



# Riviera Beach

## —FLORIDA—

## Employment Application | Submitted: 10-Apr-2019

Deirdre Allen

INTERIM CITY MANAGER

**Job Location** - Riviera Beach, FL

**Department** - Executive

**Source** - City of Riviera Beach

## Application Instructions

### Instructions

Please note: Florida has a very broad public records law. Our application will be subject to Ch. 119, Fla. Statutes and may be disclosed upon request.

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. The City of Riviera Beach is an equal employment opportunity employer and adheres to the principles and practices required in applicable federal, state and local laws and regulations which prohibit discrimination in employment and hiring. It is the policy and practice of the City to abide by all anti-discrimination laws provided by the federal, state and local regulations. All qualified applicants will receive consideration without discrimination because of race, color, sex, national origin, religion, age, disability, genetic information, familial status, marital status, sexual orientation or gender identity or expression. Furthermore, the City is committed to complying with the Americans and Disabilities Act. If an applicant for employment requests an accommodation so that the City can assist completing the job application process, the City reserves the right to require the applicant to furnish appropriate documentation from a relevant professional (e.g., a doctor, rehabilitation counselor, etc.) confirming that the applicant has a disability or concerning the applicant's functional limitations for which a reasonable accommodation is requested.

You may include your resume with the application, but not in place of an application. Incomplete or illegible applications will not be processed. Applications must be submitted prior to listed closing dates or they will not be accepted. All spaces on the application must be completed, if a question does not apply, please use N/A for Non-Applicable.

THE HUMAN RESOURCES DEPARTMENT CAN ONLY ACCEPT APPLICATIONS FOR POSTED POSITIONS.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

The City of Riviera Beach does not discriminate on the basis of race, color, sex, national origin, religion, age, disability, genetic information, familial status, marital status, sexual orientation or gender identity or expression.

## Employment History

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer for the last seven years working backwards. RESUMES MAY BE SUBMITTED IN ADDITION TO, BUT NOT IN PLACE OF ANY PORTION OF THE APPLICATION.

---

### City of Riviera Beach - Current Employer

**Job Title:** Senior Staff Assistant**Dates Employed From:** Oct/2015**Dates Employed To:** Currently Employed**Employment Length:** 3 years, 6 months**Duties:** Please see resume.**Reason For Leaving:** Currently Employed**Supervisor Name:**

Karen Hoskins and Julia Botel

**Address:**600 West Blue Heron Boulevard Riviera Beach, FL, UNITED STATES**Phone:** (561) 845-4012**Starting Rate of Pay:** Unknown (Hourly)**Ending Rate of Pay:** Unknown (Hourly)**May We Contact?** Yes

---

### City of West Palm Beach

**Job Title:** Program Manager**Dates Employed From:** Jan/2007**Dates Employed To:** Nov/2012**Employment Length:** 5 years, 10 months**Duties:** Please see resume**Reason For Leaving:** Laid Off**Supervisor Name:**

Valmarie Turner

**Address:**401 Clematis Street West Palm Beach, FL, UNITED STATES**Phone:** (561) 822-1250**Starting Rate of Pay:** 0 (Salary)**Ending Rate of Pay:** 0 (Salary)**May We Contact?** Yes

---

## Education

Please list all schools including high schools, colleges, trade schools or military.

---

### Florida State University | Graduate School

**Degree:** Master of Public Administration**Major:****Location:** Tallahassee, Florida, FL**Graduated?** Yes

---

## Documents

You can provide us with your resume here and/or other supporting documents. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
cvrltrrivierabeachinterimcitymgr..pdf	<a href="#">Q Preview</a> <a href="#">Download</a>
deirdreresumecityofrivbch.pdf	<a href="#">Q Preview</a> <a href="#">Download</a>

**Text Only Resume**

No Text Only Resume on File

**Admin Uploaded Files**

There are no admin uploaded files for this applicant.

**Additional Questions**

**Background Information | Score Total - 0**

Question	Answer	Score	Disqualifier?
Were you previously employed by us? *	No	0	
If so, when?	N/A		
Are you a citizen of the United States? *	Yes	0	
If no, are you authorized to work in the U.S.A.?	Yes	0	
Will you, now or in the future, require sponsorship of employment visa status (e.g., H-1 B visa status) *	No	0	
State names of any relatives and friends presently employed with us, indicate relationship: *	None		

**Job-Related Skills | Score Total - 0**

Note: Do not fill out any part of the section you believe to be non-job related.

Question	Answer	Score	Disqualifier?
List languages in which you are fluent:	English		

If the job requires, do you have the appropriate valid driver's license? *	Yes	0
DL#:		
Type:		
State:	Florida	
Have you had any moving violations? *	No	0
If yes, please describe:	N/A	
Please list any other skills, licenses or certificates that may be job related or that you feel would be of value to this job or company:	I am extremely computer literate and can operate several word processing systems.	
If applying for clerical position, indicate typing speed (WPM):	40 wpm	
Do you have or possess basic computer skills? *	Yes	0
What types of computer software can you operate?	Micro-Soft Systems: Powerpoint, Word, Access, Excel	
Do you have any physical condition which might limit your ability to perform the job for which you are applying? *	No	0
If "Yes", Describe this condition and how you can perform the job in spite of it.	N/A	

Military | Score Total - 0

Question	Answer	Score	Disqualifier?
Did you serve in the U.S. Armed Forces? *	No	0	
If yes, in what branch?	N/A		
Describe any training received relevant to the position for which you are applying:	N/A		

Certification and Release



I certify that I have read and understand the applicant instructions on the first page of this form and that the answers given by me to the foregoing questions and the statements, made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts asked for in this application may result in rejection of my application or discharge at anytime during my employment.

