

Application for City of Riviera Beach Charter Review Advisory Board

Please Note: Pursuant to 119.07 F.S. the information provided in this application is considered to be public record, except as provided by law

Name: Javarious G. Jackson Home Address: 375 W 15 Street

City: Riviera Beach State: FL Zip Code: 33404 Home Phone No.: (561)293-6814

Work Phone No.: _____ Email Address: javariousj4@gmail.com

Are you currently serving on a Board or Committee? (Yes) (No)

If so please indicate name: _____ Date of service(s) _____

Are you available for day time meetings or evening meetings

What would you hope to accomplish by participating if you are appointed?
To proffer sound initiatives for the board approval and consent.
This appointment will give me the opportunity to improve the
quality of life for all that live, work, and play in Riviera
Beach.

Present Employer:
Palm Beach Board of County Position: _____

Address: 301 N Olive Ave. City WPB State: FL Zip Code: 33401

Profession: Public Administration Length: _____

How long have you practiced the above profession? 2 years

Preferred mailing address: 375 W. 15 Street Riviera Beach, FL 33404

Could your occupation present a conflict of interest on any subject matter discussed or decided upon by the Advisory Board? Yes No

Please explain: _____

Please explain your knowledge, experience, and interest in municipal functions, municipal charter, financing, Florida Constitution, and Florida Statutes pertaining to municipal law ;if none provide your experiences or skills in dealing with business or communication:
Ability to reasearch municipal functions, municipal charters,
financing, Florida Constitution, and Florida statutes

Currently employed with a government agency and have a vast understanding of policies and procedures as it relates to local government.

Educational Background:

<i>Degree or Certificate</i>	<i>Institution</i>	<i>Course of Study</i>
MPA	Nova Southeastern University	Public Administration
Bachelor of Science	Bethune-Cookman University	Public Relations

Are you registered and actively Vote in Palm Beach County? Yes (✓) No ()

Are you currently participating in civic or community activities? Yes () No (✓)

If yes, please explain _____

I understand the duties, rules and time commitment to the Advisory Board to which I have applied: _____

[Handwritten Signature]
Signature

18-April-2017
date

How did you learn about the Charter Review Advisory Board?

City's website () Community Group () Newspaper () Other specify ()

Please return application and resume to:

City Clerk
600 West Blue Heron Boulevard
Riviera Beach, FL 33404

For use by the City of Riviera Beach

Appointment by: _____ Date: _____ Expiration Date: _____
Orientation Date: _____
Notified by City Staff _____

Application for City of Riviera Beach, Charter Review Advisory Board Appointment

J. Gary Jackson

Contact Info: (561)293-6814 Email: javariousj4@gmail.com

April 17, 2017

Dear Mayor and Council,

I, Javarious Jackson, respectfully request your consideration for appointment of myself to the Charter Review Advisory Board. The purpose of this letter is to inform the board of my keen interest in serving as a potential committee member. I am a lifelong resident of Riviera Beach who has witnessed the tremendous amount of change here in the city. I love this city that is sometimes referred to as a "diamond in the rough". I truly believe this unique opportunity will allow me to serve my community in a different capacity by assisting in the betterment of Riviera Beach.

Shaping the future of a dynamic city like Riviera Beach is an immensely humbling and worthwhile experience. We all know the prevalent issues that affects our current charter, Resolution No. 115-07 clearly states that the purpose of its creation was to adopt a new charter to reflect changes over the years in laws at the local, state, and federal level. In my opinion, there is a need to ensure that the charter review board is comprised of a vast array of individuals that is a reflection of our entire community. I will bring forth the highest ethical standards with respect to honesty and integrity. It would be my mission to identify, understand, and address specific problems in our charter such as our process to procure goods or services, economic development, housing, and public safety to name a few.

I am committed to increasing my knowledge and skills through professional development. My continued educational plan to pursue my master's degree in Public Administration marks yet another accomplishment toward achieving distinction and true success in my future endeavors. With strong communication and organizational skills, I am confident that I can be a valuable asset not only to this board, but also the constituents we serve.

I understand the journey will be long and require sedulous care. However, I welcome this challenge, that the Charter Review Advisory Board will be faced with. I am aware of the kind of dedication, resilience, and resolve that it demands for. I feel that I am adequately prepared to make a positive contribution to your organization.

