

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Lisa

Middle Name**Last Name**

Castillo

Address

455 SW 200 Terrace

City

Pembroke Pines

State

Florida

Zip Code

33029

Primary Phone

9546628222

Alternate Phone**Email Address**

lisayc89@gmail.com

Salary Requirement

What is your desired salary range?

137,000 - 150,000

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

Tottenville HS

City

Staten Island

Did you graduate?

Yes

State

New York

College/University

Name of College/University/Other	Start Date	End Date
State University of New York (SUNY) - F.I.T	9/2/1981	12/2/1985
City	State	
New York	New York	
Degree	Major	Did you graduate?
Bachelors	Marketing	Yes

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

January 2013

End Date

January 2019

Full Time

Position Title

Chief of Staff

Employer

Broward County Sheriff's Office (BSO)

Phone Number

9543218000

Address

2601 W. Broward Blvd.

City

Fort lauderdale

State

Florida

Zip

33312

Duties

Executive level management position reporting directly to the sheriff, serving as his executive in charge, supporting the sheriff in the general management of the agency (staff of 10). Performed highly complex and confidential assignments in order to assist, direct and coordinate the efforts of department heads. Areas of direct responsibility included government and legislative affairs, public and media relations, community affairs and outreach. The Office of the Chief of Staff developed and implemented an annual Strategic Messaging Plan for all agency public messaging and communicaitons and was responsible for the management of the agency website sheriff.org and all social media platforms. In collaboration with a variety of internal and external partners, I was responsible for creating a single voice, brand and identity for the agency. The Office of the Chief of Staff prepared all pubic safety, crime prevention and community outreach initiatives. Coordinated all legislative matters at city, county and State levels. Acted as liaison for all professional association and groups. Assisted with the preparation of the sheriff's budget. Supervised major projects as directed by the sheriff. Recommends strategic, fiscal and captital improvement plans. And, representated the sheriff at events as required.

Reason for leaving?

Change in the administration.

May we contact for reference?

Yes

Previous Employer

Start Date

January 2000

End Date

January 2006

Full Time

Position Title

Chief Aide to Broward County Commissioner Jim Scott

Employer

Broward County Board of County Commissioners

Phone Number

9548318000

Address

115 S. Andrews Avenue

City

Fort Lauderdale

State

Florida

Zip

33029

Duties

Served as chief of staff providing management of the district office overseeing constituent services, analysis of all Commission meeting agenda items, coordination and implementation of initiatives with senior level county officials, represented Commissioner Scott on committees, prepared briefings on critical issues and offered recommendations, performed analysis to assist in policy coordination, organized public relations activities including community newsletter, public appearances and speeches. Served as liaison to advocates for business and community interests.

Reason for leaving?

Change in administration.

May we contact for reference?

Yes

Previous Employer

Start Date

December 1994

End Date

September 1999

Full Time

Position Title

Senior Manager for Operations

Employer

NYC School Construction Authority

Phone Number

7184728215

Address

30-30 Thompson Avenue

City

Long Island City

State

New York

Zip**Duties**

Provided oversight of school construction and major rehabilitation program progress, and provided senior management with updates and reports on progress being made with respect to a portfolio of projects valued at \$42 million, including \$11 million in critically important projects for minor maintenance and repairs in schools citywide. Under the direction of the VP for Construction, managed the contractor evaluation process for new projects, served as the liaison with Subcontractor's Trade Association and General Building Contractor's Association, managed personnel and administrative functions for a department of 100 employees.

Reason for leaving?

Relocated to Florida with my husband.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
September 1989	December 1994	Full Time
Position Title		
Manager of Government and Community Relations		
Employer	Phone Number	
NYC School Construction Authority	7184728215	
Address		
30-30 Thompson Avenue		
City	State	Zip
Long Island City	New York	

Duties

Responsible for proactively dealing with construction and non-construction related community issues impacting, or potentially impacting the Authority's construction plans, agenda and programs. Identify, evaluate, address and eliminate known or potential roadblocks to project implementation, working effectively with community members, groups, elected leaders and government agencies to produce results. Represented the Authority in meetings with community leaders, groups and agency personnel to address concerns. Registered Lobbyist and liaison to both Houses of the NYS Legislature, and successfully represented the Authority to implement their legislative agenda. Served as press contact and media spokesperson.

