

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Steven

Middle Name**Last Name**

Tinsley

Address

6382 NW 36th Avenue

City

Coconut Creek

State

Florida

Zip Code

33073

Primary Phone

2197896123

Alternate Phone

9545311944

Email Address

stinsley@fau.edu

Salary Requirement

What is your desired salary range?

\$125,000-\$140,000

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

Bishop Noll Institute

City

Hammond

Did you graduate?

Yes

State

Indiana

College/University

Name of College/University/Other	Start Date	End Date
Indiana University	6/1/1989	12/31/1994
City	State	
Gary	Indiana	
Degree	Major	Did you graduate?
Bachelors	Business Administration	Yes

College/University

Name of College/University/Other	Start Date	End Date
Indiana University	1/1/1997	5/31/2003
City	State	
Gary	Indiana	
Degree	Major	Did you graduate?
Masters	Business Administration	Yes

College/Graduate School

Name of College/University/Other	Start Date	End Date
Florida Atlantic University	1/1/2008	5/31/2015
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Ph.D.	Public Administration	Yes

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.

Purdue University August 1985 - December 1989
Field of Study: Management
Graduate? No

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	
3/2012	Present	Full Time
Position Title		
Economic Development Manager		
Employer	Phone Number	
Broward County Board of County Commissioners	9543576400	
Address		
115 S. Andrews Avenue Suite A-680		
City	State	Zip
Fort Lauderdale	Florida	33301
Duties		
Management of business attraction and retention programs for the 2nd largest county in Florida, and the 18th largest county in the U.S., a county with 31 municipalities, over 65,000 businesses and 1.8 million residents.		
Analysis of economic development incentive applications and approval recommendations to the Board of County Commissioners.		
Conduct research on business and economic development problems and opportunities and make recommendations to office director and County Administration on solutions and programs.		
Prepare speaking points for elected officials regarding economic and workforce development projects and outcomes.		
Management and administration of County contracts and agreements including contract management for over \$2 million in economic development incentives, a \$3.8 million redevelopment fund for unincorporated Broward County, entrepreneur grant agreements and Broward County's \$1.5 million annual contract with its private sector economic development partner, the Greater Fort Lauderdale Alliance.		
Contract management duties include approval and processing of incentives payment requests, confirmation of performance requirements, budgeting and forecasting.		
Management of the County Industrial Revenue Bond and Exempt Facility Bond Program application process.		
Preparation of Commission agenda items pertaining to economic development projects and Greater Fort Lauderdale Alliance compliance reports.		
Management of the County's unincorporated area redevelopment programs.		
Agreement Administration for Business Recovery Center agreements with municipal partners.		
Unit Leader for Business and Industry Services under the County's Emergency Response Team Support Function #18.		
Review, research and provide feedback on proposed legislation, and County's legislative program related to economic development legislative proposals.		
Coordination and liaison with municipal economic development partners.		
Direction of the activities of three Economic Development Specialists focused on international trade promotion, entrepreneur development and redevelopment of unincorporated Broward County.		
Serve on Executive Committee of the Broward County Workforce Development Board and Chair of the Strategic Planning, Policy Development, Legislative Advocacy Committee.		
Reason for leaving?		
Seeking advancement and expanded role in public service.		
May we contact for reference?		
Later		

Previous Employer

Start Date	End Date	
9/2005	3/2012	Full Time
Position Title		
Economic Development Specialist		
Employer		Phone Number
Broward County Board of County Commissioners		9543576400
Address		
115 S. Andrews Avenue Suite A-680		
City	State	Zip
Fort Lauderdale	Florida	33301
Duties		
Market, manage, and provide analysis for Broward County business incentive programs.		
Conduct county tours, develop and deliver presentations to prospective new businesses and existing Broward County businesses.		
Coordination of business attraction and retention activities with state, municipal, and private economic development partners.		
Market and provide technical assistance to Broward County businesses in the area of capital formation, business plan review and development, and application to Broward County financing programs including the Industrial Revenue Bonding Program, SBA 504 and 7(a) Loan Programs.		
Manage and execute the county-wide business visitation and retention process; conducting corporate visitation and technical assistance outreach activities.		
Assist in research and development of long term objectives, strategies and approaches to urban redevelopment and revitalization, business incentives, economic and policy impacts.		
Reason for leaving?		
Promoted to Manager.		
May we contact for reference?		
No		

Previous Employer

Start Date	End Date	
1/2005	9/2005	Full Time
Position Title		
Executive Director		
Employer	Phone Number	
Hammond Development Corporation	2198536399	
Address		
5246 Hohman Avenue		
City	State	Zip
Hammond	Indiana	46320

Duties

Management of the City of Hammond's non-profit economic development corporation, focusing on downtown revitalization, small business development, and promotion of the arts, with direct reporting responsibilities to the Mayor's Chief of Staff. (Annual Budget: \$1.5 million).

