

IN HOUSE APPLICANT

CITY OF KEY WEST JOB POSTING APPLICATION

I, Gregory W. Veliz, have met all eligibility requirements and wish to be considered for the following posted job:

Posted Job Title: Assistant City Manager

Posted Job Department: City Manager's Office

I have the following skills and accomplishments that are related to the posted job:

Diverse public sector leadership background that ensures quality customer service, budget discipline, and regulatory compliance

Extensive experience Develops, implements, and manages the departmental budget using GAAP for eight cost centers across the General Fund, Infrastructure Surtax, and Internal Improvements; completed nine budget preparation cycles

Current and prior work experience and/or education that qualifies me for the posted job:

Director of Community Services, City of Key West
Deputy Director of Community Services, City of Key West
Bachelor of Science- Political Science/ Communications

Current Position: Director of Community Services

Current Department: Community Services

Length of Time in current position: 6 Years

Employee Signature:  Date: August 14, 2014

RECEIVED
AUG 14 2014

BY:

Gregory W. Veliz

EXPERIENCE

Director of Community Services, City of Key West

August 2008 to Present

- Diverse public sector leadership background ensures quality customer service, budget discipline, and regulatory compliance
- Develops, implements, and manages the departmental budget using GAAP for eight cost centers across the General Fund, Infrastructure Surtax, and Internal Improvements
- Cultivates a positive environment conducive to effective interaction between the citizenry, staff, and elected officials
- Fosters solid professional relationships with area entities such as Keys Energy Services, Florida Keys Aqueduct Authority, and Monroe County School District
- Serves as a NIMS certified member of the City of Key West Emergency Operations Center (EOC) team; extensive operations cell experience

Deputy Director of Community Services, City of Key West

May 2006 to August 2008

- Assisted the Director of Community Services with the development and implementation of department policy and procedures
- Provides for the occupational training, health, welfare, and supervision of 105 union and non-union employees
- Coordinated critical path activities with contractors, vendors, and others as required to complete capital projects
- Reviewed job applicants, conducted interviews with candidates for open positions within the department
- Assisted with the annual fiscal year budget for Community Services alongside the director and other managers within the department

Field Lateral Inspector, Utilities Department, City of Key West

November 2005 to May 2006

- Investigated, inspected and tested manholes, sewer mainlines, sewer laterals, cleanout boxes and grease traps.
- Performed initial and follow-up technical inspections on any project being performed by or for the City of Key West.
- Operated and maintained Low Pressure Air Loc System, line acceptance testing, leak location and isolation testing of sewer pipes.

Chief Executive Officer, Tiles Etcetera Inc., Key West, Florida

February 1994 to November 2006

- Responsibilities included employee supervision, procurement, job estimating, inventory, weekly payroll, accounts receivables. Responsible for overseeing all aspects of both retail, and contracting operations.

Construction Supervisor, Kolfin Corp., Key West, Florida

January 1992 to February 1994

- Construction Supervisor for complete hotel renovation. Duties included personal supervision, job assignments, various payroll functions, and expense and cost control, throughout project duration.

EDUCATION

Bachelor of Science (Political Science/ Communications, Florida State University

Graduate, Florida International University- Academy for Strategic Management

ADDITIONAL INFORMATION

NIMS Certifications

Member of American Public Works Association

Member of Florida Recreation and Park Association

Keys Energy Advisory Board- Member

Relay for Life, American Cancer Society- Volunteer

Former Key West High School- Substitute Teacher

Fluent in Spanish



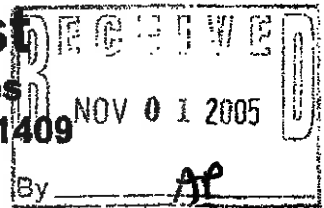
City of Key West

Office of Human Resources
525 Angela Street - P.O. Box 1409

Key West, FL 33040

(305) 809-3714

Website: KeyWestCity.Com



Application for Employment

PLEASE PRINT

Date: 11/1/05

Name

GREGORY WALDO VELIZ

Street

City

Business Telephone

How were you referred to us?

☐ Newspaper ad

☐ School

☒ On my own

☐ Current Employee

☐ Agency

☐ Other

Name of referral source:

Please note: This application form was designed for use by persons applying for various types of positions clerical, professional, technical, and administrative. Please answer the questions to the best of your ability.

Specific position for which you are applying:

SEWER LATERAL INSPECTOR

Do you wish to work: ☒ Full time: ☐ Part time: ☐ Temporary? If part time, specify hours or days:

What is your minimum weekly salary requirement:

OPEN

Date available for work: TWO WEEKS

Do you have any commitments to another employer that might affect your employment with us?

