

# City of Pahokee

207 Begonia Dr, Pahokee, FL 33476 Phone: (561) 924-5534 Fax: (561) 924-8140

## Application for Employment

Please thoroughly complete application and attach a copy of documents required to determine minimum eligibility. Failure to do so, hinders our ability to properly assess eligibility thus eliminating your application for employment consideration.

The City of Pahokee does not engage in any form of unlawful discrimination. If you feel you have been discriminated against for any reason, please call this to the attention of the Director of Human Resources so that we may address your concern(s).

NOTE: All applicants are required to furnish proof of identity and legal work authorization within 3-days of appointment.

Position Applying For: Interim City Manager and/or City Manager  
(Please only list one position per application)

When are you available to start work? Immediately

Type of Employment desired? Full Time  Part Time  Temporary

Applicant's Full Name: Jongelene B. Adams

List any other names you have used or currently use, and the dates you used those names. Please use additional pages as necessary.

NAME	DATE USED

Residence Address: 1688 North 25<sup>th</sup> Court

City / State / Zip Code: Riviera Beach, FL 33404

Mailing Address: 1688 North 25<sup>th</sup> Court

City / State / Zip Code: Riviera Beach, FL 33404

Home Phone Number: 561.360.0079 Alt. Phone Number: \_\_\_\_\_

Do you have a valid Driver's License that you will be able to produce upon offer of employment, for verification of driving privilege? YES NO If the position for which you are applying requires a valid driver's license, please provide driver's license information below:

Driver's License #: A352-422-69-804-0 Type of License: Class A  
State Issued: Florida Date of Birth: 8/24/69

Check the type of vehicles you are qualified, through experience to operate:  
Passenger Car  Light Truck Heavy  Truck or Tractor

Other: \_\_\_\_\_

### Names of relatives employed by the City of Pahokee and Department Names.

Name	Department	Relationship
N/A	N/A	N/A

Have you ever been employed with the City of Pahokee?      YES       NO

If necessary for the job, I am able to work overtime?      YES       NO

**IF YES PLEASE LIST ALL POSITIONS HELD, DATES OF EMPLOYMENT, DEPARTMENT NAME, SUPERVISOR AND THE REASON FOR SEPARATION.**

- ① Director of Community: Economic Dept - Presently - R. Lucas - CM
- ② Deputy City Mgr / Dir Community: Economic Dept - 4/13 - 8/19/21 - R. Lucas - CM
- ③ Interim City Mgr - 3/26 - 4/13/2022 - City Commission - New City Mgr
- ④ Dir Community: Economic Dept - ~~R. Lucas~~ 6/15 - 8/19/21 - R. Lucas & terminated by new interim city mgr G. Thompson
- ⑤ Interim City Mgr 2 4/16/2021 - 6/14/2021 - City Commission - hired new city mgr
- ⑥ Dir Community: Economic Dept 2/10/20 - 8/19/21 - C Williams & served inter CM due
- ⑦ Dir CEO - 6/24/2017 - 11/8/2018 this time -

#### EDUCATION

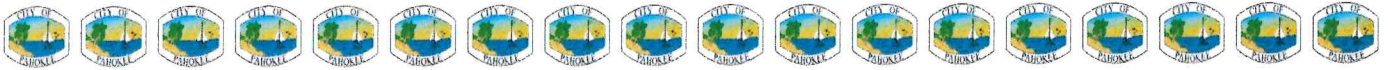
Please include Name and Address of school, years attended, date graduated and degree obtained, if any. If more space is needed, please attach an additional page.

	Name & Location	Dates	Graduated (?)	Major Study/ Degree
<b>High School</b>	Palm Beach Gardens High School P.B.G., FL 33410	8/1983 to 5/1987	Yes	All major courses studied
<b>College</b>	Allen University Columbus SC 29204	8/1987 to 8/1991	Yes	
<b>Additional Education</b>	ICMA - Texas University	9/30/2023	Certificate	Six Sigma Yellow Belt Project Mgmt
	FEMA - Emergency Mgmt		Certificate	

**EMPLOYMENT**

Please list, beginning with your most recent employment (prior employer), any and all prior work experience you have had during the past 15 years. Be sure to account for any periods in which you have been unemployed. Please describe your job duties in full detail. If you are no longer employed, please explain reason for separation, (If separation was voluntary, state why. If terminated or involuntary separation, state reasons you were given).

