

General Job Application

Job Title	Requisition Number
Executive Director - Community ReDevelopment Agency	48450

Personal Data

Contact

First Name	Middle Name	Last Name
Dara		Kustler
Address		
551 NW 76 Terrace		
City	State	Zip Code
Margate	Florida	33063
Primary Phone	Alternate Phone	Email Address
9548718700		darakustler@post.harvard.edu

Salary Requirement

What is your desired salary range?

40,000-80,000

Eligibility

Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

Education Information

High School

High School Name	Did you graduate?
Quintano's School for Young Professionals	Yes
City	State
New York City	New York

College/University

Name of College/University/Other	Start Date	End Date
Brandeis University	6/1/1986	8/30/1987
City	State	
Waltham	Massachusetts	
Degree	Major	Did you graduate?
Masters	Government Management	Yes

College/University

Name of College/University/Other	Start Date	End Date
Harvard University School of Education	9/7/1991	5/12/1994
City	State	
Cambridge	Massachusetts	
Degree	Major	Did you graduate?
Masters	Education	Yes

College/Graduate School

Name of College/University/Other	Start Date	End Date
Nova Southeastern University Shepard Broad College of Law	8/21/2015	5/10/2018
City	State	
Ft. Lauderdale	Florida	
Degree	Major	Did you graduate?
Ph.D.	LAW	Yes

Vocational/Technical

Name of Vocational/Technical School	Start Date	End Date
American School of Equine Dentistry	3/24/2005	
City	State	
Leesburg	Virginia	
Degree	Major	Did you graduate?
Other	Equine Dentistry	Yes

Additional Education Information

Please list any additional education below.

Boston University, Bachelor of Liberal Arts, Magna Cum Laude 1985

Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

Most Recent Employer

Start Date	End Date	
June 2019	current	Part Time
Position Title		
Associate Attorney		
Employer	Phone Number	
Jackwin Legal, P.A	9548718700	

Address

423 SE 19 Street

City	State	Zip
Ft. Lauderdale	Florida	33316

Duties

Research, drafting, mediation, negotiation, and litigation for real estate and civil matters. Municipal zoning, public and private easements, closings, utility law and other real property matters; FLSA cases; wills and trusts; family law financial modifications; pro bono work for indigent clients. Project case work. Admitted to practice in Federal Court, USDC Southern District of Florida.

Reason for leaving?

Currently employed here.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
Jan 2014	current	Part Time
Position Title		
Licensed Sales Associate		
Employer	Phone Number	
Galt Ocean Realty		

Address

3350 N Ocean Blvd.

City	State	Zip
Ft. Lauderdale	Florida	33308

Duties

Licensed real estate agent representing buyers and sellers. Assisting investors with residential renovation and design projects.

Reason for leaving?

Current and active license with this Brokerage.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
2014	2016	Part Time
Position Title		
Substitute Teacher		
Employer	Phone Number	
Broward County School Board	7543210000	
Address		
600 SE Third Avenue		
City	State	Zip
Ft. Lauderdale	Florida	33301
Duties		
Substitute for elementary, middle and high schools in Broward County. Reading specialization. Utilized and adapted teaching methods in comprehension and multidimensional memorization for multi-lingual and diverse student populations.		
Reason for leaving?		
Accepted to law school.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
2004	2012	Full Time
Position Title		
Equine Dentist		
Employer	Phone Number	
Self-employed independent contractor	9548718700	
Address		
City	State	Zip
Cambridge	Massachusetts	02138
Duties		
Licensed horse dentist . Provided dental work and physical therapy for race horses at pari-mutuel state regulated racing facilities on the east coast. MA, PA, FL, NH, NY licensed.		
Reason for leaving?		
Injury related.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
2007	2009	Part Time
Position Title		
Teacher		
Employer		Phone Number
The International School of Boston		6174991451
Address		
45 Matignon Road		
City	State	Zip
Cambridge	Massachusetts	01240
Duties		
After school bi-lingual French/English program Teacher for reading, writing, and dance.		
Reason for leaving?		
Resigned when my daughter graduated from this high school.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
2002	2004	Part Time
Position Title		
Teacher		
Employer		Phone Number
Notre Dame School		
Address		
City	State	Zip
Brive la Gaillarde	Not Applicable	
Duties		
Taught English language writing and reading for French speaking elementary students in a small community in rural France.		
Reason for leaving?		
Relocation.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
2000	2003	Part Time
Position Title		
Paralegal		
Employer	Phone Number	
The Law Office of Joseph Pack, Esq.		
Address		
City	State	Zip
Delray	Florida	
Duties		
Assistant to solo attorney in personal injury and civil matters.		
Reason for leaving?		
Relocation.		
May we contact for reference?		
Yes		

Additional Work Experience Information

Please list any additional work experience below.