Reason for leaving?

Promotion.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
November 1987	August 1989	Full Time
Position Title		
Assistant Legislative Representative to the Mayor		
Employer	Phone Number	
City of New York - Office of the Mayor		
Address		
52 Chambers Street		
City	State	Zip
New York	New York	

Duties

Responsible for proactively dealing with construction and non-construction related community issues impacting, or potentially impacting the Authority's construction plans, agenda and programs. Identify, evaluate, address and eliminate known or potential roadblocks to project implementation, working effectively with community members, groups, elected leaders and government agencies to produce results. Represented the Authority in meetings with community leaders, groups and agency personnel to address concerns. Registered Lobbyist and liaison to both Houses of the NYS Legislature, and successfully represented the Authority to implement their legislative agenda. Served as press contact and media spokesperson.

Reason for leaving?

New job opportunity.

May we contact for reference?

Yes

Previous Employer

Start Date

November 1985

End Date

November 1987

Full Time

Position Title

Business Promotion Coordinator, NYC Office of Business Development

Employer

City of New York

Phone Number**Address**

80 John Street

City

New York

State

New York

Zip**Duties**

Served as liaison between City agencies, elected officials and businesses, promoting new business activity citywide. Assisted new businesses seeking to establish offices in NYC to get permits and approvals necessary to help implement the city's economic development initiatives. Promoted more effective coordination between the business community and city agencies. Spoke before business and community groups.

Reason for leaving?

New job opportunity.

May we contact for reference?

Yes

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

none

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

My strengths are in assisting senior level managers to design and implement strategies either that involve individual departments or areas, or more commonly that span over numerous departments. I know how to create a shared sense of teamwork, chart out objectives and milestones, measure the progress and ultimately direct the team involved toward success. The skills I use to achieve success are largely interpersonal – guiding, assisting, directing, monitoring, problem resolution and communication. I apply the skills to the extent needed to ensure success, managing is an art form that requires patience. If the team and the individuals are performing well and are meeting goals, the thing do is watch as they proceed. If the team falters, then intervention is needed. My management style has been to keep watch over the professionals I've been asked to lead, and guide them as necessary, and let them do the work required to achieve objectives.

My journey into management began with a sincere interest in the business world, merchandising management, but then evolved into government by chance and luckily so. As this is where I found an environment best suited to my personal preferences. In the early years of my career, working with law makers was my chief assignment. That blossomed into working with elected officials and community advocates. I spent 7 years with the NYC School Construction Authority 2 of which specifically required monitoring, updating and reporting on the progress of a construction portfolio of projects valued at \$42 million dollars. From there, after raising my family, I returned to government in a chief of staff capacity, first to a County Commissioner, and then to the Broward County Sheriff, assisting him to manage one of the state's largest and most complex governmental agencies. At BSO, I was required to have extensive knowledge of the operation of the Sheriff's Office administrative and financial structure. I was in charge of delivering operational assignments and was a member of the Sheriff's Senior Command.

The very same skills I have used throughout my career are, in my view, perfectly adapted to achieving results overseeing capital projects, or budget preparations, parks programs or keeping officials both within or outside of the city informed and connected to city goals. At root, all management involves people skills and it is in the strength I rely upon the most to achieve results.

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

Lisa Castillo

Date Signed: 5/2/2019 10:56 PM

Date Submitted: 5/2/2019 11:00 PM

IP Address: 73.46.210.77

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.com

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".

None

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).

Senator Jim Scott (954)494-5852

Sheriff Scott Israel 954-218-3452

Exec. Director Bob Pusins 954-303-2169

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

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".

Marketing/Public Relations

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.

Chief Aide, Broward County Commissioner Jim Scott, as chief of staff, providing management of two district offices, supervision of staff, oversight of constituent service, analysis of all Commission meeting agenda items, coordination and implementation of initiatives with senior level county officials, represented Commissioner on selection and negotiation committees, prepared briefings on critical issues and offered recommendations, performed political analysis to assist in policy coordination, organized public relations activities including community newsletters, public appearances, and speeches. Served as liaison to advocates for business and community interests and met extensively on Commissioner's behalf with individuals and groups seeking to do business with the county. Commissioner Scott served as Broward's liaison to the State Legislature and to the Regional Transportation Authority. I tracked and monitored projects and issues so that he could effectively represent the distr

Do you have municipal government experience?

