

Application for Employment

Print

Submitted by:

Submitted On: 2023-12-07 19:28:46

Submission IP: (174.212.35.51)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

Attachments

- [SARA SHEPHERD RESUME levy county PIO.pdf](#) - 2023-12-07 07:28:47 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:**

Shepherd

*** First Name:**

Sara

*** Middle Name:**

Rose

*** Street Address:**

12611 SE 21st Pl

Home Phone:

850-464-8864

Cell Phone:

850-464-8864

*** City:**

Morrison

*** State:**

FL

*** Zip Code:**

32668

*** County:**

Levy

*** Email:**

shphrdsr@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: _____

Suwannee High School

Type the name of School and State.

* Graduated:

Yes No

Undergraduate College or Universities: _____

University of Florida

Type the name of School and State.

Graduated:

Yes No

Credit Hours Completed: _____

all

Type the number of Credit Hours Completed.

Type of Diploma or Degree/Major Field of Study: _____

Bachelor of Science in Agricultural Education and Communication

Graduate School:
 Queens University of Charlotte
 Type the name of School and State.

Graduated:
 Yes No

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

Type of Diploma or Degree/Major Field of Study:
 Master of Art in Communication

Technical Vocational or Bus. School:
 Type the name of School and State.

Graduated:
 Yes No

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

Type of Diploma or Degree/Major Field or Study:

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

- 2019, Visionary Award, Quest, for leading-edge spirit and creative approach to every pursuit and for thinking in new and innovative ways. • 2021, 2022 GEM Awards for Outstanding Client Services (Above and Beyond) • 2015, Work Performance Incentive (one staff recognized per department), FDOT District Two • 2011, Teamwork Award, FDOT District Two

If none, please type N/A.

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

- Social Media in Emergency Management, FEMA, July 2022 • Public Information Officer Awareness, FEMA, July 2022 • Effective Tips to Get More Eyeballs on Your Tweets, Falcon.IO, 2021 • Public Involvement in Transportation, FDOT, 2021 • Florida Public Transportation Association Conference, 2021 and 2023 • Next Level Leadership Academy, Quest, 2021 • Effective Tips to Get More Eyeballs on Your Tweets, Falcon.IO, 2021 • Transit Marketing 101 Webinar, Federal Transit Administration, 2021 • Florida Airports Conference, 2021 • Strategic Content Creation/Marketing, Ocala/Marion County Chamber & Economic Partnership, 2019 • Community Awareness Plans, Quest, 2017 • Title VI Refresher, FDOT, 2016

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:
 N/A

Issued By:
 N/A

Number:
 N/A

Issue Date:
 N/A

Expiration Date:
 N/A

State:
 N/A

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:
 N/A

Issued By:
 N/A

Number:
 N/A

Issue Date:
 N/A

Expiration Date:
 N/A

State:
 N/A

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:
 Quest Corporation of America

Phone:
 813.494.8505

From Mo./Yr.:
 June/2017

To Mo./Yr.:
 Current

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
17220 Camelot Ct	Land O' Lakes	FL	34638	\$50,000	\$75,000

Job Title:	Number of Employees Supervised:	May we Contact this Employer?
Business Unit Leader	2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Amber Mullins	404-944-5669	New challenge - Please let me know if reference check is pending. I would like to inform employer first.

Duties and Responsibilities:

The Northeast Florida BUL is: · Responsible for creating and executing an annual Strategic Business Plan, developing strategic goals, identifying business opportunities, and guiding the growth of your designated program by leading efforts to grow the business. · Responsible for production, staff performance, monitoring workflow output, quality, and customer services. · Responsible for attracting, recruiting, retaining, and training team members. · Responsible for managing employee and customer relationships. · Responsible for pursuits through captures, for hiring resources, contracts management, and for meeting and/or exceeding financial goals, for progress reporting as required by your EVP, and for minimizing the company's expenses without compromising high-quality operations and customer satisfaction. · Responsible for achieving long-term goals and objectives by attracting, recruiting, retaining, and training team members.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Florida Department of Highway Safety and Motor Vehicles	850-617-3210	February/2016	February/2017

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
2900 Apalachee Pkwy	Tallahassee	FL	32399	\$45,000	\$45,000