Employer: City of Pahokee  
 Address: 207 Begonia Drive, Pahokee, FL 33476  
 Date Employed FROM: 4/13/2022 Date Employed TO: Present  
 Position Held: Dir. Community & Economic Development  
 Supervisor's Name: Rodney Lucas Supervisor's Title: City Manager  
 Job Duties: Direct, manage & supervision of community & economic development dept. building planning & zoning code enforcement, community outreach events, FEMA - emergency management, Oversight of capital improvement project, legislative allocation grants.  
 Reasons for separation or seeking new employment: Still employed



Employer: City of Pahokee  
 Address: 207 Begonia Drive, Pahokee, FL 33476  
 Date Employed FROM: 3/26/2022 Date Employed TO: 4/13/2022  
 Position Held: Interim City Manager  
 Supervisor's Name: City Commission Supervisor's Title: City Commission  
 Job Duties: Management of city's budget Directing & Managing staff. Oversight of legislative allocation, Economic Development of city, Oversight of City's Campground, Marina as well as Port Mavada Cemetery.  
 Reasons for separation or seeking new employment: City Commission hired a new interim City Manager



Employer: Florida Sugar Cane League  
 Address: West Palm Beach, FL 33409  
 Date Employed FROM: 12/1/2021 Date Employed TO: 3/30/2022  
 Position Held: Director, Outreach & Community Engagement

Supervisor's Name: Jeff Memous Supervisor's Title: CEO

Job Duties: Community Outreach to various organizations, corporate marketing of FL Sugar Cane harvest - the CDP, US Sugar - partnership of Florida Cane Growers. Hosted tours & farm to table dinner to introduce people to agricultural community

Reasons for separation or seeking new employment: Resigned - offered a new position

City of Pahokee logos: City of Pahokee

Address: 287 Popovics Drive, Pahokee, Florida 33476

Date Employed FROM: 2/2/2020 Date Employed TO: 8/9/2021

Position Held: Deputy City Director Community & Economic Development, Interim City Manager & Dir. Community & Economic Dev.

Supervisor's Name: Proddrey Williams, Braden City Commission, Chandler Williamson Supervisor's Title: City Manager, City Commission, City Manager

Job Duties: Oversight of City ops, managing, writing of city grants, capital improvement projects, budgets, comprehensive plans, Community & Economic development such as housing. Served as the PIO as well as Emergency Management (PFA)

Reasons for separation or seeking new employment: Terminated in 2021 as a result of change in commission hiring a new city manager. City Manager terminated me on 8/9/2021

**OTHER**  
Please describe any other experiences or skills for which you feel qualify you for the position of which you have applied for with the City of Pahokee.

I am currently serving as the Dir of Community & Economic Development but I have also had the privilege of serving as deputy city manager & interim city manager twice. This experience coupled with my previous experience as a business manager for manager, a grant writer & grant manager in the not for profit and public sector has afforded me the opportunity to build relationships, harvest a wealth of knowledge to fulfill the needs of the organizations & companies I have served.

**Please Explain, In Your Own Words,**  
Why would you like to work for the City of Pahokee, in what position, and what qualifications you may possess, or other reasons you may feel should be considered.

I have had the pleasure to work with an outstanding staff in a city that is a hidden jewel. Over the past few years I have dedicated my qualities, & competencies, such as my Yellow Belt in Project Management, received through ICMA University and my Emergency Management Training (EEMT) to make our city function. Working at the City Commission, City Manager and various stakeholder, I continually prove that I am capable of moving the jewel of the city of Pahokee forward successfully.

**STOP!**

- 1. Did you attach a copy of your driving history, if required? YES  NO
- 2. Did you attach a copy of your HS Diploma / GED, Degree or Applicable Training Certification, if required? YES  NO



**READ CAREFULLY AND INITIAL**



JA

**I UNDERSTAND** that this application will only be considered “active” for 1 year from the date of the application. I understand that I must notify the City of Pahokee in writing of the desire for my application to be considered for any additional positions available.

JA

**I ALSO UNDERSTAND** that all statements made on this employment application may be checked by the City of Pahokee, and I authorize such prior employers to answer any and all questions regarding my prior employment. I hereby indemnify the City of Pahokee and each of my prior employers and hold them harmless from any claims arising from such authorization.

JA

**I UNDERSTAND** further that any misstatements or omissions in this application may result in a decision not to hire, or discharge if discovered at any time after being hired.

JA

**IF EMPLOYED, I AGREE** to conform to the rules and regulations of the City of Pahokee.

JA

**I ACKNOWLEDGE and AGREE** that any time I am to subject to any type of discrimination or harassment, I will contact the City of Pahokee’s Human Resources Director or the City of Pahokee’s City Manager immediately to obtain assistance in the resolution of such matters.

JA

**I FURTHER ACKNOWLEDGE and AGREE** that upon receiving an offer of employment, I will be required to submit proof of authorization to work in the United States and that I may be required to submit other documentation necessary for any background checks required for the position for which I have applied.

