

Application for Employment

Print

Submitted by:

Submitted On: 2022-06-22 14:53:59

Status: Open

Assigned To: Human Resources

Priority: Normal

Due Date: Open

Attachments

- [Sherri A MacDonald Resume June.22.2022.pdf.pdf](#) - 2022-06-22 02:56:34 pm
- [certificate IS 00700.a FEMA.pdf](#) - 2022-06-22 03:01:14 pm
- [Sherri A MacDonald Resume June.22.2022.pdf.pdf](#) - 2022-06-22 02:54:00 pm
- [FEMA CERTIFICATE IS 100.pdf](#) - 2022-06-22 03:00:31 pm
- [Phi Theta Kappa Honor Society.pdf](#) - 2022-06-22 03:03:36 pm
- [certificate IS 00200.b FEMA.pdf](#) - 2022-06-22 03:00:51 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:**

Grants Coordinator – Legislative Liaison

Please type in the position for which you are applying for.

*** Department:**

Commission Office

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

MacDonald

*** First Name:**

Sherri

*** Middle Name:**

Adams

*** Street Address:**

4800 Riverside Drive

Home Phone:

Ex. (123) 456-7890

Cell Phone:

352-228-2542

*** City:**

Yankeetown

*** State:**

FL

*** Zip Code:**

34498

*** County:**

Levy

*** Email:**

smacd2424@gmail.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:

n/a

*** 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:
John MacDonald	Emergency Management	Husband

*** Have you ever been employed by Levy County Commissioners?**

Yes (If yes, please complete below) No

Dates Employed:	Department:	Supervisor Name:	Reason for Leaving:
n/a	n/a	n/a	n/a

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:
n/a	MM/DD/YYYY	n/a	n/a

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:
Airport High School, South Carolina

Type the name of School and State.

*** Graduated:**
 Yes No

Undergraduate College or Universities:	Graduated:	Credit Hours Completed:	Type of Diploma or Degree/Major Field or Study:
College of Centra Florida	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	43	Business Administration

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:
n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School:	Graduated:	Credit Hours Completed:	Type of Diploma or Degree/Major Field or Study:
n/a	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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:**

Provided overall grant management associated with DOT/SCOP, SWFMD/CFI, FWC/FBI, HMGP, and FMA grants to include applications, monitoring and process tracking, processing reimbursement requests and payments, filing associated documentation, maintaining contact with the agency to make sure the deliverables were on schedule, coordination with specialists, resolving questions about contract management and reporting where necessary, and administering corrective actions where necessary.

If none, please type N/A.

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

• Extensive knowledge throughout my 25 years of on the job business administration experience; 13 years of which have been with a local government and state agencies. I have developed strong competencies in administration, financial and accounting management, grant management, procurement management, human resource management, procedure and policy analysis, election process, record management and evidence inventory management. • Knowledge of grant management in compliance with Section 215.97, F.S., and Section 215.971, F.S. • Ability to provide overall grant management for seven grants. • Knowledge and abilities to manage grants to include applications, monitoring and process tracking, processing reimbursement requests and payments, filing associated documentation, maintaining contact with the agency to make sure the deliverables were on schedule, coordination with specialists, resolving questions about contract management and reporting where necessary, and administering corrective actions where necessary. Ability to develop reports, including scope of work, deliverables directly related to the scope of work, performance criteria for each deliverable, and financial or other consequences for compliance with contractual requirements. • Ability to utilize problem-solving techniques. • Knowledge to plan, organize, coordinate, and complete work assignments in a timely manner. • Ability to communicate effectively both orally and in writing. • Ability to develop extensive knowledge of the roles and responsibilities of federal, state, county and local government.

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:

Notary Public

State of Florida

Number:

Issue Date:

Expiration Date:

State:

HH 269307

6/25/2022

6/24/2026

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:

FEMA 100, FEMA 200, FEMA 700, Crisis Leadership/Decision Making

FEMA

Number:

Issue Date:

Expiration Date:

State:

Certification

2014

n/a

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:

Phone

From Mo./Yr.

To Mo./Yr.

AC Disaster Consulting, LLC

800-367-5690

Feb/2022

present

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

1800 Glen Arm Place

Littleton

Co

80202

\$30/hr

\$30/hr

Job Title:

Number of Employees Supervised:

May we Contact this Employer?