Job Title:	Number of Employees Supervised:
Public Information Coordinator	0

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

Duties and Responsibilities:

Served as the agency's public information coordinator. Wrote and compiled reports for the Communications Office and to the Governor's Office; compiled the agency's newsletter and daily news clips; created and analyzed consumer awareness and education campaigns; managed media relations and internal communications; provided internal photography support; created social media content; fulfilled public record requests; managed crisis communications; and, provided superb customer relations.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Florida Department of Transportation	800-749-2967	Nov/2011	Feb/2016

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
1109 South Marion Avenue	Lake City	FL	32025	\$28,000	\$32,000

Job Title:	Number of Employees Supervised:
Public Involvement Coordinator	0

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Lauri Shubert	386-961-7480	New job with higher pay

Duties and Responsibilities:

Florida Department of Transportation District Two Northeast Florida (June 2013 – February 2016) and (November 2011 – June 2013) Served as a public involvement coordinator for the 18 counties that comprise District Two. Responsible for coordinating public meetings as part of the transportation development process and in compliance with public notification/open government statutes. Reviewed or created public-facing materials to ensure quality, plain language compliant and accessibility. Served as a public information assistant from 2011-2013 where I provided construction alerts to the public, wrote media advisories and press releases, and updated the district's internal website. Created flyers for the Employee Benefit Fund events and provided various support, managed internal communications, and wrote/compiled the staff newsletter. Managed crisis communications and provided superb customer relations.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.		
CareerSource North Florida	850-973-9675	Feb/2009	Nov/2011		
Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
705 E Base St	Madison	FL	32340	\$23,000	\$25,000
Job Title:	Number of Employees Supervised:				
Youth Career Consultant	0				
Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:			
n/a	850-973-9675	New opportunity with higher pay/career advancement			

Duties and Responsibilities:

CareerSource North Florida Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor counties (February 2009 – November 2011) Provided career counseling and financial aid assistance to area youth. Provided case management/intensive services to those who met low income and other specific qualifications. Lead coordinator for three summer youth employment programs where I secured community businesses to mentor youth in career fields of their interest, interviewed and selected youth, and facilitated work readiness components. Provided work readiness and career-focused presentations to area high school students and a juvenile detention center, or upon request.

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:
Josee Lindner	12891 SE 21 PL MORRISTON 32668	954-439-4757	Realtor	2
	Include Zip Code.			
* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Jackie Cox Brown	7921 NE DUSTY MILLER AVE PINETTA 32350	850-929-4759	retired	10
	Include Zip Code.			

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Sara Spradlin Efird	1650 Pine Ave Orange City, FL 32763	386-315-1149	Equine Dentist	4

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:

Sara Shepherd

* 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

SARA SHEPHERD

VISIONARY LEADER

850.464.8864

shphrdsr@gmail.com

12611 SE 21st PL, Morriston, FL 32668

**Please notify me if reference checks are pending. I would like to notify my current employer first.*

Quest Corporation of America – 2017 to Present – Senior Communications Manager/Business Unit Leader (Consultant)

Quest is primarily a public engagement firm working with stakeholders for public sector clients. Other services include branding, crisis communications, marketing, and strategic communications. I have proven success with business development responsibility to meet sales goals and grow teams while serving statewide as a project manager for branding, marketing and strategic communications projects for clients. I am a recipient of Quest's 2019 Visionary Award, and two-time GEM award recipient for outstanding client service, leading-edge spirit and creative approach to every pursuit and thinking in new and innovative ways. For all projects, I allocate staff resources, provided quality control over all services and deliverables as well as customer relations, and manage project staff and work activities, schedules and budget matters as needed.

Working with clients, I often:

- Coordinate official client website content, working with stakeholders to keep communities up to date.
- Collaborate with in-house website development team.
- Develop strategic communications plans including social media plans and policies, crisis communications plans, branding
- Write copy and coordinate development of print and digital materials.
- Provide creative direction for video and design materials using an in-house creative team.
- Develop content on various platforms for clients.
- Initiate and coordinate with media outlets for releases and/or press conferences.
- Maintain an events calendar, and coordinate and staff events.
- Provide content and creative direction for paid advertising.
- Prepare marketing budgets and recommend advertising spend.
- Collaborate with business stakeholders to develop cohesive messaging across the community/project.
- Supply strategy for social media marketing.
- Assist with coordinating photo shoots.
- Develop and oversee email marketing using MailChimp and Constant Contact.

