

## General Job Application

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**Job Title**

Assistant City Manager

**Requisition Number**

46448

### Personal Data

#### Contact

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**First Name**

Gregory

**Middle Name**

James

**Last Name**

Austin

**Address**

6620 Rainbrook Lane, Apartment 3

**City**

Memphis

**State**

Tennessee

**Zip Code**

38134

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**Primary Phone**

9016283637

**Alternate Phone****Email Address**

greggaustin@gmail.com

### Salary Requirement

What is your desired salary range?

70,000

### 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.

n/a

### Education Information

#### High School

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**High School Name**

Penn Foster

**Did you graduate?**

Yes

**City**

Scranton

**State**

Pennsylvania

## College/University

<b>Name of College/University/Other</b>	<b>Start Date</b>	<b>End Date</b>
Nova Southeastern University	1/5/2014	3/12/2017
<b>City</b>	<b>State</b>	
Fort Lauderdale	Florida	
<b>Degree</b>	<b>Major</b>	<b>Did you graduate?</b>
Masters	Public Administration	Yes

## College/University

<b>Name of College/University/Other</b>	<b>Start Date</b>	<b>End Date</b>
Nova Southeastern University	1/4/2009	6/10/2013
<b>City</b>	<b>State</b>	
Fort Lauderdale	Florida	
<b>Degree</b>	<b>Major</b>	<b>Did you graduate?</b>
Bachelors	Business Administration/Psychology	Yes

## College/Graduate School

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

## Vocational/Technical

<b>Name of Vocational/Technical School</b>	<b>Start Date</b>	<b>End Date</b>
<b>City</b>	<b>State</b>	
<b>Degree</b>	<b>Major</b>	<b>Did you graduate?</b>

## Additional Education Information

Please list any additional education below.

I grew up in Sebring Florida and went to high school there and I went on to and did high school diploma again because i had been out of school for some time and wanted to see if i was up for going back to college. I completed that high school program with penn foster online fairly quickly and I knew i was capable of going back to school from that. Penn foster is accredited and that is why Nova Southeastern accepted me.

## 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

<b>Start Date</b>	<b>End Date</b>	
April, 2016	October, 2017	Full Time
<b>Position Title</b>		
Management/ Supervisor		
<b>Employer</b>	<b>Phone Number</b>	
CVS Health/Pharmacy	8886947287	
<b>Address</b>		
786 N. Germantown Pkwy		
<b>City</b>	<b>State</b>	<b>Zip</b>
Memphis	Tennessee	38018
<b>Duties</b>		
Shift leader, Management, customer service, conflict resolution, and so forth.		

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### Reason for leaving?

Graduated college and it was time for a change. This helped me get through my final year and a half of grad school.

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
August, 2006	November, 2015	Full Time
<b>Position Title</b>		
Management/Founder/Creative & Executive Director		
<b>Employer</b>	<b>Phone Number</b>	
GJA Services, LLC	9016208208	
<b>Address</b>		
6620 Rainbrook Lane, Apartment 3		
<b>City</b>	<b>State</b>	<b>Zip</b>
Memphis & Fortlauderale	Tennessee	38134
<b>Duties</b>		
Personal Assistance, Errand Services, Administrative Duties. Had just got into Organizational Assistance and Event Planning.		

### Reason for leaving?

Memphis was not a strong market, like South Florida was at that time.

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
July, 2015	September, 2015	Part Time
<b>Position Title</b>		
Customer Service Agent		
<b>Employer</b>		<b>Phone Number</b>
Federal Express		8004403539
<b>Address</b>		
2903 Sprinkle Dr.		
<b>City</b>	<b>State</b>	<b>Zip</b>
Memphis	Tennessee	38118
<b>Duties</b>		
Worked in international at the Memphis World Hub. Rehire from 2004.		

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### Reason for leaving?

I had to leave because my mother was terminally ill and no one did not know until that time and I had to mostly go over to her residence and help assist her. she passed a month later.

