

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Kim

Middle Name**Last Name**

Creamer

Address

12877 Hyland Circle

City

Boca Raton

State

Florida

Zip Code

33428

Primary Phone

5616545755

Alternate Phone**Email Address**

kjocreamer@yahoo.com

Salary Requirement

What is your desired salary range?

My salary is negotiable.

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

Howland High School

Did you graduate?

Yes

City

Warren

State

Ohio

College/University

Name of College/University/Other	Start Date	End Date
Kent State University	8/8/1981	5/1/1983
City	State	
Warren	Ohio	
Degree	Major	Did you graduate?
Associates	Computer Science	Yes

College/University

Name of College/University/Other	Start Date	End Date
Palm Beach State College	8/1/2012	5/1/2014
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Bachelors	Business, Management and Leadership	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
City	State	
Degree	Major	Did you graduate?

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

Start Date	End Date	
08/22/2014	N/A	Full Time
Position Title		
Administrative Services Manager		
Employer		Phone Number
Florida Atlantic University		5612973000
Address		
777 Glades Road		
City	State	Zip
Boca Raton	Florida	33431

Duties

My duties include managing department operations, assisting with annual strategic plan, developing assessment map and identifying departmental KPIs, supporting annual budget, serving a 30,000 student population, HR, identifying creative solutions to problems, inquiries, complaints and developing new processes for improvement.

Reason for leaving?

I would like to expand my managerial skills and transfer my governmental experience to municipal operations.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
08/01/2005	08/21/2014	Full Time
Position Title		
Office Administrator		
Employer		Phone Number
J. R. Delacruz, DMD		5613953443
Address		
1590 NW 10th Avenue		
City	State	Zip
Boca Raton	Florida	33487

Duties

My duties included office management, office automation, accounts payable, accounts receivable, insurance claims processing, daily and monthly reconciliation and HR.

Reason for leaving?

I sought a role at FAU to expand upon my administrative and managerial skills.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
08/01/1995	7/31/2005	Full Time
Position Title		
Media Clerk II		
Employer		Phone Number
School District of Palm Beach County, Del Prado Elementary, West Boca High School		5614348000
Address		
3300 Forest Hill Boulevard		
City	State	Zip
West Palm Beach	Florida	33406

Duties

In this role, I performed circulation tasks and electronic cataloging. Maintained records, inventories and bookkeeping accounts. I advised students and teachers in using library information center resources and technologies. I was also a school volunteer at Waters Edge Elementary, Loggers Run Middle School and West Boca High School.

Reason for leaving?

I accepted an administrator position with the office of J. R. Delacruz, DMD.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
03/01/1990	04/01/1995	Full Time
Position Title		
Systems Analyst		
Employer		Phone Number
NCCI		5618931000
Address		
901 Peninsula Corporate Circle		
City	State	Zip
Boca Raton	Florida	33487

Duties

As a Systems Analyst, I provided project planning, project management and analysis in support of new and existing systems to include design, programming, testing, implementation, maintenance and user support.

Reason for leaving?

I was fortunate to be able to join the school district while also being a mom of three small children.

May we contact for reference?

Yes

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

Palm Beach County IT certified.

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

Military Experience

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

Kim Creamer

Date Signed: 5/6/2019 4:22 PM

Date Submitted: 5/6/2019 4:26 PM

IP Address: 172.97.37.73

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).

I heard about this job opportunity by viewing the City of Margate's open positions.

Adriana Ellison, FAU Academic Affairs Provost Office, 561-297-2743
Barbara Delacruz, COO, J. R. Delacruz, DMD, 561-395-3443
Darlene Allen, Hygienist, J. R. Delacruz, DMD, 561-901-4336
Debbie Siegel, Supervisor, School District, 561-241-2213

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 to 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".

I have a Bachelor's of Applied Science in Business - Management and Leadership.

Do you possess a Master's Degree?

No

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".

N/A

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

Yes

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.

I have gained governmental experience while at FAU and with the School District of Palm Beach County. Most recently, my experience is in management and administration. My combined experience is over ten years with these organizations. I am a member of the American College Health Association (ACHA) and successfully gained accreditation with the Accreditation Council on Graduate Medical Education (ACGME) and Accreditation Association of Ambulatory Health Care (AAHC).

Do you have municipal government experience?

No

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.

I do not have experience with municipal government, but I do have experience at the state government level with federal, state, and university regulations and statutes and adhere to accrediting body policies.

