

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Susan

Middle Name**Last Name**

Atwell

Address

3839 Megan Circle

City

Valdosta

State

Georgia

Zip Code

31604

Primary Phone

2292513465

Alternate Phone**Email Address**

swell1234@aol.com

Salary Requirement

What is your desired salary range?

65000-75000

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

Robert E. Peary

Did you graduate?

Yes

City

Rockville

State

Maryland

College/University

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

College/University

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

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	
9/11/17	05/03/19	Full Time
Position Title		
Project Director		
Employer	Phone Number	
ResCare Workforce Services	2295514223	
Address		
403 N. Broad Street		
City	State	Zip
Thomasville	Georgia	31792

Duties

Summary Overview – in a workforce services-related environment, provide leadership, budget/fiscal management oversight, supervision of assigned staff and monitoring of performance management/performance review process.

Management/Budget: Ensure compliance with contractual and program requirements including developing and maintaining effective relationships with customers, including the funding agency and area employers. Develop and maintain relationships with community resources to further program goals and enhance the success of job-seeking and employer customers. Evaluate the performance and impact of the organization and staff in meeting objectives and delivery of services.

Policy: Quality assurance and quality monitoring. Direct, motivate and develop program managers, operations managers and other staff to align with and promote the ResCare mission, vision, values and brand. Manage HR responsibilities, ensuring all requisite training practices, record keeping and reporting. Administer policies and procedures in accordance with ResCare standards. Create an organic growth plan for the contracted 14-county service area. Oversight and management of 5 satellite offices.

Reason for leaving?

seeking to upgrade career

May we contact for reference?

No

Previous Employer

Start Date	End Date	
		Full Time
Position Title		
Employer	Phone Number	
Address		
City	State	Zip

Duties

Reason for leaving?

May we contact for reference?

Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Previous Employer

Start Date	End Date	Full Time
Position Title		
Employer		Phone Number
Address		
City	State	Zip
Duties		
Reason for leaving?		
May we contact for reference?		

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

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

Consummate senior executive and change agent. Result-oriented decisive leader with proven success in multi-level strategic partnerships. Advocacy and organizational effectiveness. Dynamic writer and expert facilitator. Track record for spearheading operational improvements to drive productivity and reduce costs. Excel in demanding environments while remaining reasonable and focused. Personal center of influence boasts network of accomplished leaders and innovators spanning federal and state government, corporate cultures and non-profits.

Core Competencies

Visionary Leadership
Membership & Marketing
Partnership Development

Organizational Restructuring
Infrastructure Development
Public and Media Relations

Risk Assessment & Management
Finance Management
Technological Advancements

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

Susan Carole Atwell

Date Signed: 5/2/2019 6:55 PM

Date Submitted: 5/2/2019 6:57 PM

IP Address: 173.19.155.65

Agency Wide Questions

Do you have any relatives working for the City of Margate?

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?

Indeed

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

N/A

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).

Mr. John Schoellner
8680 Ibis Cove Circle
Naples, FL 34119
Phone: 239-963-5002
Email: njgolfmanager@msn.com

Past: Supervisor
Present: Friend
Years Known: 20+

Mr. Viktor Kraenbring
106 Laurel Avenue
Thurmont, MD 21788
Phone: 240-288-1495
Email: ss3kb@aol.com

Past: Co-Worker
Present: Friend
Years Known: 20+

Ms. Allison Alexander
8601 Georgia Ave., #501
Silver Spring, MD 20910
Phone: 240-676-2671
Email: allison@nmsfocean.org

Past: Employee
Present: Friend
Years Known: 10+

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

Do you possess a Master's Degree?

No

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

Yes

Do you have municipal government experience?

Yes

Do you possess a DD214 for military service?

No

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".

Business

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

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.

ResCare Workforce Services, Thomasville, GA
TN State Employees Assn, Nashville, TN

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.

ResCare Workforce Services, Thomasville, GA
TN State Employees Assn, Nashville, TN

Do you have your ICMA Credentialed Manager Certification?

No

SUSAN C. ATWELL

3839 Megan Circle
Valdosta, GA 31605

email: swell1234@aol.com

Cell: 229-251-3465
Residence: 229-242-6230

Executive Management

Executive Director • Membership Director • Strategic Planning • Business Operations

Consummate senior executive and change agent. Result-oriented decisive leader with proven success in multi-level strategic partnerships. Advocacy and organizational effectiveness. Dynamic writer and expert facilitator. Track record for spearheading operational improvements to drive productivity and reduce costs. Excel in demanding environments while remaining reasonable and focused. Personal center of influence boasts network of accomplished leaders and innovators spanning federal and state government, corporate cultures and non-profits.

