

April 30, 2024

City of Pahokee  
Attention: Carlos Mangual  
Interim Human Resource Director  
207 Begonia Drive  
Pahokee, FL 33476

Re: City Manager Position

Dear Mr. Mangual,

I am writing to you in response to the city of Pahokee's City Manager's job advertisement as listed on the city's website. I would like to highlight and clearly express my interest in the position, as I am confident that I possess all of the necessary qualifications to fulfill the position.

Over my professional career, I have worked and gained measurable experiences in many of the preferred skills, experiences and knowledge that's highlighted in the advertisement and application documents. These experiences as a former City Manager, elected City Commissioner, Executive Director, Chief Executive, Community & Business Developer and Business owner comprehensively and uniquely speaks to my abilities to be successful within your organization.

Additionally, as a former City Manager, I have a vast understanding of what knowledge, skills and abilities are being required in this position namely; knowledge of principles and practices of municipal governance, municipal projects and funding and the local, state, and federal agency coordination needed to be successful as a small, rural municipality. I am also a former member of both the Palm Beach County and the International City Managers' Associations, former committee member and chair of The Florida League of Cities Quality City's Committee and served as City Manager during the tenure of former Mayor Clarence Anthony's Presidencies of both the Florida League and National League of Cities. My tri-city regional advocacy and board participations are just as extensive.

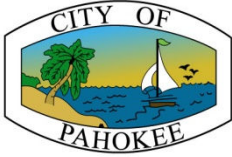
I've attached a copy of my resume to better acquaints you with the totality of my experiences, skills and abilities. I would be delighted to hear back from you and schedule a time to interview for this position. Feel free to reach me at [Mejconsult@gmail.com](mailto:Mejconsult@gmail.com) and/or 561.723.5652.

Sincerely,

A handwritten signature in cursive script that reads "Michael E. Jackson".

Michael E. Jackson

Enclosure



# 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: City Manager  
*(Please only list one position per application)*

When are you available to start work? Negotiable

Type of Employment desired? Full Time  Part Time  Temporary

Applicant's Full Name: Michael E. Jackson

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: 430 SE 2nd Avenue

City / State / Zip Code: South Bay, FL 33493

Mailing Address: P.O. Box 941

City / State / Zip Code: South Bay, FL 33493

Home Phone Number: 561.723.5652 - cell 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 x 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 #: J250-545-65-348-0 Type of License: Class E

State Issued: Florida Date of Birth: 09/28/65

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

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.**

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**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>	Glades Central High Belle Glade, FL 33430	1980 - 1983	Yes	High School Diploma
<b>College</b>	Florida A&M University Tallahassee, FL 32307	1983 - 1987	Yes	Political Science Bachelor's of Science
<b>Additional Education</b>	Florida A&M University Tallahassee, FL 32307	1989 - 1990	Yes	Social Sciences/Public Admin Master's Degree

**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:** \*L&MJ Consulting, Inc. / Presently known as MEJ Consulting, LLC.

**Address:** 430 SE 2nd Avenue South Bay, FL 33493

**Date Employed FROM:** February 2005 **Date Employed TO:** Present

**Position Held:** CEO / Principal Consultant

**Supervisor's Name:** Self Employed **Supervisor's Title:** Chief Executive Officer

**Job Duties:** Serve as CEO and Principal Consultant, supervise and oversee governmental, private and non-profit organizations' projects; assist with the creation and development of business start-ups, recommend and manage economic and comprehensive strategies for business expansions, coordinate permitting, planning and zoning matters and provide fiscal, administrative and management strategies for governmental and private clients.

**Reasons for separation or seeking new employment:**

N/A \*L&MJ Consulting, Inc, was renamed as MEJ Consulting, LLC in 2019



**Employer:** Street Beat, Inc.

**Address:** 205 SE 3rd Avenue - Suite C South Bay, FL 33493

**Date Employed FROM:** 2013 **Date Employed TO:** Present

**Position Held:** Interim Executive Director / Grants Administrator

**Supervisor's Name:** Board of Directors **Supervisor's Title:** Board Members

**Job Duties:** Serve as Chief Executive, Administrative and Fiscal Officer for an Arts' based NPO; manage arts and mentor projects; grants administrator; and supervise employee and volunteer staff and coordinate programs and events with local cities throughout the tri-city region.

