

# General Job Application

**Job Title**  
Assistant City Manager

**Requisition Number**  
46448

## Personal Data

### Contact

**First Name**  
Christopher

**Middle Name**  
B.

**Last Name**  
Caldwell

**Address**  
[REDACTED]

**City**  
[REDACTED]

**State**  
[REDACTED]

**Zip Code**  
[REDACTED]

**Primary Phone**  
[REDACTED]

**Alternate Phone**  
[REDACTED]

**Email Address**  
cwellfla@gmail.com

## Salary Requirement

What is your desired salary range?

129,779 - 182,081

## 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**  
St. James Catholic High School

**Did you graduate?**  
Yes

**City**  
Chester

**State**  
Pennsylvania

## College/University

Name of College/University/Other		Start Date	End Date
Barry University		10/1/2013	10/30/2015
City		State	
Miami		Florida	
Degree	Major	Did you graduate?	
Masters	Arts in Administration	Yes	

## College/University

Name of College/University/Other		Start Date	End Date
Barry University		11/1/2011	11/29/2013
City		State	
Miami		Florida	
Degree	Major	Did you graduate?	
Bachelors	Public Administration	Yes	

## College/Graduate School

Name of College/University/Other		Start Date	End Date
City		State	
Degree	Major	Did you graduate?	

## Vocational/Technical

Name of Vocational/Technical School		Start Date	End Date
Broward County Institute for Criminal Justice		5/1/2000	11/30/2000
City		State	
Davie		Florida	
Degree	Major	Did you graduate?	
Other	Police Academy	Yes	

## Additional Education Information

Please list any additional education below.

## 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

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<b>Start Date</b>	<b>End Date</b>	
May, 2000	Present	Full Time
<b>Position Title</b>		
Detective, Deputy Sheriff		
<b>Employer</b>		<b>Phone Number</b>
Broward County Sheriff's Office		9543214800
<b>Address</b>		
2601 W. Broward Blvd		
<b>City</b>	<b>State</b>	<b>Zip</b>
Ft. Lauderdale	Florida	33311

### Duties

Investigate crimes, locate suspects, complete reports, meet with State prosecutors to prepare cases for court room testimony and successful prosecution; operate with little to no direct supervision,

### Reason for leaving?

Desire to draw upon my managerial and law enforcement careers, in conjunction with my formal education, training, and expertise in order to embark on a career in the private sector where this expertise can flourish

### May we contact for reference?

Yes

## Previous Employer

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<b>Start Date</b>	<b>End Date</b>	
June 1988	February 2000	Full Time
<b>Position Title</b>		
Manager, Customer Service		
<b>Employer</b>		<b>Phone Number</b>
United States Postal Service		
<b>Address</b>		
1701 Lancaster Pike		
<b>City</b>	<b>State</b>	<b>Zip</b>
Lancaster	Pennsylvania	17551

### Duties

I oversaw the daily operations with direct responsibility of subordinate supervisors and employees, career development of employees, maintenance and accountability of fleet of vehicles, the maintenance of the building, and a 30 million dollar budget to include stamp-stock and cash. Maintained performance targets, finance and budgetary responsibilities, held regular meetings with stakeholders and community leaders in order to improve community relations and performance of services.

### Reason for leaving?

Pursue career in law enforcement

### May we contact for reference?

Yes





Branch of Service

N/A

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

*Chris Caldwell*

Date Signed: 5/6/2019 8:12 PM

Date Submitted: 5/6/2019 8:29 PM

IP Address: 23.117.157.83



## 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

N/A

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.

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

Yes

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

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).

Word of mouth and the City official web site.

- 1.) Ian Doriot / 954-299-5420 / [Ian\\_doriot@sheriff.org](mailto:Ian_doriot@sheriff.org) / Sergeant
- 2.) Scott Nida / 561-510-5876 / [Scott\\_nida@sheriff.org](mailto:Scott_nida@sheriff.org) / Sergeant
- 3.)

