2019
IS-909: Community Preparedness: Implementing Simple Activities for Everyone	08/13/2019
G-291: Joint Information System/Center Planning for Tribal, State, and Local Public Information Officers	09/25/2019
M-410 Facilitative Instructor: M-410 Facilitative Instructor	12/06/2019
Complex Incident Management Course (CIMC)	10/22/2021
IS-42: Social Media in Emergency Management	03/01/2022
IS-2200: 2200 Basic Emergency Operations Center Functions	03/24/2022
IS-271.a: Anticipating Hazardous Weather & Community Risk	03/28/2022
IS-235.c: IS-235.c Emergency Planning	03/28/2022
IS 363: Introduction to Emergency Management for Higher Education	03/28/2022
IS-120.C: An Introduction to Exercises .C	04/13/2022