Property management responsibilities for approximately 200,000 square feet of commercial lease space, including lease negotiations, tenant relations, and contractor management.

Assisted in formulation, analysis, and implementation of downtown revitalization policies.

Operational oversight of the Towle Community Theater and Business Builders Entrepreneur Development Program.

Direct supervision of 3 full-time and 5 part-time employees, including a Theater Manager, Entrepreneur Development Program Manager, and an Administrative Assistant.

Financial statement analysis, grant application, and budgetary responsibilities for all operations.

Reason for leaving?

Relocated to Florida.

May we contact for reference?

Yes

Previous Employer

Start Date	End Date	
10/2002	1/2005	Full Time
Position Title		
Small Business Specialist		
Employer	Phone Number	
Hammond Development Corporation	2198536399	
Address		
5246 Hohman Avenue		
City	State	Zip
Hammond	Indiana	46320
Duties		
Management of the city of Hammond's Entrepreneur Development Program, including development, coordination, promotion and delivery of entrepreneur education programs.		
Management of the city of Hammond's \$1.25 million dollar Small Business Loan Fund, including project and business plan evaluation, credit and financial statement analysis, Loan Committee recommendations, and collection activities.		
Assisted in formulation, analysis, and implementation of small business/entrepreneur development policies.		
Provided one-on-one technical and mentoring assistance, and developed a network of local volunteer mentors.		
Promoted and facilitated NxLevel Entrepreneur Training Courses as a Certified NxLevel Trainer, as well as targeted small business workshops		
Reason for leaving?		
Offered Executive Director position.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
9/2005	12/2005	Full Time
Position Title		
Program Manager		
Employer	Phone Number	
Indiana Department of Commerce		
Address		
6100 Southport Road		
City	State	Zip
Portage	Indiana	46368
Duties		
(This position held simultaneously with position above)		
Responsible for marketing of State of Indiana economic development programs to businesses, municipalities, and economic development entities.		
Responsible for supporting local economic development entities in recruitment and retention of new businesses in their areas of responsibility.		
Responsible for relationship building with local economic development officials and businesses to assess and report on the effectiveness of State sponsored programming.		
Reason for leaving?		
Offered Executive Director position at the Hammond Development Corporation.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
7/2002	10/2002	Full Time

Position Title
Executive Director

Employer
Gary Economic Development Corporation

Phone Number
2198811367

Address
401 Broadway Suite 301

City	State	Zip
Gary	Indiana	46402

Duties
Management of a city-wide small business development program including business attraction, consultation, mentoring, and management of a small business loan fund.

Provided input and analysis of city economic development policies.

Directly supervised the activities of a full-time commercial loan officer, and loan assistant.

Built partnership with local university to provide additional small business support.

Reason for leaving?
Accepted position with better resourced Hammond Development Corporation.

May we contact for reference?
Yes

Previous Employer

Start Date	End Date	
7/2001	7/2002	Full Time

Position Title
Public Relations Representative/Job Trainer

Employer
Career Resource Center

Phone Number
2198842393

Address
4950 Broadway

City	State	Zip
Gary	Indiana	46408

Duties
Performed community relations activities for State of Indiana welfare-to-work contractor.

Facilitated job training classes consistent with State requirements.

Assisted welfare-to-work clients in job search, job application and placement activities.

Reason for leaving?
Contract with State reduced, agency became financially unstable.

May we contact for reference?
Yes

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

Certified Economic Developer (CEcD) - International Economic Development Council

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

Association Memberships:

Broward County Workforce Development Board (2013-Present)

Broward County Schools Career, Technical, Adult and Community Education (CTACE) Advisory Board (2015-Present)

Pi Alpha Alpha - National Honor Society of Public Administration Students

International Economic Development Council (IEDC) (2006-Present)

Council of Development Finance Agencies (CDFA) (2013-Present)

International Council of Shopping Centers (ICSC) (2013-Present)

Business and Public Administration Teaching Experience:

Sawyer College (Kaplan Subsidiary), Hammond, IN 2001-2004

Adjunct Instructor

Courses taught: Business and Operational Management, Personal and Relationship Selling, Office Professionalism

Indiana University (Northwest Campus), Gary, IN 2003

Adjunct Instructor

Course taught: Entrepreneurship

Florida Atlantic University, Boca Raton, FL 2017

Adjunct Instructor – Public Administration Master's Degree Program

Course taught: Regulation

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

Steven Tinsley

Date Signed: 5/9/2019 10:32 PM

Date Submitted: 5/9/2019 10:33 PM

IP Address: 45.27.56.146

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).