Covid 19 Recovery Invoice Specialist

0

Yes No

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Bailey Farrell

800-367-5690

Temporary position

Duties and Responsibilities:

• This position is a temporary project •Ability to follow defined invoice review procedures and instructions with handling processes. Obtained a security clearance for the Oregon Health Authority thru consulting firm to extract ESF8 Covid staffing invoices into files for QA/QC of review with compliance to contract and staff time sheets. •Ability to read and understand contract provisions related to invoice. •Processing/payment and translate them into actionable compliance testing. •Ability to monitor approvals for contracts/contract amendments related to the invoices. •Ability to determine that invoice to be paid has all required contract authorizations. •Knowledge to understand the scope of work associated with the project being billed. •Ability to work with different environments handling multiple vendors and contracts for each invoice. •Ability to establish a strong working relationship with the client and vendors to facilitate communication and resolution of issues identified during the invoice review process. • Ability to find and identify non-compliance issues and formulate in a concise and accurate manner the findings and associated cost impacts identified during the review. •Ability to describe the issues

and request the appropriate actions.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.		
Town of Yankeetown	352-447-2511	July/2018	Jan/2022		
Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
6241 Harmony Lane	Yankeetown	FL	34498	\$60,000	\$63,000
Job Title:	Number of Employees Supervised:				
Town Clerk/Treasurer/Administrator	2				
Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:			
Jack Schofield	352-586-2255	employment contract			

Duties and Responsibilities:

- Provides leadership with appropriate information and advice to facilitate the decision-making process impacting operations. Ensures the process for preparedness, recovery and mitigation is tracked, monitored, and complied. Coordinates with appropriate individuals and/or departments to assign responsibilities meets its assigned mission. Maintains and routinely provides updates on status of operations.
- Promote partnership with the community.
- Direct and supervise employees, independent contractors to collaborate with various municipal departments including public works, administration, animal control, planning and zoning.
- Provided overall grant management associated with DOT/SCOP, SWFMD/CFI, FWC/FBI, HMGP, and FMA grants to include but not limited to grant applications, monitoring and process tracking, processing reimbursement requests and payments, filing associated documentation, maintaining contact with the agency to make sure the deliverables were on schedule, coordination with specialists, resolving questions about contract management and reporting where necessary, and administering corrective actions where necessary. Prepare and maintain grants quarterly grant reports for FEMA, SWFMD and FWC grants.
- Organize, control and apply all activities on a day to day management practice.
- Act as the human resource administrator. On-boarding of any new employee, timesheet approvals, evaluations and other related human relation duty.
- Prepare and monitor all financial activities by monitoring the budget, bank transactions, prepare for annual audits, financial management of income and expenses. Review invoices, expenditures, purchase orders for ensuring compliance.
- Performed verification and reconciliation for invoices and receipts.
- Aided the Town Clerk Treasurer with annual budget and budget process.
- Planned, managed, coordinated and implemented the month/year end closing processes.
- Assist auditors with any information.
- Manage contracts, grants, and leases.
- Draft ordinances, resolutions, RFP, BIDS for town attorney to review for legal sufficiency
- Prepare and manage the annual budget. Submit annual budget to state for compliance.
- Prepare and submit all state agency annual reports to meet deadlines.
- Respond to and effectively resolve citizen inquiries and complaints for mutual satisfaction.
- Maintain an inventory list of all town assets on an annual basis. Review all assets for town's insurance asset management system.
- Maintain all public records as the custodian of all town records. Follow state of Florida record retention laws and public record laws.
- Administrator of the Town's website.
- Coordinator of the ADA.
- Attend all town meetings as recording secretary to draft minutes.
- Prepare and post all required legal notices, advertisements and meeting agendas.
- Manage the Ordinances, Resolutions and submitted to Municode. Manage an
- Prepare and manage the annual budget. Submit annual budget to state for compliance.
- Prepare and submit all state agency annual reports to meet deadlines.
- Respond to and effectively resolve citizen inquiries and complaints for mutual satisfaction.
- Maintain an inventory list of all town assets on an annual basis. Review all assets for town's insurance asset management system.
- Maintain all public records as the custodian of all town records. Follow state of Florida record retention laws and public record laws.
- Administrator of the Town's website.
- Coordinator of the ADA.
- Prepare quarterly grant reports for FEMA, SWFMD and FWC grants.
- Attend all town meetings as recording secretary to draft minutes.
- Prepare and post all required legal notices, advertisements and meeting agendas.
- Manage the Ordinances, Resolutions and submitted to Municode. Other duties assigned.