Core Competencies

Visionary Leadership
Membership & Marketing
Partnership Development

Organizational Restructuring
Infrastructure Development
Public and Media Relations

Risk Assessment & Management
Finance Management
Technological Advancements

Education - Affiliations - Awards

Education

Bachelor of Arts, University of Maryland, College Park, Maryland - Business
Associate of Arts, Montgomery College, Rockville, Maryland - English
Associate of Arts, Montgomery College, Rockville, Maryland - Arts

Professional Affiliations

American Society of Association Executives; Professional Club Marketing Association; Club Managers Association of America - National Capital and Mid-America Chapters

Awards

1999 "Person of Character" Citizenship Award - City of Gaithersburg, Maryland (1st Female recipient)

Professional Experience

RESCARE WORKFORCE SERVICES , THOMASVILLE, GA

PROJECT DIRECTOR

September 2017 - Present

Summary Overview - in a workforce services-related environment, provide leadership, budget/fiscal management oversight, supervision of assigned staff and monitoring of performance management/performance review process. **Management/Budget:** Ensure compliance with contractual and program requirements including developing and maintaining effective relationships with customers, including the funding agency and area employers. Develop and maintain relationships with community resources to further program goals and enhance the success of job-seeking and employer customers. Evaluate the performance and impact of the organization and staff in meeting objectives and delivery of services.

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Reason for seeking change : seeking a full-time, non-contractual based position, as this contract is for a limited duration.

THE CHILDREN'S ADVOCACY CENTER OF LOWNDES COUNTY, INC. , VALDOSTA, GA

EXECUTIVE DIRECTOR

June 2015 - August 2017

Summary Overview - Organizational achievement of its mission and financial objectives. Represent the agency's services and mission to community groups and organizations, and conduct educational seminars. Analysis and projection of community service needs. Working knowledge of significant developments and trends in the field of child sexual and physical abuse. Implementation of a sustainability plan through grants, fundraising, community and other resources. Creation and maintenance of marketing including, but not limited to, agency website, social media and advertisements.

Management/Budget: Develop and maintain sound financial practices with Board Treasurer to prepare budget and operate the organization within budgetary guidelines.

Policy: Recruitment, employment, supervision and termination of all personnel, both paid staff and volunteer. Ensure job descriptions are developed, regular performance evaluations held and sound human resource practices are in place. Ensure compliance with federal, state and local regulations. Completely revamped organization's website, increased Facebook presence by 246%, increased email database contacts by 333%, increased community outreach efforts by 395%, and wrote \$210,000 worth of grants in January 2017.

TENNESSEE STATE EMPLOYEES ASSOCIATION, NASHVILLE, TENNESSEE

MEMBERSHIP DIRECTOR

December 2008 - December 2014

Summary Overview - Daily second-in-charge and Acting Executive Director in director's absence. Develop, implement and direct all membership recruiting efforts. Oversee membership of more than 13,000 state employees. Supervise 5 remote staff membership recruiters, 1 office support staff and 47 member chapters. Membership program development, analysis and execution. Conceptualized, strategized and implemented first-of-its-kind pilot program (Commissioned Recruiter Enhancement Program) for the training and hiring of 10 temporary, part-time member recruiters to augment efforts to increase membership. Manage benefit offerings, services, contract development, maintenance and quality control. Liaise with higher education institution administrators. Provide support to Board, PAC and standing committees. Increased membership 30% annually. Record setting 1080 members recruited in 2013.

Policy: Create membership and field operation policies and handbooks. Maintain knowledge of all policies and procedures, association goals and legislative agenda.

INTERIM EXECUTIVE DIRECTOR

May 2009 - August 2010

Summary Overview - Supervise 20 staff. Knowledge of state government, legislative process, media relations, salary and personnel administration policies. Draft association legislation. Promotion of public relations. Management, supervision and operation of physical facilities and resources. Oversight of legal services. Liaise with Association Board and PAC. Simultaneously continue responsibilities as Membership Director.

Management/Budget: Preparation and management of association's \$2.5M budget. Reversed budget from \$90,000 operating shortfall in 2009 to \$80,000 operating surplus in 2010.

Policy: Formulate, draft, review and revise association policy and legislation. Liaise with state legislators and administrators to strategize development and advancement of state employee interests.

OTHER WORK EXPERIENCE

SAINT JOSEPH COUNTRY CLUB, ST. JOSEPH, MISSOURI - MEMBERSHIP/MARKETING DIRECTOR

ASBURY SERVICES, INC. GAITHERSBURG, MD - EXECUTIVE MARKETING MANAGER

THE TREATMENT AND LEARNING CENTERS, ROCKVILLE, MD - DIRECTOR OF DEVELOPMENT

OLNEY THEATRE FOR THE ARTS, OLNEY, MARYLAND - DEVELOPMENT DIRECTOR

NATIONAL CAPITOL HILL CLUB, WASHINGTON, DISTRICT OF COLUMBIA - MEMBERSHIP/MARKETING DIRECTOR

LAKEWOOD COUNTRY CLUB, ROCKVILLE, MARYLAND - ASSISTANT MANAGER AND MEMBERSHIP/MARKETING DIRECTOR

Please maintain confidentiality.

3839 Megan Circle
Valdosta, GA 31605

SUSAN C. ATWELL

email: swell1234@aol.com

Cell: 229-251-3465
Residence: 229-242-6230

May 2, 2019

Attached please find my resume in response to your advertised position.

I am confident my qualifications meet your requirements and I would enjoy the opportunity to give you a better understanding of my background and skills. I am willing to relocate.

I am available at any time to discuss the particulars of this position and what value I can bring to it.

Sincerely,

Susan C. Atwell

Susan C. Atwell