ZONING ADMINISTRATIVE ASSISTANT- 1999-2000. Managed application process of variances for local moving and storage company. Interfaced with city officials and commissioners on behalf of the company. Drafted presentations. Organized town meetings and district programs.

EDUCATION RESEARCHER FOR THE HARVARD FAMILY RESEARCH PROJECT - 1991-1993. Performed qualitative and quantitative analysis of publicly and privately funded educational programs pertaining to family factors affecting educational outcomes in elementary education across diverse populations. Grant research, evaluation and writing. Editing for publications. MASSACHUSETTS DEPT. of CORRECTIONS POLICY ANALYST TO THE DEPUTY COMMISSIONER OF CORRECTIONS and CORRECTIONS CLASSIFICATION SPECIALIST - 1988-1991. Performed public policy research and drafting of state administrative regulations; field work, investigations, quality control reports for various state prisons. Drafted press releases and interfaced with federal, state and local government entities and legislators. Confidential handling of sensitive security information. Classification of inmates to appropriate security levels. Case presentation.

MASSACHUSETTS HOUSE OF REPRESENTATIVES, Boston, MA 1986-1988. Research and drafting of House bills for the Representatives. Managed constituent correspondence; testified at committee hearings on behalf of the representatives, drafted speeches,

Skills & Certifications

Professional Certifications and Licenses

Florida Licensed Attorney

Florida Licensed Real Estate Agent

Certified Teacher

French - fluency

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

Certified Arbitrator, Florida 2017

Admitted to practice in USDC Southern District of Florida 2019

Director, Board Member Broward Beekeepers Association

Military Experience

Branch of Service

Enlistment Date

Discharge Date

Type of Discharge

Primary Responsibilities & Duties

Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

Signature

Dara Kustler

Date Signed: 6/25/2019 12:10 PM

Date Submitted: 6/25/2019 12:11 PM

IP Address: 172.11.246.208

Agency Wide Questions

Do you have any relatives working for the City of Margate? If you have relatives working for the City of Margate, please enter their name and department in the space below.

No

Did you provide at least ten (10) years of relevant work history in the Work Experience section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information.

Yes

Where did you hear about the job opportunity you are applying to?

If you have relatives working for the City of Margate, please enter their name and department in the space below.

NONE

Did you provide at least three (3) professional work-related references? If not, please return to this section and add additional professional work-related references.

Yes

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

City of Margate Commission meeting approving this position for Attorney Eric Jackwin
posting to the City of Margate Website.

423 SE 19th Street
Ft. Lauderdale, FL 33316
(954)870-1281

Professor Richard Grosso, (administrative law, land use law, energy law, appellate practice, state and federal constitutional law)
Shepard Broad College of Law,
Nova Southeastern University
3301 College Avenue
Ft. Lauderdale, FL 33314-7796
rgrosso@nova.edu
(954) 262-6140

Professor Heddy Muransky (legal writing)
10813 Denver Drive
Hollywood, FL 33026
heddymuransky@gmail.com
(954) 559-3770

Professor Ronald Brown (contracts, property, real estate transactions)
Shepard Broad College of Law,
Nova Southeastern University
3301 College Avenue
Ft. Lauderdale, FL 33314-7796
brownron@nova.edu
(954) 262-6165

Dean William Perez
Assistant Dean of Admissions
Shepard Broad College of Law,
Nova Southeastern University
3301 College Avenue
Ft. Lauderdale, FL 33314-7796
wperez1@nova.edu
(954) 262-6119

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

Executive Director - Community ReDevelopment Agency

Do you have five years of experience in urban planning, real estate development, project coordination, or economic development?

Yes

5

How many years of supervisory experience do you have?

Notre Dame School, Brive la Gaillarde, France

Teacher

2002–2004

Taught English language and reading classes for elementary students levels 2-6 previously exposed to UK methods.