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.		
State of Florida/FWC	1-866-663-4735	July/2015	June/2018		
Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
620 S. Meridian St.	Tallahassee	FL	32301	n/a	n/a
Job Title:	Number of Employees Supervised:				
Administrative Assistant	1				
Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:			
Retired Captain John Burton	1-866-663-4735	better job opportunity			

Duties and Responsibilities:

Trusted with many types of confidential materials. Passed a level 2 background check.

- Familiar with process of being a personnel liaison. The duties consisted of organization for 28 Law Enforcement officers. Assisted in resolving any issues with People First, travel documents; following all state travel rules and procedures. Related travel reimbursement vouchers showing compliance with 112.061 Florida Statute. Assisted the officer and staff with People First: to include performance evaluation and time sheet errors. Assisted in any travel per-diem and maintaining reports related to personnel time worked

... to increase performance evaluation and time sheet errors resolved in my last per diem and maintaining reports related to personnel and worked on the water. Familiar with the broadband/classification codes. Familiar with the EARS and Performance Evaluations. • Administer monthly contract requisitions. • Aided in officers purchasing of uniforms, accessories and equipment. • Maintained and monitored daily purchases. • Skills in records organization & management. Personnel and medical records custodian with confidentiality and knowledge of the records management schedule GS1-SL. • Manage and maintain approximately 225 items of seized evidence Inventory. • Passed unannounced and headquarter evidence inventory audits in compliance according to general orders policy and procedures. • Follow thru with evidence cases with the court judicial systems. Making sure all documents are followed by general orders to return of seized property or destroy contraband. • Maintain and process all paperwork related to arrests, warnings, and incident reports generated by 28 Law Enforcement officers. • Maintain a complex purchase process. Ability to research and interpret rules governing the State of Florida purchasing procedures and regulations. State term contracts, alternate source, state purchasing agreements, Pride and Respect. Knowledge of Grant awarded, revenue agreement, Knowledgeable of Grants oriented expenditures: OCO (operational capital outlay) OCA (other cost accumulator). • Oversaw divisional support staff for the implementation of state expenditures codes and following state of Florida purchasing guidelines. • Maintain approximately 34 Law Enforcement officers' working and citations files. • Oversaw one employee with daily duties in administrative tasks and duties. • Aided as focal point for all communication between the chain of command to field officers. • Communicate with Law Enforcement officer of any court documents: subpoenas, dispositions and status of criminal cases. • Manage the ticket citation management. • Maintain monthly operational equipment costs reports with monthly reconciliation on vehicle and vessels. • Maintain an inventory list of all operational items with a property number assigned and request property numbers if an item cost more than \$1000. • Maintained overtime and water patrol percentage report. • Responsibility of being the Business Manager of the Law Enforcement field office.

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

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:	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:
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REFERENCES

List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Jean Holbrook	23 Patricia Rd. Yankeetown, FL 34498	603-534-1148	retired	5

Include Zip Code.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Jack Schofield	5003 Riverside Drive, Yankeetown, Florida 34498	352-586-2255	retired	5

Include Zip Code.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Brianna Getchell	10140 W Ozello Trl Crystal River FL 34429	352-400-3633	dog groomer	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:

Sherri Adams MacDonald

* Date:

06/22/2022

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

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHERRI A MACDONALD

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00200.b

**ICS for Single Resources and
Initial Action Incident, ICS-200**

Issued this 5th Day of September, 2014



A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent
Emergency Management Institute

Phi Theta Kappa



This is to Certify That

Sherri Adams Macdonald

has complied with all the requirements for,
and has been inducted into

Phi Theta Kappa
Honor Society

In witness of which we have caused the great seal of this Society to be
hereto affixed and inscribed our signatures.



Allan Danuff
Chapter Advisor

A handwritten signature in cursive script, likely belonging to the Executive Director.

Executive Director

Kappa Nu
Chapter

October 30, 2011
Date

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHERRI A MACDONALD

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-00100.b

Introduction to Incident Command System

ICS-100

Issued this 26th Day of January, 2014

IACET
0.3 IACET CEU



A handwritten signature in black ink, appearing to read "Tony Russell".