**Reasons for separation or seeking new employment:**

N/A



**Employer:** South Florida Water Management District

**Address:** 3301 Gun Club Road West Palm Beach, FL 33406

**Date Employed FROM:** February 2002 **Date Employed TO:** 2005

**Position Held:** Service Center Director - Broward County

**Supervisor's Name:** Humberto Alonso

**Supervisor's Title:** Director of Service Center Directors

**Job Duties:** Directed and supervised a senior professional staff of engineers, budget analyst, outreach specialist and administrative assistants; assisted in the delivery of regulatory services, water supply planning, and land management; provided direct and indirect financial assistance to local governments and special water control districts; served as SFWMD spokesperson with all municipal and county governmental entities and managed annual budgets in excess of 50 million dollars.

**Reasons for separation or seeking new employment:**

To launch consulting company.



**Employer:** City of South Bay

**Address:** 335 SW 2nd Avenue South Bay, FL 33493

**Date Employed FROM:** 1996

**Date Employed TO:** December 2001

**Position Held:** City Manager

**Supervisor's Name:** City Commission

**Supervisor's Title:** Mayor and Commissioners

**Job Duties:** Served as Chief Executive and Fiscal Officer for the City of South Bay; day-to-day administrator under the auspices of a Manager-Commission form of government; directed and supervised a multi-disciplined workforce and employees; trained and directed department heads and senior level managers and recommended theoretical framework to the elected commission for policy development consideration.

**Reasons for separation or seeking new employment:**

To seek other professional employment opportunities.

**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 have over 30 years of educational and professional experiences that adequately qualify me for the position of City Manager.

I have attached a resume that gives a full listing of these experiences to include positions of lobbyist, liaison/ombudsman, educator and city management, with all of these experiences being in and/or for the Glades region, to include as a teacher at Pahokee High School. These experiences have also allowed me to work and interface with all aspects of the communities of the Glades, namely the business, educational, non-profit, governmental and the clergy communities. I have also served on executive and regional boards as an advocate for local health/mental health, youth, utilities, infrastructure and business diversification and development interest and services.

**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.

It would be an extreme honor to work for the City of Pahokee as its City Manager. I was born in Belle Glade and am a lifelong resident of the Glades region. I have intentionally committed my entire professional career to improving the lives of the people and institutions of this region. As a former City Commissioner and City Manager, I have experienced being a municipal policy maker and chief executive tasked to carryout municipal policy. I would like to be a part of a team that creates better and meaningful opportunities for the advancement of people, institutions and overall community. I am fully committed to excellence and helping others to achieve success. I give 100% effort in everything that I commit to and will always give my very best effort.

**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**



MJ 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.

MJ 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.

MJ 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.

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

MJ 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.

MJ I FUTURE 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.

MJ 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.

MJ 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.

*Michael Jackson*

Applicants Signature

April 30,2024

Date

Fanny Jackson

Witness

April 30, 2024

Date



## ATTENTION APPLICANT

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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*

## **MICHAEL E. JACKSON**

430 SE 2<sup>ND</sup> Avenue \* South Bay, FL 33493 \* (561) 723.5652 \* Meiconsult@gmail.com

### **PROFILE**

**Talented, accomplished and experienced Senior Administrator/Executive, with a broad background in directing municipal, governmental and non-profit entities.** Exhibit excellent communication, organizational, computer/technical and interpersonal skills with the ability to relate to people of various ethnic, socio-economic, and cultural experiences; Strategic thinker, able to create, develop and communicate vision, using collaborative and team building processes; Ability to see the big picture and determine the necessary steps to achieve it; Effective and efficient at recognizing the strengths and abilities of individuals/teams and motivating them to establish vision and accomplish mission through goal setting; Intelligent, dedicated, highly energetic individual with strong work ethic and moral principles; and Exceptional presentation, leadership and communication skills.

