



## APPLICATION FOR CITY OF RIVIERA BEACH 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.

Board Applying For: Recreation Board

Name: Joe L. Nubin II Home Address: 1588 W. 35 St

City: Riviera Beach State: Fl Zip: 33404 Home Phone No: 561-844-7449

Work Phone No: 561-602-7384 Email Address: joe.nubinii@palmbeachschools.org

Are you currently serving on a City Board or Committee? YES  NO

If so please indicate name: \_\_\_\_\_ Date of Service(s): \_\_\_\_\_

Are you available for day time meetings  evening meetings

What would you hope to accomplish by participating if you are appointed?

I would like to bring about a positive environment for the youth of Riviera Beach to reach their fullest potential. I truly believe education and sports can be the foundation to help them in their future endeavors.

Present Employer: School District of Palm Beach Co Position: Career Education Coordinator

Address: 4245 Holly Drive City: Palm Beach Gardens State: Fl Zip: 33410

Profession: Education Length: 17 yrs

How long have you practiced the above profession? 17 yrs

Preferred mailing address: 1588 W 35 St Riviera Beach, Fl. 33404

Could your occupation or employment present a conflict of interest on municipal subject matters discussed or decided upon by the Advisory Board? YES  NO  NOT SURE ( )  
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:

**For nearly 10 years I server as a member of the City of Riviera Beach**

Civil Service Board, I also served as a member of the Northwest Riviera Redevelopment Board.

In addition, I was a Diversity Council Board Member for my former employer (Pratt & Whitney) for 15 years. I am familiar with the city charter as well as the Sunshine Law that governs boards.

**EDUCATIONAL BACKGROUND**

Degree or Certificate	Institution	Course of Study
MBA	University Of Miami	Business

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, explain: \_\_\_\_\_

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

<u>Joe L. Nubin II</u>	<u>8-3-2017</u>
Signature	Date

How did you learn about the Advisory Board?

City's website  Community group  Newspaper  Other

If you desire, a résumé may be attached. Florida Law may require you to file a Financial Disclosure Form. If so, you will be notified upon appointment to the City Advisory Board.

Please return application and résumé to:

**Office of the City Clerk  
600 West Blue Heron Blvd,  
Riviera Beach, FL 33404**

**FOR USE BY CITY OF RIVIERA BEACH**

Appointment by: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Orientation Date: \_\_\_\_\_ Notified by City Staff: \_\_\_\_\_

Joe L Nubin II  
1588W. 35 Street  
Riviera Beach, FL. 33404

Home (561) 844-7449  
Cell (561) 602-7384  
[joe.nubinii@palmbeachschools.org](mailto:joe.nubinii@palmbeachschools.org)

### EDUCATION

#### **University of Miami, Coral Gables, FL**

Master's Degree, International Business Administration (GPA 3.567) – April 2001

#### **Palm Beach Atlantic University, West Palm Beach, FL**

Bachelor's Degree, Management of Human Resources (GPA) 3.521) – December 1996

**Teaching Certification State of Florida** (Business, Vocational) – June 2001

### RELATED SKILLS

**Bias for Action** during problem resolution through daily interaction with internal and external customers.

**Communicate** proposed solutions to upper management.

**Conflict Resolution** for bargaining unit, non-exempt, and exempt employee issues as a Civil Service Board Member.

**Strong Customer Service Focus** to ensure strategic advantage in a global competitive marketplace through a keen understanding of local and international business.

**Develop Processes and Procedures** for many areas within the Telecommunication and Aerospace Industry.

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2017

OFFICE OF THE CITY CLERK

## EXPERIENCE

### **2001 – Present (Career Ed Coordinator) Palm Beach County School District**

Provide daily Instructions in the area of Business to High School Students which enable them to acquire the blue print they will need to navigate globally.

### **2017 – Present (Assistant Athletic Director) Palm Beach Gardens High School**

Provide daily assistance with the administrative functions of the athletic programs to ensure each program is transparent, accountable and providing an environment that fosters student growth.

### **2000 – 2001 (Project Manager) FPL FiberNet, LLC.**

Coordinate the daily work activity of various construction crews to ensure proper installation of FPL FiberNet's 105-mile Fiber Optic Network within Palm Beach County. Responsibilities associated with this include:

- Communicate daily with various permitting agencies, telecommunication customers (i.e. Bellsouth, Southern Bell Companies, etc.) as well as internal FPL FiberNet personnel.
- Review engineering drawings for compliance.
- Proposed construction solutions to ensure project is completed on time.
- Develop processes and procedures to maintain current and accurate construction as-built records and material inventory.