Tony Russell
Superintendent

Emergency Management Institute

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

SHERRI A MACDONALD

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:


IS-00700.a

National Incident Management System (NIMS)

An Introduction

Issued this 5th Day of September, 2014




Tony Russell
Superintendent
Emergency Management Institute

SHERRI A. MACDONALD

4800 Riverside Drive Yankeetown, Florida 34498 ● (352)228-2542
●smacd2424@bellsouth.net

PROFILE

Honest, trustworthy, dependable, organized, hardworking, and meticulous with great attention to detail, goal oriented, good listener, self-motivated, and can communicate effectively in written and oral communications. Through my 25 years of business administration experience; 13 years of which have been with a local and government agencies. I have developed strong competencies in administration, financial and accounting management, procurement management, human resource management, procedure and policy analysis, project administration, grant projects, election process, record management and evidence inventory management.

KNOWLEDGE, SKILLS AND ABILITIES

- A professional and proficient Business Manager with competencies that include program compliance, grant management, contracting, procurement, risk assessments, and strong financial management capabilities such as budget preparation, analysis, decision making, human resource management and reporting. Competencies in medical field to include medical terminology and medical billing policies and process.**
- .Provided overall grant management associated with DOT/SCOP, SWFMD/CFI, FWC/FBI, HMGP, and FMA grants to include but not limited to grant applications, monitoring and process tracking, processing reimbursement requests and payments, filing associated documentation, maintaining contact with the agency to make sure the deliverables were on schedule, coordination with specialists, resolving questions about contract management and reporting where necessary, and administering corrective actions where necessary.**
- Trustworthy of handling all aspects of monies and financial management.**
- Adaptable, organizational skills, self-directed to managing time and a logical approach to problem solving.**
- Goal oriented with a meticulous attention to detail skills.**
- Have the ability to demonstrate competency and responsibility.**

- A high-level strategic thinker, with the ability to effectively communicate with staff, and elected officials, and overall community members.

● Skills in accounts payable and accounts receivable in processes and management. Analyze all cost reports, ledgers, and profit gain and loss. Auditing, reconciling and compiling daily, weekly, monthly, quarterly and annually financial reports

- Knowledge of GAAP (generally accepted accounting principles) accounting rules and standards for financial reporting.
- Knowledge of all Microsoft products. Skills of proficiency in most software program by collecting and retrieving data. Highly efficient in computer skills with various computer software systems.
- Knowledge of logic used in database query tools in order to extract data such as sorting, filtering, selection criteria, summing and grouping.
- Knowledge of People First, travel documents; following all state travel rules and procedures. Related travel reimbursement vouchers showing compliance with 112.061 Florida Statute. Familiar with the broadband/classification codes. Familiar with the EARS and Performance Evaluations. Knowledge of the process of on-boarding and train website for online training.
- Prepared, developed and maintained ordinances, resolutions and policy changes. Knowledge of laws and government process. Ability to research and interpret rules and regulations.
- Processed, managed and attested to the validity of public records according to the public records retention. Establishing and maintaining a comprehensive records management system, including presiding over the transition from paper records to an electronic database; recognized as the official custodian of all town records.
- Responded to and effectively resolving difficult citizen inquiries and complaints to mutual satisfaction.
- Ability to supervise, train and evaluate 6 divisional staff assistants with the State of Florida purchasing and accounting rules and expenditure coding. Training personnel for purchase card policies annually.
- Human Resource Administrator with proficient knowledge State and Federal Laws.
- Maintained and coordinated the emergency preparedness for the community by collaborating with the county emergency management to communicate and coordinate any active emergencies. Familiar with local, State and FEMA resources for emergency preparedness.

EDUCATION

High School Diploma

Obtaining Business Management Degree- 43 hours accumulated from College of Central Florida

PAST & PRESENT AFFILIATIONS

Yankeetown Town Council served 4 years • Phi Theta Kappa (Honor Society) • Yankeetown/Inglis Woman's Club • Community Garden Committee • Healthy Community Committee • Member of Certified Municipal Clerk • Yankeetown PTO • Yankeetown School Committee •

CERTIFICATIONS

Certified in FEMA NIMS IS-100b.200, and 700, Crisis Leadership & Decision Making, Human Resource, Customer Service, Security Awareness, Information Privacy Awareness, Florida purchasing 101 training and purchasing card training.

