

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Thomas

Middle Name

Joseph

Last Name

Jones

Address
[REDACTED]**City****State****Zip Code**
[REDACTED]**Primary Phone****Alternate Phone**
[REDACTED]**Email Address**

thomjjones97@me.com

Salary Requirement

What is your desired salary range?

169,000

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

Columbia River High School

City

Vancouver

Did you graduate?

Yes

State

Washington

College/University

Name of College/University/Other	Start Date	End Date
Concordia University	1/8/1995	12/15/1996
City	State	
Portland	Oregon	
Degree	Major	Did you graduate?
Bachelors	Business Management/Communications	Yes

College/University

Name of College/University/Other	Start Date	End Date
Gonzaga University	7/17/2011	12/15/2013
City	State	
Spokane	Washington	
Degree	Major	Did you graduate?
Masters	Organizational 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	
11/09/1997	Present	Full Time
Position Title		
Assistant Special Agent in Charge (ASAC)		
Employer	Phone Number	
Federal Bureau of Investigation	7547033012	
Address		
2030 SW 145th Avenue		
City	State	Zip
Miramar	Florida	33027

Duties

ASAC Operational Support Branch - Executive Manager - Community Outreach, Citizens Academy, Human Resources, Recruiting, Internal Investigations, Compliance, Critical Incident Response, SWAT Team Commander, Evidence Response Team Commander, Acting Special Agent in Charge (during SAC absence), and Security.

Reason for leaving?

Eligible for federal retirement. Federal Law Enforcement Officers have a mandatory retirement age. I would like to continue with public service and transition into a Leadership role in local government.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
07/09/1988	11/06/1997	Full Time
Position Title		
Deputy Sheriff / Detective		
Employer	Phone Number	
Clark County Sheriff's Office	3603972211	
Address		
707 West 13th Street		
City	State	Zip
Vancouver	Washington	98666

Duties

Deputy Sheriff / Detective / SWAT Team

Reason for leaving?

Transition to Federal Law Enforcement

May we contact for reference?

Previous Employer

Start Date	End Date	
06/1987	07/1988	Part Time
Position Title		
Part time Load Line Supervisor		
Employer	Phone Number	
United Parcel Service		
Address		
City	State	Zip
Portland	Oregon	
Duties		
Part time load line supervisor for package delivery		
Reason for leaving?		
Obtained a full time job as a Deputy Sheriff		
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?		

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

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

Please list any additional work experience below.

Professional Certifications and Licenses

Federal Bureau of Investigation Special Agent Academy

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

Leading People, Building Teams, Integrity, Transformational and Organizational Change, Community Outreach, Building Business Practices, Internal Audits and Investigations. Inspection Compliance, International Operations, Brand Management, Standardization and Policy Development, Aviation and Maritime Threat Assessments, Crisis Management, Extensive Public Speaking.

Boy Scouts of America - Eagle Scout

Branch of Service

US Army

Enlistment Date

6/9/1983

Discharge Date

4/13/1987

Type of Discharge

Honorable

Primary Responsibilities & Duties

Special Forces Engineer Sergeant. Responsible for Engineer projects for Special Forces Operational "A" Detachment.

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

Thomas J. Jones

Date Signed: 5/4/2019 2:17 PM

Date Submitted: 5/4/2019 2:54 PM

IP Address: 73.85.221.156

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).

Internet

SAC George Piro - FBI - Direct Supervisor, 754-703-2000
Section Chief - FBI Counterterrorism - Michael Paul, Former Supervisor, 571-565-4434
Cooper City, FL Commissioner Jeff Green, 786-246-0948
Sergeant James Eastman, Clark County Sheriff's Office, 360-601-6033

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".

I believe I have exemptions based on being a Federal Law Enforcement Officer

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".

Business Management and Communications

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".

Organizational Leadership

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

I have approximately 14 years of Federal Government Management Experience and have worked with numerous municipal/county management teams in various environments from natural disasters, to community events and city/county crisis management.

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

I have approximately 14 years of Federal Government Management Experience and have worked with numerous municipal/county management teams in various environments from natural disasters, to community events and city/county crisis management.


Do you possess a DD214 for military service?

Do you have your ICMA Credentialed Manager Certification?


Yes

No

Thomas J. Jones



thomjjones97@me.com



Professional Summary

A proven, innovative and driven leader specializing in collaboration and managing multiple programs and departments. A government executive who has managed multi-million dollar budgets with a focus on cost savings. A team builder that has built and implemented business practices solving unique and difficult problem sets. An expert in brand and transformational change management. An experienced public speaker with strong oral and written communication skills. A brand ambassador with an expertise on outside liaison and special events involving international, federal, state, local and private industry partners.

Skills

Leading People, Building Teams, Integrity, Transformational and Organizational Change, Community Outreach, Building Business Practices, Internal Audits and Investigations. Inspection Compliance, International Operations, Brand Management, Standardization and Policy Development, Aviation and Maritime Threat Assessments, Crisis Management, Extensive Public Speaking.

