



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: Planning and Zoning Board
Name: Javarious G. Jackson Home Address: 375 W. 15 Street
City: Riviera Beach State: FL Zip: 33404 Home Phone No: (561)355-4884
Work Phone No: _____ Email Address: jacksonchartreview@gmail.com

Are you currently serving on a City Board or Committee? YES NO
If so please indicate name: Charter Review Board Date of Service(s): 6/2017-present

Are you available for day time meetings evening meetings

What would you hope to accomplish by participating if you are appointed?
To proffer sound initiatives, policies, and recommendations for the board approval and cons
This appointment will provide me the opprotunity to improve the quality of life for all that
live, work and play in Riviera Beach. Serving my community.To gain further understanding

Present Employer: Palm Beach County BCC Position: Equal Opportunity Specialis
Address: 301 N. Olive Ave. City: West Palm Beach State: FL Zip: 33401

Profession: Public Administration Length: _____

How long have you practiced the above profession? 2 years

Preferred mailing address: 375 W. 15 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: N/A

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 research 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. Interested in understanding development and the review process.

EDUCATIONAL BACKGROUND

Degree or Certificate	Institution	Course of Study
MPA	Nova Southeastern University	Public Administration
BS	Bethune-Cookman University	Mass Communications
	William T. Dwyer	High School Diploma

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:

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: _____

J. Gary Jackson

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

October 22, 2017

Dear Mayor and Council,

I, Javarious Jackson, respectfully request your consideration for appointment of myself to the City of Riviera Beach Planning and Zoning Board. The purpose of this letter is to inform the board of my keen interest in serving as a potential board 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 issues that arise as it relates to development. In a country where local democracy is a treasure, it is essential that citizens play an active role in their community. The future of the city depends on the recommendations from the Planning and Zoning Board.

In my opinion, there is a need to ensure that the Planning and Zoning 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. In addition, I will bring a listening ear, ensure fairness, and an open mind to projects being considered. It would be my mission to identify, understand, and address specific problems.

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 welcome the challenge the Planning and Zoning 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 the board.

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

SKILLS & QUALIFICATIONS

Employee Services Focused
Effectively Communicates
Integrity with Confidentiality

Record Management
Data Entry Experience
Event Coordination

Budget & Cost Control
Community Resources
Payroll Administration

TECHNICAL SKILLS

MS Office Suite
Adobe Office Suites
Project Management

Data Analysis
Employment & Housing Laws
Basic Accounting Procedures

Financial Management Systems
Relationship Builder
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

Equal Opportunity Specialist, Palm Beach Board of County Commissioners 2018 - Present

- Assists individuals and the public regarding issues and complaints under the various anti-discrimination laws and when appropriate refers persons to other agencies for assistance
- Responds to telephone and mail inquiries and conducts intake processing for walk-ins regarding potential complaints under the County's Fair Housing and Equal Employment Ordinances and related federal and state laws
- Utilizes the local and federal case management processing systems to receive and process data in accordance with established procedures
- Communicates with the complaining parties, respondents and other agencies regarding the progression of issues and investigative status of cases
- Maintains and generates technical records and reports, including activity reports, utilizing automated systems
- Assists senior staff with less complex aspects of the investigation process, including collection and preliminary research of case information
- Independently composes routine correspondence or select appropriate form letters
- Provides support to the County's Fair Housing and Equal Employment Board, including attendance at monthly meetings, maintaining minutes and other related correspondence
- Considerable knowledge of the local, state, and federal employment, fair housing, and disability accessibility laws

Office Assistant, Palm Beach Board of County Commissioners 2017- 2017

- Interpreted and explained policy directives and operating procedures to agency personnel and public
- Handled administrative detail, prepared special reports
- Acts as liaison with County Departments/Divisions, professional groups and the public
- Greeted visitors; interviews, screens, and refers callers
- Maintained calendar for Department Director and assigned staff, arranged appointments, coordinated meetings
- Prepared minutes of meetings in final form for distribution
- Assisted in the administration of departments budget and operations
- Maintained files/records, confidential documents, reports, and other materials
- Was responsible for preparing payroll using Time Server Software

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

CAREER EXPERIENCE CONTINUED

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

2016 - 2016

- Assisted the Commissioner by serving as liaison between Mayor, city manager and staff, and the general public
- Was responsible for a variety of administrative and analytical support to meet the goals and initiatives for the Commissioner
- Promoted innovation, critical thinking, and creativity in developing approaches and solutions to City needs
- Represented the Commissioner at meetings to deliver or gather information as needed
- Researched and drafted new city policies and legislation
- Communicated Commissioner initiatives and programs to all levels within the organization
- Participated in budget creation activities including financial research and program recommendations
- Provided Commissioner with accurate and timely information to support decision-making and policy direction
- Handled all constituent complaints, concerns, and request for information, and routed to correct department
- Maintained Commissioner calendar, receiving request for meetings or speaking engagements
- Received and logged all calls on behalf of the Commissioner, draft and typed responses to citizen inquiries
- Researched, analyzed and briefed Commissioner on issues and compiles information for use of meetings

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 ambassador, and positive welcoming advocate for the CRA
- Served as information source to the public, local businesses, residents, police, fire, and other city and county organizations
- Provided exceptional 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
- 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

PROFESSIONAL AFFILIATIONS

National Institute of Governmental Purchasing

Florida City/County Management Association (Membership & Annual Conference Committee)

International City/County Management Association

COMMUNITY INVOLVEMENT

2017-Present, Chairman, Riviera Beach Charter Review Advisory Board