State of Florida Notary Public • Comprehensive Case Information System Certificate • Ethic Awareness • Information Privacy Awareness • Technology/Security Awareness • Sexual Harassment Awareness • Violence at Workplace Awareness •

TECHNOLOGY SUMMARY

MS Office (Word, Excel, PowerPoint, Info-path, Outlook, Teams) • Quickbooks and Cougar Mountain Accounting Software • Traknet • Medisoft Billing Software • State of Florida systems: FLAIR, DFS, DMS, SPURS • HIS • FIRS • FIS • People First • Web EOC • Train • Blue Zone Web-host Professional Experience • Smart Sheet • Salesforce • Everbridge • Go to Meeting

PROFESSIONAL EXPERIENCE

AC Disaster Consulting-Temporary Position, Covid 19 Project Invoice reviewer
February 10, 2022 thru current

•Ability to follow defined invoice review procedures and instructions with handling processes. Obtained a security clearance for the Oregon Health Authority thru consulting

firm to extract ESF8 Covid staffing invoices into files for QA/QC of review with compliance to contract and staff time sheets.

- Ability to read and understand contract provisions related to invoice.
- Processing/payment and translate them into actionable compliance testing.
- Ability to monitor approvals for contracts/contract amendments related to the invoices.
- Ability to determine that invoice to be paid has all required contract authorizations.
- Knowledge to understand the scope of work associated with the construction project being billed.
- Ability to work with different environments handling multiple vendors and contracts for each invoice.
- Ability to establish a strong working relationship with the client and vendors to facilitate communication and resolution of issues identified during the invoice review process.
- Ability to find and identify non-compliance issues and formulate in a concise and accurate manner the findings and associated cost impacts identified during the review.
- Ability to describe the issues and request the appropriate actions.
- Knowledge and skills to create and manipulate spreadsheets.
- Skills to maintain accurate and timely invoice tracking logs.
- Skills to work independently, but seek appropriate guidance and clarification.
- Skills to collaborate effectively with the other members of the project team.

Town of Yankeetown- Town Clerk/Treasurer/Administrator
July 2018 thru January 19, 2022

- Provides leadership with appropriate information and advice to facilitate the decision-making process impacting operations. Ensures the process for preparedness, recovery and mitigation is tracked, monitored, and complied. Coordinates with appropriate individuals and/or departments to assign responsibilities meets its assigned mission. Maintains and routinely provides updates on status of operations.

- Promote partnership with the community.
- Direct and supervise employees, independent contractors to collaborate with various municipal departments including public works, administration, animal control, planning and zoning.
- Organize, control and apply all activities on a day to day management practice.
- Act as the human resource administrator. On-boarding of any new employee, timesheet approvals, evaluations and other related human relation duty.
- Prepare and monitor all financial activities by monitoring the budget, bank transactions, prepare for annual audits, financial management of income and expenses. Evaluate invoices, expenditures, purchase orders for ensuring compliance.
- Performed verification and reconciliation for invoices and receipts.
- Aided the Town Clerk Treasurer with annual budget and budget process
- Planned, managed, coordinated and implemented the month/year end closing processes.
- Assist auditors with any information.
- Provided overall grant management associated with DOT/SCOP, SWFMD/CFI, FWC/FBI, HMGP, and FMA grants to include but not limited to grant applications, monitoring and process tracking, processing reimbursement requests and payments, filing associated documentation, maintaining contact with the agency to make sure the deliverables were on schedule, coordination with specialists, resolving questions about contract management and reporting where necessary, and administering corrective actions where necessary.
- Draft ordinances, resolutions, RFP, BIDS for town attorney to review for legal sufficiency.
- Prepare and manage the annual budget. Submit annual budget to state for compliance.
- Prepare and submit all state agency annual reports to meet deadlines.
- Respond to and effectively resolve citizen inquiries and complaints for mutual satisfaction.
- Maintain an inventory list of all town assets on an annual basis. Review all assets for town's insurance asset management system.
- Maintain all public records as the custodian of all town records. Follow state of Florida record retention laws and public record laws.

- Administrator of the Town's website.
- Coordinator of the ADA .
- Prepare quarterly grant reports for FEMA, SWFMD and FWC grants.
- Attend all town meetings as recording secretary to draft minutes.
- Prepare and post all required legal notices, advertisements and meeting agendas.
- Manage the Ordinances, Resolutions and submitted to Municode. Manage and maintain sequence of said documents.
- Supervise and prepare the election for town. Handled all election training, canvass board, candidates treasurer reporting timelines, absentee ballots, and all aspects of holding an election.