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



## Assistant City Manager Qualifications

Do you possess a Bachelor Degree from an accredited college or university, with major coursework in Administration, Management, or closely related field?

Yes

Please use the space below to explain what field your Bachelor's Degree is in. If you do not have a Bachelor's Degree, please type "N/A".

Public Administration

Do you possess a Master's Degree?

Yes

Please use the space below to explain what field your Master's Degree is in. If you do not have a Master's Degree, please type "N/A".

Master of Arts in Administration

Do you have at least seven (7) years of successful management experience in municipal/county management?

Please use the space below to detail your relevant experience in municipal/county management. Please include where you obtained the experience, what capacity you worked in, how many years of experience you have, and any professional accomplishments.

No

N/A

Do you have municipal government experience?

Please use the space below to describe your municipal government experience. Please include where you obtained the experience, what capacity you worked in, and the total number of years of experience.

No

3 month internship within the City of Ocoee, City Manager's Office

Do you possess a DD214 for military service?

Do you have your ICMA Credentialed Manager Certification?

No

No



# Christopher Caldwell

[cwellfla@gmail.com](mailto:cwellfla@gmail.com)

## Summary

An individual of impeccable integrity as a law enforcement professional with 30.5 years of combined work experience (19 years in law enforcement investigations/11.5 years in Federal Government with 7.5 of those years in progressive managerial positions) with strong training in various disciplines in law enforcement investigations, training, and leadership, coupled with progressive managerial experience in: operations, front-line supervision and mid-level management, finance, personnel, labor/union negotiations, motivating and training others, with extensive leadership and managerial training and sales in the Federal Government. I possess superior communication skills with extensive experience communicating with individuals of all socioeconomic backgrounds, with a hands-on managerial style while at the same time allowing for others to function independently to foster a healthy work environment for all with a vision on the future.

## Professional Experience

**Broward County Sheriff's Office – Fort Lauderdale, FL**  
**Deputy Sheriff**

**5/2000 to present**

- **Uniformed Patrol Division:** patrol of neighborhoods, buildings, facilities and perimeter areas to prevent threats to life and property. Investigation of crimes ranging from trespassing to armed robbery, murder and death investigation.
- **Field Training Officer:** led and motivated others in the performance of their duties, trained and supervised newly hired officers, monitored and documented their performance on a daily basis for their successful completion of the probationary period.
- **Law Enforcement Acting Supervisor:** served as a street supervisor while in uniformed patrol, this involved the oversight of a squad of officers on a specific shift, monitoring the actions and radio traffic of fellow officers.
- Routinely perform security details at the Fort Lauderdale/Hollywood International Airport working in unison with Federal TSA security checkpoint screeners and supervisors as well as all facets of airport security. Currently possess Unlimited Access SIDA security badge.
- **Motorcycle Unit:** Primary duties include traffic enforcement, participated in motorcade escorts for dignitaries, funerals, President and Vice President of the United States, and presidential candidates.
- **Detective, Narcotics Unit:** Conducted long and short term criminal investigations, and prepared and presented those cases to the State Attorney's Office for successful conviction/prosecution in criminal court.
- **Detective, Criminal Investigations Unit:** completed in depth, analytical investigative reports in auto thefts, fraud, burglary, property crimes and crimes against persons with no direct supervision. Followed up on all aspects of criminal investigations, identified suspects, conducted interviews of suspects, victims, and witnesses, and prepared and presented those cases to the State Attorney's Office for successful conviction/prosecution in criminal court.
- 1) **Detective, Crime Scene Unit:** Intense, highly analytical responsibility of identifying, gathering, analyzing, and processing crime scene evidence in the field, as well as a laboratory environment for the investigation of crimes that involve severe bodily injuries,

- suicides, and homicides. Investigations require collaboration with local, State, and Federal agencies, routine court room testimony involving meticulous and voluminous reports.
- Routinely perform security details at the Fort Lauderdale/Hollywood International Airport working in unison with Federal TSA security checkpoint screeners and supervisors as well as all facets of airport security. Currently possess "Unlimited Access SIDA security badge.