Margate website

Mr. Jerry Heniser
Senior Vice President, Corporate Banking
BBVA Compass Bank
450 Brickell Avenue
Suite 2000
Miami, FL 33131
(305) 507-7874
jerry.heniser@bbvacompass.com
Mr. Heniser is Chairman of the Broward County Bond Review Committee and I have worked with him for many years in the issuance of Industrial Development Bonds in Broward County.

Patricia M. Patterson
Associate Professor
Florida Atlantic University
School of Public Administration
777 Glades Road
Room SO 301E
Boca Raton, FL 33431
(561) 297-4006
patterso@fau.edu
I worked very closely with Dr. Patterson over the course of development of my dissertation in the Public Administration Program at FAU. She served as Chair of my Dissertation Committee.
Tricia Brissett
Assistant County Attorney
Broward County
954-357-7696
tbrissett@broward.org
Ms. Brissett is the attorney assigned to the economic development section. I work closely with Ms. Brissett on legal issues, agreements and contracts, etc.

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 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

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".

Business Administration

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.

Economic Development Manager - Broward County 6 Yrs. 2 Mos

Contract management for over \$2 million in incentives contracts including approval and processing of incentives payment requests, confirmation of performance requirements, budgeting and forecasting.

Management of the County Industrial Revenue Bond and Exempt Facility Bond Program application process.

Management of the County's unincorporated area redevelopment programs.

Contract Administration for Broward County's \$1.5 million annual contract with private sector economic development partner.

Direction of the activities of three Economic Development Specialists focused on international trade promotion, entrepreneur development and redevelopment of unincorporated Broward County.

- International Trade – direct activities of an International Trade Specialist focusing on one-on-one trade counseling, export training and inbound/outbound trade missions.

- Entrepreneur Development – Serve as Program Manager for Kauffman FastTrac Entrepreneur Development Program, directing activities of an Economic Development Specialist focused on entrepreneur training and counseling.

- Redevelopment – Manage redevelopment programs focused on revitalization of commercial corridors in unincorporated Broward County and direct activities of an Economic Development Specialist focused on redevelopment and special development district programs such as the Urban Jobs Tax Credit Zone programs.

Accomplishments: Development of the County's entrepreneur development program. Creation of redevelopment programs for Unincorporated Broward County including program design, procedures and processes. Successful passage of 3 pilot projects under the program.

Executive Director - Hammond Development Corporation - 9 Mos

(Reporting to Mayor's Chief of Staff)

Management of the City of Hammond's non-profit economic development corporation, focusing on downtown revitalization, small business development, and promotion of the arts, with direct reporting responsibilities to the Mayor's Chief of Staff. (Annual Budget: \$1.5 million).

Property management responsibilities for approximately 200,000 square feet of commercial lease space, including lease negotiations, tenant relations, and contractor management. Direct supervision of 3 full-time and 5 part-time employees, including a Theater Manager, Entrepreneur Development Program Manager, and an Administrative Assistant.

Executive Director - Gary Economic Development Corporation - 3 Mos.

Management of a city-wide small business development program including business attraction, consultation, mentoring, and management of a small business loan fund.

Provided input and analysis of city economic development policies.

Directly supervised the activities of a full-time commercial loan officer, and loan assistant.

Accomplishments: Established partnership with local university to provide technical assistance to business loan recipients.

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.

Economic Development Specialist - Broward County - 7 Yrs.
Market, manage, and provide analysis for Broward County business incentive programs.

Conduct county tours, develop and deliver presentations to prospective new businesses and existing Broward County businesses.

Coordination of business attraction and retention activities with state, municipal, and private economic development partners.

Market and provide technical assistance to Broward County businesses in the area of capital formation, business plan review and development, and application to Broward County financing programs including the Industrial Revenue Bonding Program, SBA 504 and 7(a) Loan Programs.

Entrepreneur Development Program Manager/ Small Business Development Specialist - Hammond Development Corporation - 3 Yrs.

