

General Job Application

Job Title

Assistant City Manager

Requisition Number

46448

Personal Data

Contact

First Name

Mark

Middle Name

David

Last Name

Young

Address

1807 Adventure Place

City

North Lauderdale

State

Florida

Zip Code

33068

Primary Phone

7542141705

Alternate Phone**Email Address**

markyoung315@gmail.com

Salary Requirement

What is your desired salary range?

100,000

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

Northeast High School

City

Oakland Park

Did you graduate?

Yes

State

Florida

College/University

Name of College/University/Other	Start Date	End Date
Florida Atlantic University	8/21/2011	4/24/2015
City	State	
Boca Raton	Florida	
Degree	Major	Did you graduate?
Bachelors	General Studies; Economics	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

08/21/16

End Date

Current Employer

Full Time

Position Title

Data Acquisition Team Lead

Employer

SmartProcure

Phone Number

9544209900

Address

700 W Hillsboro Blvd

City

Deerfield Beach

State

Florida

Zip

33441

Duties

- Interact with various government agencies to obtain purchasing history and current staffing information through Public Records Requests to compute into SmartProcure software database
- Leader in procuring and managing new agency accounts, 70% increase in two years
- Analyze acquired purchase history files for content accuracy, quality and usability
- Train, mentor and oversee the Data Acquisition team and support staff

Reason for leaving?

Current Employer

May we contact for reference?

Later

Previous Employer

Start Date

09/14/15

End Date

08/19/16

Full Time

Position Title

Sales Development Representative

Employer

SmartProcure

Phone Number

9544209900

Address

700 W Hillsboro Blvd

City

Deerfield Beach

State

Florida

Zip

33441

Duties

- Conducted a high volume of calls to set-up product demonstrations to secure new business
- Conducted background research on leads from company database
- Discovered new leads through internet research and social media
- Captured accurate and complete information in the CRM

Reason for leaving?

Promoted to Data Acquisition team

May we contact for reference?

No

Previous Employer

Start Date	End Date	
08/02/10	11/21/14	Full Time
Position Title		
Marketing Representative		
Employer	Phone Number	
WebNet Holdings		
Address		
1350 East Newport Center Drive		
City	State	Zip
Deerfield Beach	Florida	33442
Duties		
<ul style="list-style-type: none">• Communicated with potential candidates• Matched candidates with applicable educational institutions• Data entry of information for transmission to educational institutions		

Reason for leaving?

Company closed due to loss of life of President / CEO at WebNet Holdings

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?		
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?		
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?		
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?		
Yes		

Additional Work Experience Information

Please list any additional work experience below.

Skills & Certifications

Professional Certifications and Licenses

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

- Record keeping and purchasing procedures
- Data analytics
- Mastery of MS Office
- Exceptional presentation and public speaking skills

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

Mark David Young

Date Signed: 5/5/2019 10:30 AM

Date Submitted: 5/5/2019 10:31 AM

IP Address: 139.138.0.50

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?

City of Margate Website

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

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).

1) Marilyn Harrison Wright - (Administrative Coordinator, Broward County Aviation Department)
(954) 242-8848 - marilynwright@gmail.com

2) Will Crawford - (Former Sales Development Representative Manager at SmartProcure)
(614) 330-3914 - WillCrawford@hotmail.com

3) Xavier Grant - Data Acquisition Director at SmartProcure (Current Employer)
(561) 267-9380 - XavierGrantwv@gmail.com

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".

Bachelors: Economics
Minor: Business Administration

Do you possess a Master's Degree?

No

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

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.

- Interact with various government agencies such as municipal / county management to obtain purchasing history and current staffing information through Public Records Requests to compute into SmartProcure software database
- Leader in procuring and managing new agency accounts, 70% increase in two years
- Analyze acquired purchase history files for content accuracy, quality and usability from municipal / county management.
- Train, mentor and oversee the Data Acquisition team and support staff

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.

- Interact with various government agencies such as municipal / county management to obtain purchasing history and current staffing information through Public Records Requests to compute into SmartProcure software database
- Leader in procuring and managing new agency accounts, 70% increase in two years
- Analyze acquired purchase history files for content accuracy, quality and usability from municipal / county management.
- Train, mentor and oversee the Data Acquisition team and support staff

Do you possess a DD214 for military service?

No

Do you have your ICMA Credentialed Manager Certification?

No

Mark D. Young
1807 Adventure Place, North Lauderdale, FL, 33068
MarkYoung315@gmail.com
754-214-1705

Objective

Results-driven Economics professional specializing in finance, account management and data analytics with the knowledge, experience and ability to help your organization improve profitability.

Professional Experience

Data Acquisition Team Lead August 2016 – Present
SmartProcure, Deerfield Beach, FL

- Interact with various government agencies to obtain purchasing history through Public Records Requests to compute into SmartProcure software database
- Leader in procuring and managing new agency accounts, 70% increase in two years
- Analyze acquired purchase history files for content accuracy, quality and usability
- Train, mentor and oversee the Data Acquisition team and support staff

Sales Development Representative September 2015 – August 2016
SmartProcure, Deerfield Beach, FL

- Conducted a high volume of calls to set-up product demonstrations to secure new business
- Conducted background research on leads from company database
- Discovered new leads through internet research and social media
- Captured accurate and complete information in the CRM
- Promoted to Data Acquisition team

Marketing Representative August 2010 – Nov 2014
Webnet Holdings, Deerfield Beach, FL

- Communicated with potential candidates
- Matched candidates with applicable educational institutions
- Data entry of information for transmission to educational institutions

Core Competencies

- Record keeping and purchasing procedures
- Data analytics
- Mastery of MS Office
- Exceptional presentation and public speaking skills

Education

Bachelor of General Studies in Economics
Florida Atlantic University, Boca Raton, FL

April 2015