**United States Postal Service-** Lancaster, PA

**9/1988 to 3/2000**

**Positions held: Supervisor, Manager, Branch Manager, Post Master, Account Manager**

- 11.5 year career with the United States Postal Service, with 8 of those years in mid-level management.
- Began career as a **Letter Carrier**, then promoted to **Supervisor, Customer Service**. Supervised the daily activity of Letter Carriers, to include scheduling, production and performance, hours worked, leave usage, vehicle maintenance, and customer service.
- **Manager, Operations:** Responsible for coordinating inbound and outbound U.S. Mail with the production of various facilities on a daily basis to meet the goal of timely delivery. Responsible for productivity, efficiency, cost effective processes, fleet maintenance, maintaining all governmental regulations and procedures, as well as, safety, maintenance, and security of the facility and all employees therein while adhering to fiscal disciplines in a not-for-profit agency.
- **Branch Manager, Customer Service and Post Master:** Responsible for the daily operations with direct responsibility of subordinate supervisors and employees, career development of employees, maintenance and accountability of fleet of vehicles, the maintenance of the building, and a 30 million dollar budget to include stamp-stock and cash. Maintained performance targets, finance and budgetary responsibilities, held regular meetings to manage and maintain relations with stakeholders and community leaders in order to improve community relations and performance of services, maintain high level of leadership and mentoring.
- **Account Manager:** This was essentially a sales position as a sales representative for U.S. Postal Service products and services. By focusing on businesses that targeted light-weight products delivered to residential addresses, such as Amazon.com, Victoria's Secret and Reader's Digest. I was responsible for the development, PowerPoint presentation and maintenance of new accounts to increase Postal revenue.

**Education**

**Barry University**  
**Master of Arts in Administration**  
 Miami Shores, FL

**Awarded: November 2015**

**Barry University**  
**Bachelor of Public Administration**  
 Miami Shores, FL

**Awarded: October 2013**

**Organizations**

Delta Epsilon Iota, Honor Society Student  
 International Association of Chiefs of Police, Associate Member, Leader of Tomorrow  
 American Society of Industrial Security  
 Florida Division of the International Association for Identification

May 6, 2019

Dear Human Resources Representative:

I am interested in the position you have posted; Assistant City Manager, City of Margate, Florida.

I am submitting my resume outlining my background in management and law enforcement. My experience in both these fields is as diverse and extensive in training and experience, as it is in responsibilities. I have conducted voluminous investigations while serving as a detective in my law enforcement experience, and have had extensive training and experience in the managerial level of operations while serving in the Federal Government.

Prior to my current Law Enforcement position, I was a Federal Government employee with the United States Postal Service for a total of 11.5 years. During this time, 7 of those years were in progressive mid-level management where my duties included: fiscal responsibility for the branch site with a thirty million dollar operating budget, conducting internal audit investigations, progressive disciplinary actions, union arbitration, scheduling, production and performance evaluations, team building and motivating, employee mentoring and development, and coordination/development and review of delivery routes facilities management, facilities safety, inbound and outbound truck schedules and delivery management, fleet services management, and management of subordinate supervisory staff all within a fast paced, ever changing environment in a non-profit organization. My Postal Service experience also afforded me the opportunity to serve in both domestic and international sales as an Account Manager.

My law enforcement career has established my ability to liaison and collaborate with stakeholders and law enforcement agencies at all levels; local, multi-county, State, and Federal. I have years of experience in training and mentoring new police officers in the development of their careers. Serving as a detective for the past eight years has led to knowledge of the interworking's of the court system and successful investigations and case preparation for prosecutions as a result of comprehensive investigations and highly analytical reports.

While confident in my abilities and experience, I am always open to new avenues of learning in order to provide a superior product for my employer through commitment and a passion for excellence.

If you would like to discuss my background further, I graciously look forward to an opportunity in speaking with you at your convenience. Please feel free to contact me at [cwellfla@gmail.com](mailto:cwellfla@gmail.com) or by phone at [REDACTED]