(This position held simultaneously with position below)
Management of the city of Hammond's Entrepreneur Development Program, including development, coordination, promotion and delivery of entrepreneur education programs.

Management of the city of Hammond's \$1.25 million dollar Small Business Loan Fund, including project and business plan evaluation, credit and financial statement analysis, Loan Committee recommendations, and collection activities.

Assisted in formulation, analysis, and implementation of small business/entrepreneur development policies.

Provided one-on-one technical and mentoring assistance, and developed a network of local volunteer mentors.

Promoted and facilitated NxLevel Entrepreneur Training Courses as a Certified NxLevel Trainer, as well as targeted small business workshops

Do you have municipal government experience?

Yes

Do you possess a DD214 for military service?

No

**Do you have your ICMA Credentialed Manager
Certification?**

No

Steven Tinsley, Ph.D., MBA, CEcD

6382 NW 36th Avenue • Coconut Creek, FL 33073 • 219-789-6123 • stinsley@fau.edu

Public Administrator

Experienced public administrator responsible for staff leadership, economic development/workforce program design, implementation and management of economic development programs for the 15th largest county in the U.S.

Experienced public administration leader serving in long-term leadership and advisory roles with Broward County Workforce Development Board (CareerSource Broward) and Broward Schools Career, Technical, Adult and Community Education (CTACE) Advisory Board. Currently serving as Chair of CareerSource Broward Strategic Planning Policy Development and Legislative Advocacy Regionalism Committee.

Proven administrative leader in program design, implementation and evaluation with experience in process development, employer and business needs assessment and program implementation.

Skilled and practiced business community liaison with over 17 years of direct business community relationship building experience.

Post-secondary educator with college-level classroom instruction experience.

Skills and Proficiencies

- | | | |
|---|---|--|
| • Program design and implementation | • Business outreach and relationship building | • Program and contract administration and evaluation |
| • Advanced research and analytical skills | • Budget and forecasting | • Strategic planning, legislative analysis |

PROFESSIONAL EXPERIENCE

BROWARD COUNTY OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT

Fort Lauderdale, FL

2005 - Present

Economic Development Manager • (2012-present)

Management of business attraction and retention programs for the 2nd largest county in Florida, and the 18th largest county in the U.S., a county with 31 municipalities, over 65,000 businesses and 1.8 million residents. Areas of responsibilities include:

- Contract and Program Administration:
 - ✓ Administration of over \$2 million in business incentive contracts
 - ✓ Management of Broward County's \$1.5 million annual contract with its private sector economic development partner – the Greater Fort Lauderdale Alliance.
 - ✓ Management of the County's \$3.8 million unincorporated area redevelopment grant program
 - ✓ Management of the Broward County Industrial Revenue Bond and Exempt Facility Bond Program application process.
 - ✓ Management of County's Entrepreneur Development Grant program
- Direction of the activities of four Economic Development Specialists focused on international trade promotion, entrepreneur development, economic analysis and redevelopment of unincorporated Broward County and a Senior Special Project Coordinator focusing on apprenticeship.
- Policy research, analysis and recommendations on County legislative program for economic development.
- Research and preparation of reports and recommendations on economic development policies and issues.
- Preparation of Commission agenda items and speaking points on economic development for elected officials.

KEY CONTRIBUTIONS

- ✓ Designed and launched Broward County Entrepreneur Development Program
- ✓ Developed and launched \$3.8 redevelopment grant program in unincorporated Broward County
- ✓ Developed Apprenticeship Special Project Coordinator Position

Steven Tinsley, Ph.D., MBA, CEcD

PROFESSIONAL EXPERIENCE – page 2

BROWARD COUNTY OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT (Cont'd) Fort Lauderdale, FL 2005 - Present

Economic Development Specialist • (2005-2012)

Execution of Broward County economic development including business recruitment and retention activities, business visitation and technical assistance.

- Market, manage, and provide analysis for Broward County business incentive programs.
- Conduct county tours, develop and deliver presentations to prospective new businesses and existing Broward County businesses.
- Coordination of business attraction and retention activities with state, municipal, and private economic development partners.
- Market and provide technical assistance to Broward County businesses in the area of capital formation, business plan review and development, and application to Broward County financing programs including the Industrial Revenue Bonding Program, SBA 504 and 7(a) Loan Programs.
- Manage and execute the county-wide business visitation and retention process; conducting corporate visitation and technical assistance outreach activities.