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
August, 2008	December, 2009	Part Time
<b>Position Title</b>		
Administrative Support & Shift Lead		
<b>Employer</b>		<b>Phone Number</b>
ARC Broward		9547469400
<b>Address</b>		
10250 NW 53rd Street		
<b>City</b>	<b>State</b>	<b>Zip</b>
Fort Lauderdale	Florida	33351
<b>Duties</b>		
Managing patients, implementing policies and behavioral plans, taking on outings, transporting, money management, assisting with personal care, and so forth.		
<b>Reason for leaving?</b>		
Had to move to Memphis to help out parent and to keep and eye on things.		
<b>May we contact for reference?</b>		
Yes		

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
August, 2006	August, 2008	Full Time
<b>Position Title</b>		
Management & Administrative Duties		
<b>Employer</b>	<b>Phone Number</b>	
Lanham's Cleaning Services, LLC	3053311483	
<b>Address</b>		
4127 E. 8th Ave.		
<b>City</b>	<b>State</b>	<b>Zip</b>
Miami	Florida	33013
<b>Duties</b>		
Adminsitratve, managerment, supervised employees out in the field, some HR functions and so forth. We did car and boat shows from palm beach , broward, and dade county.		

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### Reason for leaving?

Business had started to slow down and the owner had got burned out trying to do this and his main job for the City of Miami.

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
January, 2018	Currently	Full Time
<b>Position Title</b>		
Substitute Teacher		
<b>Employer</b>	<b>Phone Number</b>	
Shelby County Schools	9014165300	
<b>Address</b>		
160 S. Hollywood St.		
<b>City</b>	<b>State</b>	<b>Zip</b>
Memphis	Tennessee	38112
<b>Duties</b>		
<ul style="list-style-type: none"><li>• Managed up to 25-30 students; put out the students work on desks before they arrived; stood outside door as they arrived &amp; did role call.</li><li>• Implemented teacher's lesson plans; doing workbooks &amp; computer module lesson; monitored to make sure they were doing their work. Escorted and monitored all activities with students. Had to escort to lunchroom and pick up afterwards, escort to other classes like physical education, chorus, arts and recess and so forth.</li><li>• Implementing SCS policies and procedures; Any student that is acting up to send to office and they would take necessary disciplinary actions; either the student came back to classroom and behaved or they were sent home and parent had to resolve the behavioral issue.</li></ul>		

### Reason for leaving?

Haven't yet. they are flexible while i am here in memphis and you have to complete 10 days per school year to remain active(min).

### May we contact for reference?

Yes



## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
September, 2018	December, 2018	Part Time
<b>Position Title</b>		
Support Specialist I		
<b>Employer</b>	<b>Phone Number</b>	
St. John's Community Services	9013843645	
<b>Address</b>		
7891 Stage Hills Rd. #116		
<b>City</b>	<b>State</b>	<b>Zip</b>
Bartlett	Tennessee	38134

### Duties

- Managed 3 individual's (Adult Services) that are served by state agency (Tennessee) & was lead on my shift; Basic money management (inputting data into system electronically from receipts) & other daily shift duties were perform; and individual's served personal information & funds were all safe & accounted for daily.
- Implemented & Researched information for agency/patients; Had took initiative by researching public venues & different retail locales for patients outings; and individual's served within work locale got to experience different places within the community and everyone (agency & patients) stayed within budget.
- Implementation of behavioral and individual support plans were followed; Documenting all daily activities were done on shift; and Redirecting and Teaching individual's served the use of appropriate behaviors. We documented electronically. Process and implemented billable hours for my shift. Reported data from all daily activities; from incidents, potential abuse and neglect, sleep data, and intake and elimination data. Protecting those individuals served from any type of abuse or neglect. Being an advocate for those who are in care.

### Reason for leaving?

Time for a change and was not the right fit for me. I wish them well.

### May we contact for reference?

Yes

## Additional Work Experience Information

Please list any additional work experience below.

I was in college from 2009-2017 and this is why I may have had part time employment at times and I was solely focused on trying to get my degrees and put in all that work that was required. Plus, I did most of my work from a distance and that takes a lot of self-discipline and dedication.

## Skills & Certifications

### Professional Certifications and Licenses

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

I have my Masters in Public Administration now and I have put in a lot of work and have learned a lot of information and i would like to use my degrees before sometimes soon and I have invested so much money/student loans into my education and for the betterment of myself.