The Law Office of Joseph Pack, Esq., Delray Beach, FL

Paralegal

2000 -2003

Assistant for solo attorney. Learned to create legal files, calendar cases, draft and edit letters and motions for the attorney. Provided secretarial support.

Stone Pony Movers, Somerville, MA

Zoning Administrative Assistant

1999-2000

Managed application process of variances for local moving and storage company. Interfaced with city officials and commissioners on behalf of the company. Drafted presentations.

Harvard University, Cambridge, MA

Harvard Family Research Project: Program Coordinator/Education Researcher

1991-1993

Performed qualitative and quantitative analysis of publicly and privately funded educational programs in the Harvard Family Research Project pertaining to family factors affecting educational outcomes in elementary education across diverse populations. Research, evaluation, and writing for grants and publications.

Massachusetts Department of Corrections, Concord, MA

Classification Specialist

1990-1991

Assignment of inmates to appropriate security level within the State prison system using internal information systems and direct communication with nationwide state and federal law enforcement branches. Confidential handling of sensitive security information. Collaborative problem solving in high risk, high security environment. Daily interaction with convicted population and law enforcement at high security detention facilities and courts. Enforcement of administrative procedures.

Massachusetts Department of Corrections, D.C. Maloney and Boston, MA

Policy Analyst

1988-1990

Provided public policy research and drafting of state administrative regulations. Public relations legislative liaison for Deputy Commissioner. Performed field-work, investigations, and quality control reports for various state prisons. Drafted press releases and interfaced with local, state, and federal government entities and legislators.

Massachusetts House of Representatives, Boston MA

Legislative Aide

1986–1988

Research and drafting House bills, and lobbying for State Representatives' legislation. Testified at committee hearings on behalf of the representatives. Managed constituent correspondence, press releases, and the organization of town meetings and district programs. Drafted speeches for the representatives.

LANGUAGES - French (conversational fluency)

ACADEMIC PUBLICATIONS - *Psychotherapy and Touch: Issues and Implications for Coping*, Boston University Brownstone Journal (Spring 1985).

VOLUNTEER: Elected to Board of Directors: Broward Beekeepers Association (2013- Current); Broward County Extension Services Master Gardener Program (2014-2015)

CERTIFICATIONS AND LICENSES - Licensed Real Estate Sales Agent: #FL 3272630; Certified Equine Dentist: American School of Equine Dentistry (VA); Teaching: Elementary & HFC Sciences (MA & FL); Florida State Registered Beekeeper, #FL 0530605K; Certified Arbitrator, Florida

Dara Kustler, Esq.
Margate, Florida
954.871.8700 cell/ darakustler@post.harvard.edu

06/25/2019

City Manager
City of Margate, City Hall
5790 Margate Blvd.
Margate, FL 33063

RE: Open Position – Executive Director, Community Redevelopment Agency

Dear City of Margate:

Please accept my application for the position of Executive Director of the Margate Community Redevelopment Agency. I believe I possess the education, experience and qualifications necessary to fulfill the expectations and requirements of this position. I am a licensed Florida attorney, and member of the Florida Bar Association. I am also a licensed Florida real estate agent, and member of the Ft. Lauderdale Board of Realtors. I am capable of managing the purchase, sale and disposition of real property in the CRA.

It is my understanding that the City Commissioners for Margate would like a director who will start out part-time, or full-time. I am available to start in either capacity. I am currently employed as a part-time project associate in a real estate law firm, and have the flexibility to take on the Executive Director position for CRA according to the schedule that suits the City of Margate and the City Manager.

My high level organizational skills, attention to detail and ability to analyze data will serve the position well. I have experience in managing public information and interacting with local, state, and federal government officials. I have a demonstrated ability to oversee day to day operations of a municipal agency, and am familiar with compliance requirements for land use and municipal processes. I am able to present and explain material clearly, and have more than the requisite writing proficiency to serve as the Executive Director for the Community Redevelopment Agency. I also possess the diligence and determination to ensure the success of other people, and the integrity to hold myself to a standard of performance required by any public servant position. While in law school I specialized in property law, energy law, administrative law, and contract law. I am familiar with land development codes and home rule. I would be honored to serve the people of Margate in managing projects that will implement the vision of the CRA and the Community Redevelopment Plan.

Please contact me for an interview at your convenience.

Respectfully,

Dara Kustler, Esq.