JA

**I UNDERSTAND** that any offer of employment is conditional upon the verification of authorization to work in the United States and upon a successful background check.

JA

**I ACKNOWLEDGE and AGREE** that I must submit to, and successfully complete, a drug test in compliance with the City’s Drug Free Workplace Policy as a condition of employment.

**I HEREBY REPRESENT AND WARRANT** that I have read or had the above statements read to me and fully understands the foregoing. I further state that I would like to continue the process to seek employment under the above stated guidelines of the City’s conditions of my own free will and accordance with my own judgment.

JA

**Applicants Signature**

4/29/2024

**Date**

**Witness**

**Date**



## ATTENTION APPLICANT



Please be advised that Florida State Statute regulates the collection and use of your social security number as defined in Chapter 119. This serves as written notification to the collection and purpose thereof:

This office must request your social security number for the specific purpose and for no other purpose as listed below, if your application is considered for further consideration:

To process and report wages pursuant to the Social Security Administration Act;

To report income pursuant to the Federal Department of Internal Revenue Service;

To initiate and process application or employee background checks to include consumer reports, educational institutions, government agencies companies, corporations and credit reporting agencies in compliance with the Fair Credit Reporting Act;

For Drug Screening Test Identification; and

To process your Employment Benefits.

Should you have any questions, please feel free to contact the Human Resources Department personnel.

Jacqueline Ramsay  
*Human Resources Manager*

Jongelene B. Adams  
Riviera Beach, Florida  
561.360.0079  
[Jongeleneadams@hotmail.com](mailto:Jongeleneadams@hotmail.com)

29<sup>th</sup> April 2024

Honorable Mayor Keith W. Babb, Jr and City Commission  
City of Pahokee  
City Hall  
207 Begonia Drive  
Pahokee, Florida 33476

Re: Interim City Manager/ City Manager Position

Dear Honorable Mayor Babb & City Commission:

As the current Director of the City of Pahokee's Community and Economic Development Department, it is with great pleasure that I submit my cover letter, resume and application to the City Commission for the position of Interim City Manager with hopes of becoming the next permanent City of Pahokee City Manager.

I have been employed with the City of Pahokee since June 2016 as the Director of Community and Economic Development. Throughout my service to the City of Pahokee, I have served as Interim City Manager twice while simultaneously serving as the Director of Community & Economic Development.

I have had the pleasure of serving the City in various capacities as the Director of Community & Economic Development, Interim City Manager, and Deputy City Manager. During my time with the city, I have been a part of a team of wonderful, hardworking dedicated staff. With continuous support of city administration, I have been successful at overseeing and completing such capital improvement projects as Glades Citizens Villas and East Lake Stormwater Improvement Projects. Oversight of these projects included working with the lobbyist, and engineer from the beginning of the legislative request to the State of Florida to project completion. I have been successful at writing, submitting and managing such grants as the FDOT Section 5310 grant for the City of Pahokee Parks & Recreation's bus that is utilized for our senior program as well as many other funding and capital improvement projects.

I have a full understanding of the City of Pahokee's budgets, audits, legislative process and state and federal allocations, city-wide events as well as surtax funding and all of our economic drivers in the City. I have served directly under the City Commission as the Interim City Manager as well as serving directly under two previous city managers, which is why, I am the best candidate to fulfill the immediate and long-term needs of the City. My investment in the city has been evident in all of my efforts that I have exhibited over the past few years, I have an intimate understanding of the direction of the City Commission, residents and all stakeholders. I offer first-hand knowledge of the uniqueness of the City, the demands, challenges, joys and success of our City.

Our city has experienced an overwhelming amount of stressors over the last three years, I believe I am the best person to carry out, direct and implement the policies, vision and growth that we have waited for. I am a person who exhibits pride for our city, is respectful of persons, has built bonded relationships and truly wants to continue to see our City remain a jewel in the Glades/ western communities, Palm Beach County, State of Florida and all of the US.

Thank you in advance for your careful and thoughtful consideration of my qualities I offer as the next City Manager for the City of Pahokee.

Respectfully,

Jongelene B. Adams



# Jongelene Adams

**Director of Economic & Community Development**

Riviera Beach, FL 33404

[jongeleneadams@hotmail.com](mailto:jongeleneadams@hotmail.com)

561 360 0079

## Profile

Fervent, concise and supportive communicator that is adept in utilizing effective leadership skills and innovative approaches to guide staff as well as stakeholders to attainable goals and outcomes. Experience at delegating and investing the appropriate resources to ensure success as it relates to policies, initiatives and economic growth.