Yes

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.

Served 11 years in New York City Government in the Mayor's Office and at the New York City School Construction Authority

Do you possess a DD214 for military service?

No

Do you have your ICMA Credentialed Manager Certification?

No

455 SW 200 Terrace
Pembroke Pines, FL 33029
954.662.8222
Lisayc89@gmail.com

LISA CASTILLO

PROFESSIONAL EXPERIENCE

Broward County Sheriff's Office
Fort Lauderdale, FL

Jan 2013-Jan 2019

Chief of Staff

Executive level management position reporting directly to the Broward County Sheriff, serving as his executive in charge, supporting the Sheriff in the general management of the agency. Performing highly complex and confidential assignments in order to assist, direct and coordinate the efforts of department heads in the management of detention, community programs, law enforcement, fire rescue and emergency services and administration. Areas of direct responsibility include government affairs, public and media relations, community affairs and outreach. Developed and implemented all agency public messaging and communications, including the management of the agency website sheriff.org and all social media platforms.

Broward County Board of County Commissioners
Fort Lauderdale, FL

Jan 2000 – Jan 2006

Chief Aide, Broward County Commissioner Jim Scott Served as chief of staff , providing management of a district office, supervision of staff, oversight of constituent service, analysis of all Commission meeting agenda items, coordination and implementation of initiatives with senior level county officials, represented Commissioner on committees, prepared briefings on critical issues and offered recommendations, performed analysis to assist in policy coordination, organized public relations activities including community newsletters, public appearances, and speeches. Served as liaison to advocates for business and community interests and met extensively on Commissioner's behalf with individuals and groups seeking to do business with the county. Commissioner Scott served as Broward's liaison to the State Legislature and to the Regional Transportation Authority. Monitored projects and issues so that he could effectively represent the County in those areas.

NYC School Construction Authority
New York, NY

Dec 1994 –Sept 1996

Senior Manager for Operations

Provided oversight of school construction and major rehabilitation program progress, and provided senior management with updates and reports on progress being made with respect to a portfolio of projects valued at \$42 million, including \$11 million in critically important projects for minor maintenance and repairs in schools citywide. Under the direction of the VP for Construction, managed the contractor evaluation process for new projects, served as the liaison with Subcontractor's Trade Association and General Building Contractor's Association, managed personnel and administrative functions for a department of 100 employees.

LISA CASTILLO

Manager of Government & Community Relations

Sept 1989 – Dec 1994

Responsible for proactively dealing with construction and non-construction related community issues impacting, or potentially impacting the Authority's construction plans, agenda and programs. Identify, evaluate, address and eliminate known or potential roadblocks to project implementation, working effectively with community members, groups, elected leaders and government agencies to produce results. Represented the Authority in meetings with community leaders, groups and agency personnel to address concerns. Registered Lobbyist and liaison to both Houses of the NYS Legislature, and successfully represented the Authority to implement their legislative agenda. Served as press contact and media spokesperson.

The City of New York, Office of the Mayor

1987 – 1989

Assistant Legislative Representative to the Mayor

Served on the staff of Mayor Edward I. Koch representing him at the NYC Board of Estimate. Reviewed, negotiated, coordinated and lobbied the Board for approval of city contracts essential to the day-to-day running of the government. Contract Review Committee representative for the Deputy Mayor. Responsible for all operations of the Contracts Administration Unit. Managed staff of five analysts.

NYC Office of Business Development

Business Promotion Coordinator

1985 – 1987

Served as liaison between City agencies, elected officials and businesses, promoting new business activity citywide. Assisted new businesses seeking to establish offices in NYC to get permits and approvals necessary to help implement the city's economic development initiatives. Promoted more effective coordination between the business community and city agencies. Spoke before business and community groups.

EDUCATION

**STATE UNIVERSITY OF NEW YORK, FIT,
New York, NY
B.S., Marketing and International Trade, 1984**