I am sure there will be many candidates qualified for this appointment. However, I can assure you none are as dedicated nor will work as hard as I will to get the job completed. Thank you for your continued support and commitment to professional excellence. I look forward to serving my community and making a difference for those that live, work, and play in the great City of Riviera Beach.

Kindest Regards,

J. Gary Jackson

J. GARY JACKSON, Riviera Beach, FL
Telephone: 561-293-6814 **E-Mail:** javariousj4@gmail.com

SKILLS & QUALIFICATIONS

Employee Services Focused
Communications Liaison
Integrity with Confidentiality

Record Management
Data Entry Experience
Event Coordination

Budget & Cost Control
Community Resources
Payroll Administration

TECHNICAL SKILLS

MS Office Suite
Adobe, Photoshop
Adobe Illustrator

Adobe InDesign
Advantage
Desktop Publishing

Financial Management Systems
Time Server
Public Surplus

EDUCATION

Master of Arts in Public Administration, Nova Southeastern University
Bachelor of Arts in Public Relations & Advertising, Bethune-Cookman University
High School Diploma, William T. Dwyer High School

Miami, FL
Daytona Beach, FL
West Palm Beach, FL

CAREER EXPERIENCE

Office Assistant, Palm Beach Board of County Commissioners

2017- Present

- Interprets and explains policy directives and operating procedures to agency personnel and public
- Handles administrative detail, prepares special reports
- Acts as liaison with County Departments/Divisions, professional groups and the public
- Greets visitors; interviews, screens, and refers callers
- Maintains calendar for Department Director and assigned staff, arranges appointments, coordinate meetings
- Prepares minutes of meetings in final form for distribution
- Assist in the administration of departments budget and operations
- Maintains files/records, confidential documents, reports, and other materials
- Responsible for preparing payroll using Time Server Software

Legislative Aide, CITY OF RIVIERA BEACH, Riviera Beach, FL

2016 - 2016

- Assisted the commissioner by serving as liaison between Mayor, City Staff, and the general public
- Represented the commissioner at meetings to deliver or gather information as needed
- Drafted and typed responses to citizen correspondence
- Handled all constituent complains, concerns, and request for information, routed to the correct department
- Maintained commissioner calendar, receiving request for meetings or speaking engagements
- Received and logged all calls on behalf of the commissioner
- Researched, analyzed and briefed commissioner on issues and compiles information for use of meetings
- Arranged all commissioner travel, preparing related paperwork, contacting airlines, and hotels

J. GARY JACKSON, Riviera Beach, FL
Telephone: 561-293-6814 **E-Mail:** javariousj4@gmail.com

CAREER EXPERIENCE CONTINUED

Public Service Ambassador, CITY OF RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY, Riviera Beach, FL 2014- 2016

- Communicated Riviera Beach resources, sites of interest, and entertainment options
- Interacted with local businesses to communicate and assist in problem solving
- Provided human service outreach to those in need
- Served as goodwill ambassadors, information sources and positive welcoming advocates for the CRA
- Served as information sources to the public, local businesses, residents, police, fire, and other city and county organizations
- Provided quality customer service

Executive Administrative Assistant/HR Assistant, INTERIOR CASEWORK INC., Riviera Beach, FL 2008 - 2014

- Welcomed new employees to the organization by conducting orientation
- Provided payroll information by collecting time and attendance records
- Assisted with the preparation of the performance review forms
- Assisted with recruitment and interview process
- Maintained employee information by entering and updating employment and status-change data
- Provided information by transcribing, formatting, inputting, editing, copying and transmitting text, data, and graphics
- Conserved executive's time by reading, researching, and routing correspondence; drafting letters, and documents
- Maintained executive appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Represented executive by attending meetings in their absence; speaking for the executive
- Maintained customer confidence and protects operations by keeping information private
- Prepared reports by collecting and analyzing information
- Performed a variety of clerical tasks that require the use of specialized skills

OTHER EMPLOYMENT

Marketing/PR Technician (Internship), LIVE N LAVISH EVENTS, Orlando, FL 2013 - 2013
Public Relations (Internship), OPTIMAL LIVING MAGAZINE, Daytona Beach, FL 2012 - 2013
Lead Med-Technician, SEASON'S BY RIVIERA, Daytona Beach, FL 2010 - 2013
Direct Service Person, FLORIDA MENTOR FOR THE DISABLED, Daytona Beach, FL 2009 - 2010

PROFESSIONAL AFFILIATIONS

National Institute of Governmental Purchasing
Florida Redevelopment Association
Florida City/County Management Association