## Skills

Knowledgeable of government  
Effective Leaderships Capabilities  
Project & Process Management  
Effective Communication Skills  
Team building  
Respectful of individuals  
Organizational Abilities  
Microsoft office, Google  
Emerging Technology Skills

## Employment History & Experience

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### **Director Economic & Community Development**

**(current and coinciding w/other DCM & Interim positions), Deputy City Manager, Interim City Manager (served twice as Interim)**

City of Pahokee - Pahokee, FL

June 2016 – November 2018; Feb 2020 – August 2021; March 2022 - April 2022 – August 2023; March 2022 to Present

Currently serving as the Director, Community & Economic Development oversight of Community & Economic Development, Building Planning & Zoning (which includes Code Enforcement); and Citywide Events. This also include emergency management for the City, PIO, social media, grantwriting, grant and capital improvement project management.

As Interim City Manager and Deputy City Manager, managing and providing organizational leadership of staff, prioritizing and directing the resources of the City's budget of \$9 million dollars, and guiding the City per the directives of the City Commission such as the upturn of economic development for the city which includes, ecotourism (Pahokee's marina & campground).and well as a cemetery (Port Mayaca Cemetery Gardens).

\* Researching, developing & writing of federal, state, local, public & private grants; grant management of funded grants & programs these include: DOT; DEP; DEO, SWA, Palm Beach County Youth Services, etc. Project management of all infrastructure projects for the city, this includes road construction, stormwater & marina improvements (including bid procurement process, budgets), contract negotiations and reimbursements; legislative allocations/directives

\* PIO for the City, this involves writing media/press releases, public relations campaigns and managing social media initiatives such as City of Pahokee's website, Facebook, LinkedIn, Instagram.

\* Creation of RFPs, RFIs, and other bid documents as well as responsibility of the entire procurement process. Working with community organizations, community members, churches, civic organizations, as well as various agencies to as they relate to CDBG, SHIP, FEMA, EPA and other HUD and community planning.

\* Other responsibilities include working with demolition, housing development, Building Planning & Zoning Department to ensure compliance as it relates to the Economic Development Department, zoning and land use issues.

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Riviera Beach, FL 33404

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This also includes collaborating with Palm Beach County Department Housing & Economic Sustainability, NSP, FEMA, South Florida Water Management and Palm Beach County Emergency Management Services.

- \* Creating work plans for community projects, grants and other prospective economic and community development initiatives; creating vitality via neighborhoods and community engagement

- \* Working with Finance Director & lobbying firm as it relates to local funding initiative requests, budget allocations and assisting with the preparation of policy & budgets.

- \* Collaborating with Palm Beach County Board of County Commissioners, State Legislature, National League of Cities, Business Development Board & other appropriate entities.

- \* Production and generation of citywide events which includes MLK Parade, Back to School Bash, 4th of July and other events. Creation of these events include all marketing, sponsorship and public relation activities.

## **Director, Community Outreach & Engagement**

Florida Sugar Cane League - Palm Beach County, FL

December 2021 – March 2021

Serving as the Director, Community Outreach and Engagement - coordinated various community engagement activities such as agricultural tours and speaking engagements as a vehicle for marketing the agricultural industry within Palm Beach County. Worked with such partners as US Sugar, Florida Crystals and the Sugar Cane Growers Cooperative of Florida to educate the community of the value of our farmers in Palm Beach County and particularly the western communities, emphasis on the Glades communities. Served as advocate for legislative issues as it relates to agricultural industry.

## **Program Supervisor – Headstart Family Support & Engagement**

Children's Home Society – Jacksonville, FL

July 2015 – Feb 2016

As Program Supervisor, I approved admissions of clients to the program; assigned cases to team members and oversight of service delivery. Provided support with in-crisis or problem cases; on-going support to team members in coordinating services for clients; Reviewed & monitored case files for internal & external quality assurance standards; oversight of services provided and compliance of contractual regulations; liaison to community agencies such as DCF, DJJ, etc and \*Grant writing, contract negotiating, accreditation and monitoring

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## Education

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### **Bachelor of Arts in Liberal Arts in Liberal Arts**

Allen University - Columbia, SC

August 1991

### **High School Diploma**

Palm Beach Gardens High School

June 1987

## Certifications

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### **Lean Six Sigma Yellow Belt – ICMA University**

September 2023 to Present

### **Emergency Management – FEMA**

January 2023 to Present

### **Event/Crowd Management**

November 2022 to Present

## Memberships/Associations

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### **Leadership – Central Palm Beach County**

Class of 2022

### **National League of Cities – Small Cities Council**

January 2024 – Member

### **National League of Cities – Community & Economic Development Committee**

January 2024 - Member