## Military Experience

Branch of Service

Enlistment Date

Discharge Date

Type of Discharge

Primary Responsibilities & Duties

## Applicant Statement

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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

*Gregory Austin*

Date Signed: 5/3/2019 6:02 AM

Date Submitted: 5/3/2019 6:05 AM

IP Address: 73.59.141.253

## 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).

Indeed

Dr. James Agbodzakey, Former NSU Grad School Professor, 954-854-4031, jamesagbodzakey@gmail.com

Kevin McCarthy, Graduate School Academic Advisor, 954-262-5067, kevinmcca@nova.edu, NSU

Timothy Lanham, Former Employer, timothy@lanham@gmail.com, 305-331-1483

Janice Chamber, Former Co-worker from Fedex, Jazzydivaj@gmail.com, 615-573-1541, works for the VA Hospital in Nashville now.

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?

Yes

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

No

Do you have municipal government experience?

No

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 Administration and minor in psychology

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".

Public Administration

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.

n/a

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.

n/a

Do you have your ICMA Credentialed Manager Certification?

No

# Gregory J. Austin

6620 RainBrook Lane, Apartment 3, Memphis, Tennessee 38134

(901) 628-3637; [greggiaustin@gmail.com](mailto:greggiaustin@gmail.com)

## EDUCATION

### **Masters of Science in Public Administration (MPA); March 2017**

Nova Southeastern University (NSU)

Ft. Lauderdale, FL

- Related Courses: Strategic Management, Human Resources & Public Budgeting & Finance.

### **Bachelors of Science in Business Administration/Psychology; June 2013**

Nova Southeastern University (NSU)

Ft. Lauderdale, FL

- Related Courses: Business Strategy & Policy, Organizational Behavior & Business Ethics.

## KEY SKILLS

- |   |                                   |                              |
|---|-----------------------------------|------------------------------|
| • Self-Starter                          | • Ability to Work Under Pressure  | • Time Management            |
| • Microsoft Office Applications         | • Managing Ambiguity              | • Resilience                 |
| • Analyzing & Investigating             | • Personal Impact/Confidence      | • Numeracy                   |
| • Teamwork/Team-player                  | • Logistics                       | • Life Skills                |
| • Leadership & Management               | • Forward-Thinking                | • Decisiveness               |
| • Commercial Awareness                  | • High Emotional Intelligence     | • Human Resources            |
| • Organizational Management             | • Clerical Skills & IT Skills     | • Readiness to Learn         |
| • Effective Communication               | • Technical Skills (Multi-level)  | • Adaptability               |
| • Community Outreach                    | • Finance, Budgeting & Accounting | • Business Acumen Awareness  |
| • Problem Solving & Conflict Resolution | • Creativity                      | • Consistent                 |
| • Critical Thinking Skills              | • Event Planning                  | • Paying Attention to Detail |
| • Analytical Skills                     | • Strong Work Ethic               | • Positive Temperament       |
| • Negotiation & Persuasion              | • Project Management              |                              |
| • Customer Service                      | • Social & Human Services         |                              |
| • Perseverance & Motivation             | • Eagerness to grow               |                              |

## CREATIVE DIRECTOR, MANAGEMENT, CUSTOMER SERVICE & ADMINISTRATIVE EXPERIENCE

### **Shelby County Schools (SCS)**

January 2018- Currently

Substitute Teacher

Memphis, TN

- Managed up to 25-30 students; put out the students work on desks before they arrived; stood outside door as they arrived & did role call.
- Implemented teacher's lesson plans; doing workbooks & computer module lesson; monitored to make sure they were doing their work. Escorted and monitored all activities with students. Had to escort to lunchroom and pick up afterwards, escort to other classes like physical education, chorus, arts and recess and so forth.
- Implementing SCS policies and procedures; Any student that is acting up to send to office and they would take necessary disciplinary actions; either the student came back to classroom and behaved or they were sent home and parent had to resolve the behavioral issue.