Experience

Federal Bureau of Investigation 1997 - present

Assistant Special Agent in Charge, Miami Division, 7/2018 - present

Acting Special Agent in Charge, Miami Chief Compliance Officer, Administrative Chief, Internal Investigations, Human Resources, SWAT Team and Crisis Response Commander, Community Outreach.

Acting Section Chief, Washington, DC FBIHQ, 2017 - 2018

Counterterrorism Division Foreign Threat Tracking Task Force, Assistant Chief of National Joint Terrorism Task Force Aviation and Maritime Programs. Assistant Inspector in Place, Inspection Division. Budget and Contract Program Management.

International Operations Division, Istanbul, Turkey, 2015 - 2017

Counterterrorism, Criminal and Cyber Attache. Chief of FBI operations in Istanbul, Turkey. Foreign Fighter, Counterterrorism, Cyber, Aviation, Maritime Threat management.

Clark County Sheriff's Office 1988 - 1997

United States Army Special Forces 1983 - 1987

1st Special Forces Group

Education


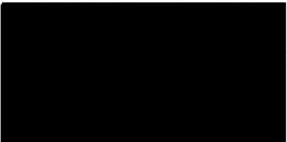
B.A. Concordia University, Portland, Oregon. Business Management and Communications - 1996

M.A. Gonzaga University, Spokane, Washington. Organizational Leadership - 2013

References

Available upon request.

THOMAS J. JONES


thomjjones97@me.com


April 29, 2019

Samuel A. May
City Manager
5790 Margate Boulevard
Margate, FL 33063

Dear Mr. May,

Thank you for your time and consideration involving my attached resume and application.

I would like to take this opportunity to introduce myself and give you a little background of why I am interested and qualified for the position of Assistant City Manager. I am a Florida resident. I am married and have three children.

We are new to this community and have lived in Broward County since July of 2018. For the past 35 years, I have given my career path to public service from the military, county and federal government. As I transition from my 21 year career with the federal government, I am hoping to continue to serve in a local government capacity that will positively affect others.

I currently serve as the Assistant Special Agent in Charge of the Miami FBI field office. I have supervised and managed multiple programs, sections and units, which include the leadership of approximately 145 - 300 personnel. Additionally, I have served as the Acting Special Agent in Charge responsible for the Miami FBI field office with approximately 1100 employees. Besides having an extensive national security and law enforcement background, I have an ongoing responsibility for Community Outreach, Citizens Academy, Crisis Response, Internal Investigations, Compliance, Finance, Emergency Operations, Security, Human Resources, Recruiting, Aviation and Ground Surveillance, and Technical Support Programs.

I am familiar with budgets and the budget process. I have been responsible for a multi-million dollar budget which included contracts, bidding and spending plans. Besides my familiarity with federal laws, I am knowledgeable

about state and local laws and municipal ordinances due to my service as a Deputy Sheriff.

I have worked in numerous environments involving critical incidents serving small communities during times of floods, extreme weather conditions, large scale criminal acts (multiple active shooter incidents) and terrorism events. Having the ability to navigate challenging situations with local, state and federal government entities has been a strength and would be a very useful skill as an assistant city manager.

When asked, I describe myself as a Servant Leader. I am a team builder and collaborator, who believes in developing my work force. Communication and the ability to speak in public settings is an important asset for which I strive to maintain and develop. Besides having a Master's Degree in Organizational Leadership, I continue to improve my leadership skills because I believe they are perishable if not constantly being used and developed. With my personal growth, I maintain high ethical standards and constantly improve my abilities to understand and empathize the opinions and positions of other people.

My resume only highlights my most critical work with the federal government, but does not highlight the numerous places and experiences I've encountered while serving in the military, local law enforcement and the federal government.

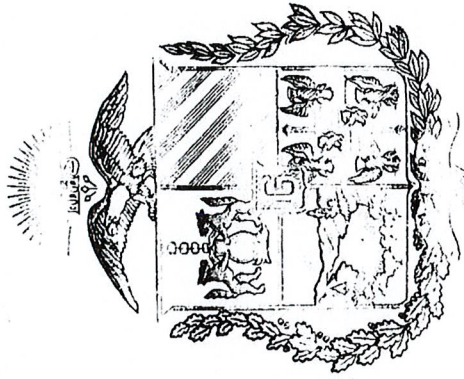
I look forward to talking with you and others in the future about the position of Assistant City Manager. Thank you for your time and consideration.

I look forward to meeting you in the future.

Sincerely,

Thomas J. Jones

Conferment of Degrees



To all who read these present letters, greetings in the Word:

In virtue of the authority vested in Gonzaga University by the State of Washington to confer degrees upon those who have successfully completed the required work, we, the professors of this University, in conjunction with its President, confer the degree of

Master of Arts in Organizational Leadership

together with the rights and privileges appertaining thereto upon

Thomas J. Jones

Given at Spokane, in the State of Washington
this twentieth day of December, in the year of our Lord
two thousand and thirteen

Haynes St. M. Calk

President of the University

J. F. McArthur

Dean