I authorize the City and/or its agents to verify obtain any of this information relating to my background, including, but not limited to, credit history, criminal history, and motor vehicle driving records. In this regard, while the City does not inquire into criminal history at the application phase, all individuals receiving a conditional offer of employment will be subject to a criminal history background check.

I authorize all persons, schools, companies, and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. As permitted by applicable law, a medical examination, including drug screening, will be required by the City, at the City's expense.

I understand that any offer of employment will be conditional on successful completion of such medical examination, drug screening, and background examination. To the extent that I am subject to a medical examination, I agree to sign a release of medical information in connection with this such medical examination, and I understand that the results thereof relating to my capacity to perform as a City employee will be communicated to the City. I understand and agree that this release to verify information relating to my background will continue throughout my employment, if ultimately hired by the City.

I agree to the above.

**Signature:** Deirdre Jacobs

**Date:** 10-Apr-2019

**IP Address:** 12.252.190.26

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

### Application Status History

No Application Status Update History

### Application Note History

No Application Note History

### Application Viewed History

Date	Time	User
10-Apr-2019	4:50:57 PM	Shavona Booker

### Assigned to Screener History

No Assigned to Screener History

### Application Email History

Date	Sender	Template Name
10-Apr-2019	System Generated	Thank You Email

### Application Forward History

No Application Forward History

# DEIRDRE M. JACOBS

April 10, 2019

Eureka Irvin, Interim Director of Human Resources  
Human Resources Department  
City of Riviera Beach  
600 West Blue Heron Boulevard  
Riviera Beach, Florida 33404

Dear Ms. Irvin:

I am a professional administrator who possesses theoretical knowledge and many years of practical experience in local government management. More specifically, I attained a Master Degree in the discipline of Public Administration from the nationally ranked Florida State University Askew School of Public Administration. In concert, I have worked for various public jurisdictions including: the City of Riviera Beach, the City of West Palm Beach, Palm Beach County, the City of Tallahassee and the State of Florida.

As a result of these experiences, I have been fortunate to have worked in tandem with some extremely competent executive level leaders and alongside peers wherein I have accumulated a tool chest full of valuable professional skills. The exposure received in these productive environments, along with diligence and dedication, have taken me to a professional standard that surpasses the average. Accordingly, I am readily positioned and eager to occupy a management position that allows me an opportunity to be a lead runner who consistently makes direct and remarkable impacts as a public servant.

Further, I am pleased to acknowledge that my strengths lie with improving programs and activities that present challenges. I am motivated whenever presented with an issue that necessitates conflict resolution. When approached to manage assignments that face obstacles, I probe such matters by meticulously analyzing and conducting due diligence before strategically mapping a path for resolution. In concert, I have proven experience in public administration and supervision having managed some of the most important and impactful programs affecting residents in Palm Beach County.

In closing, I am looking forward to meeting with you, the City Council and Mayor to personally present my qualifications, credentials and value to the City of Riviera Beach in the position of Interim City Manager. Attached are my resume and a listing of professional references. In advance, thank you for your consideration.

Sincerely,

*Deirdre Jacobs*

Deirdre M. Jacobs

# *DEIRDRE M. JACOBS*

---

## **HIGHER EDUCATION**

***Master of Science***, April 1990

Master Degree - Public Administration  
Florida State University, Tallahassee, Florida

***Bachelor of Science***, April 1987

Major: Public Management  
Florida A&M University, Tallahassee, Florida

## **PROFESSIONAL EXPERIENCE**

**Senior Staff Assistant**

City Manager's Office

**2015 to Present**

**Legislative Assistant**

City Council's Office  
City of Riviera Beach

**April 2018 to Present**

**Administrative.** In this capacity, I work directly with the City Manager to provide administrative services in the functional areas of planning and coordinating services. More specifically, I have:

- Provided program management and co-led strategic initiatives by supporting administration with managing the flow and exchange of information between City Manager and City Departments to ensure achievement of organizational goals and transformation.
- Served the liaison to the Office of the City Manager with external stakeholders, including the various commercial and business sectors, residents, faith-based organizations and community-based constituents.
- Prepared reports, briefings, presentations and responses to directives on issues as assigned.
- Participated and coordinated with City Departments in the collection of relevant data and information necessary for the City Manager to make critical decisions and recommendations for the budget process.
- Facilitated the Policy Retreat for Executive and Senior Level Staff and City Council to gain a consensus and direction regarding priorities for the budgeting process using the National League of Cities model of "best practices."
- Assisted the City Manager with initiatives designed to brand the City's internal and external relations in an effort to promote and transform the City's image from chaos to cohesive with the One City, One Vision project.