State of Florida/Florida Fish and Wildlife/Law Enforcement Division-Administrative Assistant

July 2015 thru June 2018

- Trusted with many types of confidential materials. Passed a level 2 background check.
- Familiar with process of being a personnel liaison. The duties consisted of organization for 28 Law Enforcement officers. Assisted in resolving any issues with People First, travel documents; following all state travel rules and procedures. Related travel reimbursement vouchers showing compliance with 112.061 Florida Statute. Assisted the officer and staff with People First; to include performance evaluation and time sheet errors. Assisted in any travel per-diem and maintaining reports related to personnel time worked on the water. Familiar with the broadband/classification codes. Familiar with the EARS and Performance Evaluations.
- Administer monthly contract requisitions.
- Aided in officers purchasing of uniforms, accessories and equipment.
- Maintained and monitored daily purchases.
- Skills in records organization & management. Personnel and medical records custodian with confidentiality and knowledge of the records management schedule GS1-SL.
- Manage and maintain approximately 225 items of seized evidence Inventory.
- Passed unannounced and headquarter evidence inventory audits in compliance according to general orders policy and procedures.

- Follow thru with evidence cases with the court judicial systems. Making sure all documents are followed by general orders to return of seized property or destroy contraband.
- Maintain and process all paperwork related to arrests, warnings, and incident reports generated by 28 Law Enforcement officers.
- Maintain a complex purchase process. Ability to research and interpret rules governing the State of Florida purchasing procedures and regulations. Such as, purchasing category threshold: i.e. if exceed \$2500 to \$7500 require 3 phone quotes, etc. Methods of procurement: i.e. State term contracts, alternate source, state purchasing agreements, Pride and Respect. Contract types: Grant awarded, revenue agreement, grant disbursed, direct orders (PO) Familiar in filling out purchase requisitions for direct order (PO). State of Florida budget expenditure terms: Org/EO/GL/PID/Category/Object Codes/PCD Codes. Knowledgeable of Grants oriented expenditures: OCO (operational capital outlay) OCA (other cost accumulator).
- Oversaw divisional support staff for the implementation of state expenditures codes and following state of Florida purchasing guidelines.
- Maintain approximately 34 Law Enforcement officers' working and citations files.
- Oversaw one employee with daily duties in administrative tasks and duties
- Aided as focal point for all communication between the chain of command to field officers.
- Communicate with Law Enforcement officer of any court documents: subpoenas, dispositions and status of criminal cases.
- Manage the ticket citation management.
- Maintain monthly operational equipment costs reports with monthly reconciliation on vehicle and vessels.
- Maintain an inventory list of all operational items with a property number assigned and request property numbers if an item cost more than \$1000.
- Maintained overtime and water patrol percentage report.
- Responsibility of being the Business Manager of the Law Enforcement Office.
- Maintains the employee's bulletin board according to all Federal and State laws and regulations.
- Create and solicit RFP and BIDs for new yearly services.

- **Managed new projects assigned in a timely manner.**
- **Perform, adapt, self-direct, meticulous attention to detail to all daily assignments.**

References upon request.

Karen Blackburn

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
Sent: Wednesday, June 22, 2022 2:54 PM
To: Human Resources
Subject: (NEW) [Levy County, FL - #234249] Application for Employment

Follow Up Flag: Follow up
Flag Status: Completed

[Levy County, FL - #234249] Application for Employment

A new submission has been received. Please log in to see the full detail of your submission.

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NOTARY I.D. NO.
1403465

COMMISSION
HH 269

STATE OF FLORIDA

Executive Department

I, Ron DeSantis, Governor of Florida, by virtue of the authority vested in me
by the Constitution and Laws of this State,
do hereby commission

Sherri MacDonald

to be

NOTARY PUBLIC

in and for the State of Florida

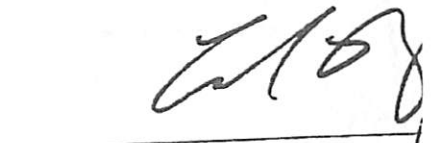
from June 25, 2022 through June 24, 2026 and in the

Name of the People of the State of Florida to have, hold and exercise the said office and
all the powers and responsibilities appertaining thereto, and to receive the privileges
and emoluments thereof in accordance with the law,

In Testimony Whereof, I do hereunto set my hand and cause to be affixed the
Great Seal of the State, Tallahassee, Florida.



Governor



Secretary of State

Karen Blackburn

From: noreply=revize.com@turbo-smtp.info on behalf of noreply@revize.com
Sent: Monday, June 27, 2022 12:44 PM
To: Human Resources
Subject: [Levy County, FL - #234249] Application for Employment

[Levy County, FL - #234249] Application for Employment

Submission has been updated. Please log in to see the full detail of the submission.

Update by Public User

- Added Attachments:
 - NOTARY I.D. NO..pdf

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