### **PROFESSIONAL BACKGROUND**

**Covenant Arts Academy Charter School, Inc. South Bay, FL 2018 - Present**  
**Consultant/Advisor**

- \* Chaired Charter School Applicant Team – Received Charter October 2018 – Palm Beach County
- \* Secured and Negotiated Site Location
- \* Marketing, Planning and Recruitment Manager
- \* Grant Administrator/Writer
- \* Community Outreach Specialist
- \* Estimated Annual Budget - 2 million

**Merrick Damon Real Estate family of Companies Wilton Manors, FL 2016 - Present**  
**Consultant/Advisor**

- \* Serves as the Manager for Business Startups and Expansions
- \* Direct and Manage Business Affiliates in the states of Florida and Georgia
- \* Promote/Market MD Real Estate Schools and Foundation
- \* Work directly with team of Attorneys for both residential and commercial properties

**Street Beat, Inc. South Bay, FL 2013 – Present**  
**Consultant/Grants Administrator**

- \* Serve as Administrative and Fiscal Officer for an Arts' based NPO
- \* Manage after and out of school Arts and Mentoring Projects
- \* Oversees day to day administrative and management functions
- \* Serve as grant writer and administrator
- \* Complete Annual Fiscal/Management Accreditation Review
- \* Coordinate programs and events with local schools and other entities involved with youth and families

**Florida Crystals Corporation Glades Region 2016 – 2020**  
**Community Liaison/Outreach Specialist/Lobbyist**

- \* Facilitated, Coordinated and Presented in Community Meetings/Workshops
- \* Served as Municipal Liaison/Lobbyist with Tri-Cities (Belle Glade, South Bay, Pahokee)
- \* Coordinated services with Palm Beach County Government and appropriate Regulatory Agencies
- \* Developed Strategic Partnerships with NPOs, Economic and Business Development entities
- \* Coordinated meetings and presentations with Land Use Attorneys and Municipal Officials



**Board of County Commission – District 6 *West Palm Beach, FL 2007 – 2010***

**Liaison/Ombudsman (Independent Contractor)**

- \* Coordinated efforts between elected and community representatives of Western Palm Beach County, namely South Bay, Belle Glade, Pahokee and all contiguous unincorporated areas and the District 6 County Commissioner to develop and enhance working relationships
- \* Identified and facilitated, with county administrators and senior level staff and appropriate regional representatives, the timely completion of municipal capital projects throughout western Palm Beach County
- \* Identified and developed plans with municipalities to evaluate redevelopment and revitalization needs and services, from basic infrastructure to social services programs, in order to enhance the quality of life of residents within the region
- \* Coordinated with the appropriate county agencies to address affordable/workforce housing within the region through repair, replacement or new housing efforts and the identification of potential funding sources outside of county funding
- \* Developed a strategic workforce plan for training and retraining of citizens in the region through cooperative efforts with Workforce Alliance and coordinated efforts with the county's Economic Development Team, Business Development Board and Tourist Development Council to create a plan to improve the tourist and economic base of the region

**L & MJ Consulting, Inc. *Palm Beach County, FL 2005 – 2012***

**Chief Executive Officer / Principal Consultant**

- \* Served as Chief Executive and Principal Consultant for company
- \* Oversaw governmental, private and non-profit projects from implementation phase throughout project completion
- \* Assisted with the creation and development of business start-ups; managed and recommended economic and comprehensive strategies for business expansions
- \* Assisted individuals, companies and organizations with permitting, planning and zoning matters
- \* Provided fiscal, administrative and management recommendations and strategies to companies and governmental entities throughout the tri-county region
- \* Provided leadership training and coaching for middle to senior level executive managers