**Legislative Aide.** Over the past year, I was appointed to work with a newly elected councilmember to assist with understanding organizational structure, coordinating, planning and researching special projects, developing agenda items, working with diverse community groups to communicate issues both in writing and verbally; as well as receiving and resolving citizens' complaint and inquiries.

**Program Manager**

**2005 to 2012**

Department of Housing and Community Development  
City of West Palm Beach

As Program Manager, I provided administrative oversight of various programs through development, planning, coordination, and evaluation of goals and activities.

***Non-Financial Operational Leadership***

- Increased the productivity of staff persons through the reorganization of key personnel to align professional strengths with areas of service.
- Developed Policies and Procedures for the administration and implementation of programs and services consistent with the departments' mission.
- Managed annual award of funds in a large scale manner to more than fifteen (15) public service agencies county-wide through a Request for Proposal process.
- Established protocols to address, mediate, and resolve conflicts and grievances between sub-recipient agencies and clients.
- Created new and improved existing monitoring systems to evaluate not-for-profit agencies compliance with regulations and guidelines and to collect data for performance assessments.
- Responded to federal and state monitoring and audit reports to address concerns and findings and to stipulate measures that served to generate short and long term remedies and solutions.

***Financial Operational Leadership***

- Developed divisional and sub-agencies' multiple operating budgets in excess of \$4m annually.
- Allocated resources to agencies based on performance, complexity, size and need.
- Approved requisitions for purchases and invoices for reimbursements of payments.
- Designed and implemented control and reporting systems to scrutinize expenditure levels.

***Human Capital Leadership***

- Hired and constructed a competent team of professionals to successfully implement departmental goals and objectives with focus on positive working relationships.
- Established a comprehensive continuing education component for City staff persons to attain and enhance their knowledge base of state and federal regulations, guidelines and best practices.
- Developed technical assistance and training projects for sub-recipient agencies' staff persons to ensure their understanding of applicable regulations, protocols and systems.
- Created opportunities for staff development and succession by directing work products through evaluations, conferences, observations and coaching.

***Special Assignment***

Appointed by the Mayor to serve as key representative responsible for initiating and implementing strategies for improving communities and strengthening quality of life opportunities for families and individuals in the areas of: health, recreation, social, academic, housing and employment. Conferred

and successfully established partnerships with other jurisdictions, civic and community organizations, private industry and educational entities focused on environments of collaboration.

**Economic and Community Development Program Coordinator**

**1994 to 2005**

Department of Housing and Community Development  
City of West Palm Beach, Florida

***Operational Leadership***

- Coordinated with private developers, lending institutions and not-for-profit organizations to effectuate the provision of affordable and workforce housing.
- Managed contracts with multiple public service vendors comprised of detailed and measurable scopes of services and budgets.
- Developed funding proposals and re-funding applications.
- Monitored and evaluated public service providers performances to assess outcomes and levels of productivity.
- Compiled and prepared federal and state required plans and reports to present qualitative and quantitative performance data.
- Designed, coordinated and managed special events in an effort to acknowledge, advertise and market the department's programs and successes.
- Coordinated the dispositioning of City-owned properties for neighborhood revitalization efforts.
- Conducted façade improvement activities in conjunction with economic development strategies.
- Prepared agenda items for the City Commission.

**Associate Housing Planner**

**1992 to 1994**

Department of Housing and Community Development  
City of West Palm Beach, Florida

- Responded to Notices of Funding Availabilities (NOFAs) seeking the receipt of federal and state competitive grants.
- Served as staff assistant to various boards and committees.
- Coordinated land acquisition for infill housing projects.
- Developed and maintained an exemplary standardized file maintenance system.
- Worked closely with community organizations to facilitate housing development projects.

**Associate Planner**

**1990 to 1992**

Department of Planning, Zoning and Building  
City of West Palm Beach

- Provided technical planning, zoning and land use information to the general public and developer.
- Prepared written and visual reports for internal departments, the Planning Board, the Zoning Board of Appeals, the City Commission and external entities.
- Assisted with compilation of complex data for studies relating to land uses.
- Developed the Code Enforcement and Planning and Zoning Divisions' Policies and Procedures Manuals.

**Budget Analyst Intern****1989 to 1990**

Office Financial Management and Budget  
City of Tallahassee

- Assisted senior staff with development and monitoring of departmental budgets.
- Participated in analyses of departments' operations to determine conformance with approved budgets and City policies.
- Conducted research and developed special projects for departments and community organizations.

## REFERENCES

The Honorable Congresswoman **Lois J. Frankel**  
Past Mayor, City of West Palm Beach

The Honorable **Maude Ford Lee**  
Past Commissioner, Palm Beach County Board of County Commissioners

The Honorable **Kimberly Mitchell**  
Past Councilwoman, City of West Palm Beach

The Honorable **Isaac Robinson**  
Past Councilman, City of West Palm Beach

**Elvenn Richardson**  
Former Assistant City Manager, City of West Palm Beach

**Don Corley**  
Former Director of Office of Management and Budget, City of Tallahassee