Florida Department of Highway Safety and Motor Vehicles (DHSMV)

State of Florida (February 2016 – January 2017)

Served as the agency's public information coordinator. Wrote and compiled reports for the Communications Office and to the Governor's Office; compiled the agency's newsletter and daily news clips; created and analyzed consumer awareness and education campaigns; managed media relations and internal communications; provided internal photography support; created social media content; fulfilled public record requests; managed crisis communications; and, provided superb customer relations.

Florida Department of Transportation District Two

Northeast Florida (June 2013 – February 2016) and (November 2011 – June 2013)

Served as a public involvement coordinator for the 18 counties that comprise District Two. Responsible for coordinating public meetings as part of the transportation development process and in compliance with public notification/open government statutes. Reviewed or created public-facing materials to ensure quality, plain language compliant and accessibility. Served as a public information assistant from 2011-2013 where I provided construction alerts to the public, wrote media advisories and press releases, and updated the district's internal website. Created flyers for the Employee Benefit Fund events and provided various support, managed internal communications, and wrote/compiled the staff newsletter. Managed crisis communications and provided superb customer relations.

CareerSource North Florida

Hamilton, Jefferson, Lafayette, Madison, Suwannee, Taylor counties (February 2009 – November 2011)

Provided career counseling and financial aid assistance to area youth. Provided case management/intensive services to those who met low income and other specific qualifications. Lead coordinator for three summer youth employment programs where I secured community businesses to mentor youth in career fields of their interest, interviewed and selected youth, and facilitated work readiness components. Provided work readiness and career-focused presentations to area high school students and a juvenile detention center, or upon request.

University of Florida's Institute of Food and Agricultural Sciences (UF/IFAS)

Gulf County, FL (January 2008 – August 2008)

Planned, developed, implemented, and evaluated the county's 4-H/Youth Development, and Family and Consumer Sciences programs. Also, facilitated the Expanded Food and Nutrition Program, and supervised the part-time staff for the Food and Nutrition Program targeting youth. These programs are coordinated and facilitated in cooperation with local citizens and county/state extension colleagues. Duties included recruiting, training, supervising and evaluating teen and adult volunteers, developing strong program advisory committees, providing leadership for management of all program components including program policies, enrollments and records, risk management, communications, and educational materials.

EDUCATION

- Master of Art in Communication, Queens University of Charlotte
- Bachelor of Science in Agricultural Education and Communication, cum laude, University of Florida
 - Major: Extension Education with minors in Family, Youth and Community Sciences and Leadership
- Certified Public Manager, Florida State University

PROFESSIONAL DEVELOPMENT

- Florida Public Relations Association (FPRA) – Ocala Chapter
 - Member since 2022
 - Board Member/Assistant Treasurer 2023
- Social Media in Emergency Management, FEMA, July 2022
- Public Information Officer Awareness, FEMA, July 2022
- Effective Tips to Get More Eyeballs on Your Tweets, Falcon.IO, 2021
- Public Involvement in Transportation, FDOT, 2021
- Florida Public Transportation Association Conference, 2021 and 2023
- Next Level Leadership Academy, Quest, 2021
- Effective Tips to Get More Eyeballs on Your Tweets, Falcon.IO, 2021
- Transit Marketing 101 Webinar, Federal Transit Administration, 2021
- Florida Airports Conference, 2021
- Strategic Content Creation/Marketing, Ocala/Marion County Chamber & Economic Partnership, 2019
- Community Awareness Plans, Quest, 2017
- Title VI Refresher, FDOT, 2016

AWARDS

- 2019, Visionary Award, Quest, for leading-edge spirit and creative approach to every pursuit and for thinking in new and innovative ways.
- 2021, 2022 GEM Awards for Outstanding Client Services (Above and Beyond)
- 2015, Work Performance Incentive (one staff recognized per department), FDOT District Two
- 2011, Teamwork Award, FDOT District Two