**South Florida Water Management District (SFWMD) *Broward County, FL 2002 - 2005***

**Director**

- \* Supervised and directed a senior professional staff of a regional office in Broward County, FL.
- \* Primary responsibilities included but were not limited to, budget development and implementation
- \* Assisted in the delivery of regulatory services, water supply planning, land management and monitored SFWMD funded/supported programs
- \* Provided direct/indirect financial and or technical assistance to local governments and special water control districts throughout Broward County
- \* Served as a communication link between the SFWMD and all municipal and county governmental entities within Broward County
- \* Implemented/promoted environmental education/awareness programs
- \* Assisted in both internal and external agency coordination
- \* Assisted local governments in post hurricane disaster recovery efforts
- \* Developed and managed annual average Project Budgets in excess of 50 million dollars
- \* Coordinated meetings, workshops and presentations with District's Legal Team, Land Use Managers and Municipalities Throughout Broward County

**City of South Bay** *South Bay, FL 1996 – 2001*

**City Manager**

- \* Served as Chief Executive and Fiscal Officer for the city of South Bay
- \* Primarily responsible as day to day administrative services under the auspices of a Manager-Commission form of government
- \* Directed and supervised a multi-disciplined workforce and employees
- \* Trained and Directed Department Heads and Senior level Directors/Managers
- \* Served as the official administrative spokesman for the city of South Bay
- \* Encouraged and promoted Economic and Community Development initiatives
- \* Served as the official legislative liaison with County, State and Federal officials/representatives
- \* Provided and recommended theoretical framework to an elected body of legislators (Mayor and Commission) for policy development consideration
- \* Developed and managed a multimillion-dollar annual budget
- \* Supervised, managed and directed Land Use Managers and city Attorneys on all Municipal Projects

**Palm Beach County Schools**

*Palm Beach County, FL 1987-1988 / 1991-1996*

**Educator/Teacher**

- \* Developed and implemented educational initiatives as a state of Florida Certified teacher within the Palm Beach County School system (Lake Shore Middle School, Pahokee High School and West Technical Education Center)
- \* Served as a GED Instructor and Educational Counselor within the Correctional Educational School Authority system at the Glades Correctional Institute
- \* Served as an Adjunct Social Sciences Professor at a Palm Beach County satellite campus of Bethune-Cookman College

**EDUCATION**

Master of Applied Social Sciences (MASS) - Public Administration  
Florida Agricultural and Mechanical University, Tallahassee, FL.  
Graduated with Honors, earned Dean's Scholarship

Bachelor of Science (BS) in Political Science  
Florida Agricultural and Mechanical University, Tallahassee, FL

**RELATED EXPERIENCES**

- \* Present and Past Member of several Board of Trustees for local social/civic and non-profit organizations (Street Beat, Inc., Boys and Girls Club, C.L. Brumback Health Center, Palm Beach County Mental Health Services, Glades General Hospital, ARC of the Glades)
- \* Serves on the Jackie Robinson Scholarship Committee - Florida Advisory/Selection Committee
- \* Served as an inaugural Board Member of the Glades Utility Authority (GUA)
- \* Leadership Broward County – Senior Executive Program
- \* Served as a two-term elected official, City Commissioner - City of South Bay
- \* Elder – Glades Covenant Community Church (Administrator, Finance and Facilities)
- \* Former Director of Life-long Solutions for Students Mentoring Program - Lake Shore Middle School
- \* Participated in several local, state and federal councils/associations/committees (Palm Beach Community College – Steering Committee, Florida League of Cities, National League of Cities, Florida City and County Management Association – FCCMA and the International City/County Manager's Association – ICMA)
- \* Participated in and represented the United States of America, via the National League of Cities (NLC) in a local government leadership exchange initiative in Ghana, West Africa
- \* Served as a legislative intern at the Florida State Senate (Senator A. Girardeau) and US Congress (Congressman William Grant)

## **REFERENCES**

Caroline Villanueva: Florida Crystals Corporations - (561) 366-5125

Jeffery Willis, Jr.: MCA Total Experience - (561) 985-8786

Pastor Kenny Berry: Grace Fellowship Worship Center - (561) 914-1917

Jess R. Santamaria: (former) Palm Beach County Commissioner - (561) 512-4196