### **St. John's Community Services**

September 2018- December 2018

Administrative Support, Shift Lead & Support Specialist I

(Bartlett) Memphis, TN

- Managed 3 individual's (**Adult Services**) that are served by state agency (Tennessee) & was lead on my shift; Basic money management (inputting data into system electronically from receipts) & other daily shift duties were perform; and individual's served personal information & funds were all safe & accounted for daily.
- Implemented & Researched information for agency/patients; Had took initiative by researching public venues & different retail locales for patients outings; and individual's served within work locale got to experience different places within the community and everyone (agency & patients) stayed within budget.



- Implementation of behavioral and individual support plans were followed; Documenting all daily activities were done on shift; and Redirecting and Teaching individual's served the use of appropriate behaviors. We documented electronically. Process and implemented billable hours for my shift. Reported data from all daily activities; from incidents, potential abuse and neglect, sleep data, and intake and elimination data. Protecting those individuals served from any type of abuse or neglect. Being an advocate for those who are in care.

#### **D&S Community Services**

October 2017-June 2018

*Administrative Support, Shift Lead & DSP*

(Bartlett) Memphis, TN

- Managed 2 individual's (**Adult Services**) that are served by state agency (Tennessee) & was lead on my shift; Basic money management & other daily shift duties were perform; and individual's served personal information & funds were all safe & accounted for daily.
- Implemented & Researched information for agency/patients; Had took initiative by researching public venues & different retail locales for patients outings; and individual's served within work locale got to experience different places within the community and everyone (agency & patients) stayed within budget.

- Implementation of behavioral and individual support plans were followed; Documenting all daily activities were done on shift; and Redirecting and Teaching individual's served the use of appropriate behaviors. Reported data from all daily activities; from incidents, potential abuse and neglect, sleep data, and intake and elimination data. Protecting those individuals served from any type of abuse or neglect. Being an advocate for those who are in care.

#### **CVS Health/Pharmacy**

April 2016-October 2017

*Management/ Shift Supervisor*

Memphis, TN

- Managed 2-3 individuals; delegated assignments/duties; and shift duties were completed.
- Managed; problem-solving for customers and employees per shift; and all issues were resolved.
- Managed shift; opening and closing duties/task performed; and all duties were implemented & completed before end of shift.
- Implemented curbside-delivery (intricate step-by-step process).

#### **GJA Services, LLC**

August 2006-November 2015

*Management/Creative Director/Administrative Support*

Fort Lauderdale, FL & Memphis, TN

- Managed 4-5 individual's (**Adult Services**); I have done some volunteering and assisting person's that are served; and All Patient's were safe and taken care of.
- Assisted & supervised 4-5 patients; I had to advocate on their behalf; and I made sure that all information was conveyed and communicated back effectively.
- Had to organize and make sure things were implemented properly; Had to deal with a lot of confidential paperwork and misc. documents; and Had to properly make sure things were shredded and discarded properly.
- We did **Personal Assistant, Errand Services** and were going into **Virtual Assistant, Virtual Management, Event Management/Producer, Project Management and Organizational Management**.

#### **FedEx Express**

*Customer Service Agent*

July 2015-September 2015 (**Rehire**) from August 2004 to August 2005

Memphis, TN

- Implemented daily operations; Label-Faced all packaging & was usually the lead walkway person; and Production line or Walkway ran smoothly when I was on it.
- Worked different areas on production line & made sure that policies & procedures were fully implemented; monitoring & redirecting incorrect packaging to proper areas; and Packaging was on correct schedule & not delayed.

#### **ARC Broward**

*Administrative Support, Shift Lead (By Initiative)& DSP*

August 2008-December 2009

Fort Lauderdale, FL

- Managed 4-5 individual's (**Adult Services**) that are served by state agency (Florida) & was lead on my shift; Basic money management & other daily shift duties were perform; and individual's served personal information & funds were all safe & accounted for daily.



- Implemented & Researched information for agency/patients; Had took initiative by researching public venues & different retail locales for patients outings; and individual's served within work locale got to experience different places within the community and everyone (agency & patients) stayed within budget.
- Implementation of behavioral and individual support plans were followed; Documenting all daily activities were done on shift; and Redirecting and Teaching individual's served the use of appropriate behaviors. Reported data from all daily activities; from incidents, potential abuse and neglect, sleep data, and intake and elimination data. Protecting those individuals served from any type of abuse or neglect. Being an advocate for those who are in care.