If applicable, do you have a drivers license:

FL/DL
Type

FL
State

10-10-10
Expires

SKILLS

Typing speed _____ words per min. Typing test attached ☐ Yes ☐ No (Must be attached if required)

Can you transcribe machine dictation? ☐ Yes ☐ No Steno speed _____ words per minute

Computer proficient: _____ Type: _____

Software: _____

Business machines you can operate _____

Other _____

**THE CITY OF KEY WEST IS A DRUG FREE WORKPLACE,
EQUAL OPPORTUNITY, AFFIRMATIVE ACTION,
VETERANS PREFERENCE EMPLOYER**

To be considered, a signed completed application AND a signed job description
MUST be submitted to the Office of Human Resources

EDUCATIONAL DATA:

SCHOOL	Print Name, Address, City, State & Zip	Years Completed	Course Type/ Major Degree/Certificate
High School	MARY IMMACULATE H.S. Ken West, Fl.		H.S. Diploma
College	FL State University TALLAHASSEE FL.	4	B.S. Pol/Sci/Comm
Trade, Business, or Correspondence			
Other			

GENERAL INFORMATION

If hired, are you able to provide us with proof of identification and employment eligibility? ☒ Yes ☐ No
 Have you ever been CONVICTED of a criminal offense? ☒ Yes ☐ No Date: 1990
 Place: TALLAHASSEE Nature: CONSPIRACY TO DISTRIBUTE
 (NOTE: A yes answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you previously applied for employment with the City? ☒ Yes ☐ No If yes, when? _____

Have you previously been employed by the City? ☐ Yes ☒ No If yes, when? _____
 In what position(s)? _____

Do you have relatives employed here? ☐ Yes ☒ No If yes, please list name(s) department(s) and relationship(s): _____

REFERENCES

Please list at least (3) three personal references, omitting former employers and relatives.

Name	Address	Occupation	Telephone
Randy Sterling	City of KW	RECREATION DIRECTOR	797-8144
RICHARD TOPPING	10 Egret Dr. KW FL	HONORARY CONCRETE	797-1002
DAN Kolhage	1200 N Roosevelt KW FL	Kolhage's App	296-4066

EMPLOYMENT HISTORY - List all employers

Please list all previous employers beginning with the present or most recent employer first (use additional sheet of paper if necessary).

RESUME' ALREADY PROVIDED

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY		Duties:
START	END	

Reason for Leaving: _____ May we contact? ____ Yes ____ No

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY		Duties:
START	END	

Reason for Leaving: _____ May we contact? ____ Yes ____ No

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY		Duties:
START	END	

Reason for Leaving: _____ May we contact? ____ Yes ____ No

EMPLOYED FROM: _____ TO: _____	Job Title	Employer Name, Address, Telephone: _____ _____
	Supervisors Name/Title:	

YOUR SALARY		Duties:
START	END	

Reason for Leaving: _____ May we contact? ____ Yes ____ No

MILITARY EXPERIENCE:

Were you in U.S. Armed Forces? ☐ Yes ☒ No Branch: _____
Dates of duty: From: _____ To: _____ Rank at Separation: _____ Briefly describe your duties: _____
Are you a member of the National Guard or a Reserve Unit? ☐ Yes ☐ No Status: _____
Are you claiming Veterans Preference? ☐ Yes ☐ No
If you are claiming Veteran's Preference you must provide the following with your application:

1. Veterans, disabled veterans, and spouses of disabled veterans shall furnish a DD-214, or military discharge papers or equivalent certificate from the Veterans Administration, listing military status, dates of service and discharge type.
2. Disabled veterans shall also furnish a document from the Department of Defense, Veterans Administration or the Division, certifying that the veteran has a service connected disability.

You must not have been given a job utilizing a veterans preference claim since 1987.

NOTE: The fact that you have served in the military does not automatically entitle you to Veteran's Preference. Florida Department of Veterans Affairs, Division of Veterans Benefits and Assistance, Chapter 55A-7, reads as follows:

A veteran of any war, as defined in Section 55A-7.003(11) of this chapter, who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955, and who was discharged or separated therefrom with an honorable discharge from the Armed Forces of the United States of America if any part of such active duty was performed during the wartime era. However, active duty for training shall not be allowable.

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin or handicap.)

AGREEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW(S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES, REGULATIONS, AND POLICIES OF THE CITY OF KEY WEST.

I HAVE READ AND SIGNED THE JOB DESCRIPTION FOR THE POSITION IN QUESTION. I UNDERSTAND AND AGREE THAT THE JOB DESCRIPTION MAY BE AMENDED FROM TIME TO TIME. THERE IS NOTHING TO KEEP ME FROM FULFILLING THE DUTIES AS LISTED.


SIGNATURE OF APPLICANT

11/2/05
DATE