### **1978 – 2000 (Analyst) Pratt & Whitney (United Technologies WPB, FL)**

Assist in resolving procurement/material delays which critically impacted timely completion of Aerospace projects. This was successfully achieved through strong customer service focus. Responsibilities associated with the position are as follows:

- Effectively communicate with internal management and external vendors/customers as it relates to timely delivery of products and services.
- Interpret complex engineering drawings to ensure all material/equipment were in precise compliance as required by the United States Air Force.
- Resolve all material/procurement delays to ensure final project schedule is maintained.
- Calculate budget and resolve budgetary concerns (project overruns, manpower, equipment, etc.).

## **EXPERIENCE (cont.)**

### **1996 – Present (Board Member) Civil Service Board, City of Riviera Beach**

Serve as a board member in an independent manner to resolve legal and labor issues filed against the City of Riviera Beach. Perform the following duties on a monthly basis:

- Work closely with the National Conference of Fireman and Oilers Union representatives analyzing and interpreting grievances of general employees.
- Conducted final step grievance review and render final decision to the City of Riviera Beach Personnel Department.
- Assist in determining solutions that would resolve discrepancies between interfacing groups (City/Labor).
- Review and critique the City of Riviera Beach hiring, termination and promotion process to determine if action taken was in compliance with current policies and procedures.
- Propose necessary revisions to outdated policies and procedures.

### **2009 – Present (Board Member) Northwest Riviera Community Redevelopment Council (NWRCRC)**

Serve as a board member in an independent manner to oversee the business and affairs of the NWRCRC for the purpose of providing affordable housing to the citizens of Riviera Beach.

### **2011 – Present (Board Member) My Choice Academy, INC. (MCA)**

Serve as a board member as designated in the Charter, for the management of the business, property, and affairs of the Corporation, to do such lawful acts as it deems proper and appropriate to promote the objectives and purposes of the Corporation.

### **1994 – 2000 (Council Member) Diversity Council, Pratt & Whitney**

As a volunteer member of Pratt & Whitney's Diversity Council, I assisted in the strategic planning process to help Pratt achieve their initiative of providing a fair and equal working and living environment for all its employees and their families.

## **ADDITIONAL TRAINING**

HERRICK Associates, Palm Beach Gardens, FL  
Excellence in Leadership Training, (Management Training Program) – March 1999

Hanley Hazelden, West Palm Beach, FL  
Training in Counseling and Chemical Addiction. - 1997

## VOLUNTEER ACTIVITIES

**1980 – 2000 Volunteer Youth Counselor, City of Riviera Beach**

Interface with various youth groups providing guidance in the area of youth gangs, career development, and family crises.

**1988 – Present High School Football Coach, Palm Beach Gardens High School**

Assist in developing youth in the skills of football; in addition, help to build a positive attitude while learning the importance of being a team member.

**1988 – 1998 Youth Counselor, Alpha Phi Alpha Fraternity**

Assisted in the creation of Men of Tomorrow Youth Group. Assist in yearly scholarship drive that has enabled over 35 area students from 7 different high schools to attend college.

**1996 – 2000 Coordinator (Mentor Program)**

Assisted in the creation of a mentor's program between Pratt & Whitney's employees and area High Schools, (Gold Coast Intervention Academy): in addition, provided training to Gold Coast Academy's staff and established a working relationship.

**1996 – 2000 Junior Achievement Consultant**

Interact as a Consultant/Instructor in a classroom of middle and high school students providing training and expertise for the Soaring to Success Program, which enable students to gain on hand experience of how the American Free enterprise system work.

**1994 – 2000 Diversity Council Member**

As a member of Pratt & Whitney's Diversity Council, I assisted in the strategic planning process to help Pratt & Whitney reach its initiative of providing a better working/living environment for all its employees and their families.

**1997 – 2000 SECME Representative**

Interface with area corporations to provide science and technology fairs for elementary, junior high and high school students. Worked as a member of SECME's logistics team planning, coordinating, and fundraising future events, Chairperson Scholarship committee providing scholarships to SECME students.