#### **Lanham's Cleaning Service, LLC**

*Management, Administrative Supportive Duties & Project Management*

August 2006-August 2008  
(Miami) Hialeah, FL

- Supervised 7-25 employees; we did Dade, Broward, & Palm Beach County Conventions, Trade Shows & Exhibits; and All of the venues management & booth occupants were pleased.
- Managed 7-25 employees; Manage by walking around & observing; and made sure that all employees were doing their jobs, we were usually ahead of schedule, and we saved money on payroll expenses.

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#### **BUSINESS ACADEMIC PROJECTS**

##### **Team Leader**

*INB 4600- International Management- NSU*

- Each team member had to do their own research on how to adjust and comply with different cultural, customs, traditions, nonverbal communication, economic environment aspects, different communication trends, social, political, and social environmental factors.

*PUB 5465- Human Resources-NSU*

- Each member in group had to interview (field report) their employer or a company about their business practices and operations

#### **PROFESSIONAL DEVELOPMENT**

##### **Webinars/Mentored**

*Score.org- Business Seminars*

Spring, Fall, & Winter 2013/Open to attending more seminars currently  
Online/ Memphis, TN

- Learned more in depth about Leadership & Practices
- Marketing & Human Resources
- Sales & Management
- Operations. Just to name a few things.

#### **LEADERSHIP EXPERIENCE**

##### **Master of Public Administration (MPASA) Student Association- NSU**

*Member (Jan 2015-Jan 2016)*

- Registration & Networking with panelists and MPA students/alumni
- Present all documents to GBSA to be chartered
- Draft MPA group constitution and send to E-board for review

#### **ADDITIONAL INFORMATION**

- Both Degrees are Regionally Accredited ([www.nova.edu](http://www.nova.edu)).
- The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, educational specialist and doctoral degrees to all Nova Southeastern University students that have completed their programs. Contact the SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call +1 404-679-4500 for questions about the accreditation.
- The Nova Southeastern University Master of Public Administration Program is accredited by the NASPAA Commission on Peer Review and Accreditation and listed on the Annual Roster of Accredited Programs in conformity with NASPAA standards.
- Bachelor's, Master's, and Doctoral degree programs offered in a variety of fields of business and administration are accredited by the International Assembly for Collegiate Business Education.



## **References as of February 25, 2019**

Stanley Jones/Shelby County Deputy Sheriff  
945 Mosby Rd.  
Memphis, Tn. 38116  
C: 901-355-6544  
Email: [Stanjones419@att.net](mailto:Stanjones419@att.net)

Tim Lanham/ Former Employer  
717 SE 12<sup>th</sup> CT  
Fort Lauderdale, FL. 33316  
C: 305-331-1483  
Email: [timothy Lanham@gmail.com](mailto:timothy Lanham@gmail.com)

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Garrett Hill/ Childhood Friend  
Dallas, TX.  
C: 469-315-4443

Janet Chambers/Former Co-Worker/Friend  
3234 Torbett St.  
Nashville, TN 37209  
C: 615-573-1541  
Email: [jazzydivaj@gmail.com](mailto:jazzydivaj@gmail.com)

Kevin L. McCarthy MATL  
Graduate Academic Advisor  
H. Wayne Huizenga College of Business  
Nova Southeastern University  
Fort Lauderdale, FL.  
O: 954.262.5067  
Email: [kevimcca@nova.edu](mailto:kevimcca@nova.edu)

Dr. James Agbodzakey  
Former Grad School Professor  
Nova Southeastern University  
Fort Lauderdale, Fl.  
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Email: [jamesagbodzakey@gmail.com](mailto:jamesagbodzakey@gmail.com)

Ennisa Brown/ Childhood Friend  
631 Lemon Ave.  
Sebring, Fl. 33870  
C: 863-677-5824  
Email: [nisab1976@gmail.com](mailto:nisab1976@gmail.com)