HAMMOND DEVELOPMENT CORPORATION Hammond, IN 2002 - 2005
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Executive Director • (2005)

Management of the City of Hammond's non-profit economic development corporation, focusing on downtown revitalization, small business development, and promotion of the arts, with direct reporting responsibilities to the Mayor's Chief of Staff. (Annual Budget: \$1.5 million).

- Property management responsibilities for approximately 200,000 square feet of commercial lease space, including lease negotiations, tenant relations, and contractor management.
- Assisted in formulation, analysis, and implementation of downtown revitalization policies.
- Operational oversight of the Towle Community Theater and city-wide Entrepreneur Development Program.
- Direct supervision of 3 full-time and 5 part-time employees, including a Theater Manager, Entrepreneur Development Program Manager, and an Administrative Assistant.
- Financial statement analysis, grant application, and budgetary responsibilities for all operations.

Entrepreneur Development Program Manager/Small Business Development Specialist • (2002-2005)

Management of the city of Hammond's Entrepreneur Development Program, including development, coordination, promotion and delivery of entrepreneur education programs.

- Management of the city of Hammond's \$1.25 million dollar Small Business Loan Fund, including project and business plan evaluation, credit and financial statement analysis, Loan Committee recommendations, and collection activities.
- Promoted and facilitated NxLevel Entrepreneur Training Courses as a Certified NxLevel Trainer and provided one-on-one technical and mentoring assistance, and developed a network of local volunteer mentors

Steven Tinsley, Ph.D., MBA, CEcd

PROFESSIONAL EXPERIENCE – page 3

INDIANA DEPARTMENT OF COMMERCE (Now Indiana Economic Development Corporation) (Position Held Simultaneously with Position Above) Portage, IN 2004-2005
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Program Manager

Responsible for marketing of State of Indiana economic development programs to businesses, municipalities, and economic development entities.

- Responsible for supporting local economic development entities in recruitment and retention of new businesses in their areas of responsibility.
- Responsible for relationship building with local economic development officials and businesses to assess and report on the effectiveness of State sponsored programming.

GARY ECONOMIC DEVELOPMENT CORPORATION
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Gary, IN

2002

Executive Director

Management of a city-wide small business development program including business attraction, consultation, mentoring, and management of a small business loan fund.

- Provided input and analysis of city economic development policies.
- Directly supervised the activities of a full-time commercial loan officer, and loan assistant.
- Built partnership with local university to provide additional small business support.

INSTRUCTIONAL EXPERIENCE

Florida Atlantic University, Boca Raton, FL

2017

Adjunct Instructor – Public Administration Master's Degree Program

Course taught: Regulation

Sawyer College (Kaplan Subsidiary), Hammond, IN

2001-2004

Adjunct Instructor

Courses taught: Business and Operational Management, Personal and Relationship Selling, Office Professionalism

Indiana University (Northwest Campus), Gary, IN

2003

Adjunct Instructor

Course taught: Entrepreneurship

EDUCATION

Doctorate of Philosophy (Ph.D.) - Public Administration (2015)

Florida Atlantic University

Master's Degree-Business Administration (M.B.A.) (2003)

Indiana University

Bachelor of Science Degree-Business Administration (1994)

Indiana University

May 9, 2019

Recruiter/Human Resources Representative
City of Margate
5790 Margate Boulevard
Margate, FL 33063

Dear Recruiter/Human Resources Representative:

Please consider this letter and accompanying resume as application for the position of Assistant City Manager for the City of Margate. I am an experienced public administrator with substantial municipal management experience. I have over 7 years of public management experience, as Economic Development Manager for the Broward County Office of Economic Development.

I have amassed over 15 years of government and public administration experience and have managed programs and personnel for the cities of Hammond and Gary IN and Broward County. In addition to extensive professional experience in government, I also possess a strong business-to-business expertise. My educational accomplishments includes a Doctorate of Philosophy Degree in Public Administration and a Master's Degree in Business Administration.

I am a proven leader in public administration and have extensive experience in fast-paced, deadline driven environments. I have extensive experience in problem solving, research and report development. I possess strong communication skills including speaking point development and agenda item creation. I am a versatile administrator with a combination of practical experience and public administration education that uniquely qualifies me for the position you seek to fill. I have attached my resume for your review. I look eagerly forward to discussing the position of Assistant City Manager with you. Please contact me at your earliest opportunity at 219-789-6123 (cell) or 954-531-1944 (home).

Thank you for your consideration.

Sincerely,

Steven Tinsley