Do you possess a DD214 for military service?

No

Do you have your ICMA Credentialed Manager Certification?

No

Kim Creamer
12877 Hyland Circle
Boca Raton, FL 33428

May 3, 2019

Samuel May, Retiring City Manager
Cale Curtis, Interim City Manager
City of Margate
5790 Margate Boulevard
Margate, FL 33063

Dear Mr. May and Mr. Curtis,

I have applied for the Assistant City Manager position and would like to convey my extreme interest in this role.

This position interests me most as my experience in a governmental role serving the public requires compliance with federal, state and university regulations and statutes and internal policies and procedures that I can transfer to the Assistant City Manager role.

In my supervisory role, I am responsible for overseeing administrative staff while managing the day-to-day operations of the office. I would like to bring my managerial skills to this position to serve the citizens of the City of Margate and to support you in providing quality customer service to the city's residents and external stakeholders.

With a 30,000-student population, I understand the importance of addressing concerns and complaints and finding creative solutions that satisfy their needs while complying with policies and regulations. I thrive in a collaborative environment where teamwork is key and we all work for the common goal.

I have implemented new systems and procedures to optimize operations and enjoy the challenge of keeping current of new accreditation standards and industry mandates.

As the Administrative Services Manager, I serve as the Administrator in Charge in the absence of our Director to ensure continuity of operations and to serve as the departmental contact for media inquiries, public information requests, student inquiries and requests for interviews and tours.

I sincerely hope that we have the opportunity to meet to further discuss this role and how I can serve you and the citizens of the City of Margate.

Sincerely,

Kim Creamer

KIM CREAMER

12877 Hyland Circle • Boca Raton, FL 33428
(561) 654-5755 • kjocreamer@yahoo.com

QUALIFICATIONS

- Act as Administrator in Charge in Director's absence.
- Formulate and implement internal office operating policies and processes.
- Supply information for data requests and resolve concerns and complaints.
- Responsible for recruitment, orientation, training, discipline, professional development and continuing education.
- Supervise and direct staff and conduct annual performance appraisals.
- Attend annual conferences, seminars and training.
- Serve on the Executive Committee and various committees important to the department.
- Compile agenda items; oversee creation and distribution of meeting minutes.
- Coordinate and manage logistics for meetings, outreach events and campaigns.
- Manage projects and perform independent research.
- Assist with development of annual budget and monitor expenses.
- Provide weekly status reports and identify procedures for improvements or enhancements to programs.
- Identify department goals and KPIs and create annual assessment map.
- Contribute to annual strategic plan.
- Collect new data, confirm accuracy and maintain databases. Identify and resolve anomalies.
- Facilitate the collection and reporting of statistical data.
- Work with Legal to create, modify and execute contracts. Work with Purchasing to facilitate the bid process.
- Collaborate with the Controller, Foundation, Business Services, Creative Services, HR, Timekeeping and Payroll.
- Oversee marketing efforts to advance the organization's mission, goals and objectives.
- Oversee processing of requisitions, POs, check requests, payment requests, supplier requests, change orders and utilize departmental pcard for approved purchases.
- Approve conditional permits, insurance, non-routine purchase justifications, sole-source requests and more.
- Comply with a federal, state, and university regulations and statutes and adhere to accrediting body policies.
- Reduced registration barriers by 70%. Decreased training expenses by 50%. Removed fee-based TV/radio feeds.
- Oversee outreach and strategic communication.

EXPERIENCE

Florida Atlantic University Administrative Services Coordinator, Division of Student Affairs and Enrollment Management, Student Health Services Coordinator of Graduate Medical Education, Charles E Schmidt College of Medicine	2014-Present
J. R. Delacruz, DMD, Boca Raton, FL Office Administrator	2005-2014
School District of PBC, Del Prado Elementary/West Boca High School, Boca Raton, FL Media Clerk I/II, School Volunteer	1995-2005
NCCI, Boca Raton, FL Systems Analyst	1990-1995

EDUCATION, TECHNOLOGY AND AFFILIATIONS

Associate of Applied Business, Computer Technology, Kent State University
Bachelor of Applied Science, Management and Leadership, Palm Beach State College

Palm Beach County IT Certified
Volunteer – Giving Tree

Windows/Mac Operating Systems
Member Phi Theta Kappa

Microsoft Office Suite