



# INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE

Director of Administrative Services

TO: Honorable Mayor and Commission of the City of Fort Pierce

FROM: Tony Barnes, Director of Administrative Services

RE: Hiring Policies of the City of Fort Pierce

DATE: November 23, 2015

A handwritten signature in blue ink, appearing to be "T. Barnes", is written over the "FROM:" line.

Section 6 (Certification and Appointment) explains the process of advertising a position. Section 6.01 (Procedure for filling vacancies) Subsection A explains the various ways positions can be filled.

Subsection B states that whenever a vacancy is to be filled the Department Head shall make a request to the Administrative Service Department to advertise the vacancy. Request may be in writing or by phone. For the Finance Director and MIS Manager positions, I received a phone call from the Deputy City Manager to advertise at the discussed ranges of 83 (Finance) and 74 (MIS). The HR Manager who reports directly to me was approved by Deputy City Manager to advertise at Range 67 (see **Exhibit B**).

It has been policy of the Human Resources Department to advertise in the Treasure Coast Newspapers, Treasure Coast Internet, Monster.com and Channel 27. We also advertise in the Hometown News. All of these sources reference the City of Fort Pierce website. All cost for these sites come out of the Administrative Services Budget. If a department head request to advertise in another newspaper, trade periodical or an on-line site, they must pay any additional cost incurred by the Human Resources Department (see **Exhibit B1**).

Subsection C states if the position is other than entry-level a promotional opportunity announcement shall be sent to all departments for posting on bulletin boards. This is accomplished by sending emails to the "City of Fort Pierce Group" and to FPUA to post for their employees. All open vacancies are posted in the Human Resources Department for all walk in citizens. In addition, we accept applications via fax, email, and regular mail. All applications received are verified by email, fax receipts, phone call and applicant's receipt postcard (see **Exhibit C**).

Subsection D states if the position is a regular position the Director of Administrative Services shall certify to the Department Head the proper number of names from the

appropriate list. When a vacancy is closed the Director of Administrative Services forwards a list of ALL applicants to the Department Head for review. It is reviewed and a list of candidates are chosen for interviews (see **Exhibit D**).

I was asked via email from Deputy City Manager to give an update on the search for the City Attorney. As of November 20, 2015, the City had advertised in ten (10) different sources (see **Exhibit E**). As of the date of this memorandum we have received eleven (11) applications.

As of October 1, 2015, the City will be upgrading from a manual process only to a new Applicants and Employee Self-Serve applications that will be located within the Human Resources Applications and Hiring Process tab on the City's website. Staff training is schedule for December 14 – 16, 2015. After discussions with the Interim City Manager, all job vacancies will be advertised both internally and externally moving forward from the date of this memorandum.

# **EXHIBIT “B”**



# CITY OF FORT PIERCE



## PLANNING DEPARTMENT

RECEIVED

REBECCA GROHALL, AICP, PLANNING MANAGER  
COMPREHENSIVE PLANNING ◊ DEVELOPMENT REVIEW  
HISTORIC PRESERVATION ◊ URBAN DESIGN ◊ URBAN FORESTRY ◊ ZONING

TIME \_\_\_\_\_

FEB 27 2015

CITY OF FT. PIERCE  
CITY MANAGER'S OFFICE

**TO:** Robert Bradshaw, City Manager  
Nicholas Mimms, Deputy City Manager

**CC:** Tony Barnes, Director  
Gena Spivey, Human Resources Manager

**FROM:** Rebecca Grohall, Planning Manager

**RE:** Request to Advertise/Fill Senior Planner Position

**DATE:** February 26, 2015

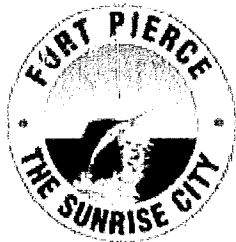
I am seeking approval to start the recruitment process to fill the Senior Planner position being vacated by Sandy Ramseth.

I have attached the most recent job description and would like to get started. Please let me know if you have any questions and forward an approval to the HR Department.

Thank you!

RECEIVED  
MAR 02 2015  
HUMAN RESOURCES  
CITY OF FORT PIERCE

Attachments: Job Description  
Sandy's Resignation



# CITY OF FORT PIERCE


## PLANNING DEPARTMENT

REBECCA GROHALL, AICP, PLANNING MANAGER  
COMPREHENSIVE PLANNING ◊ DEVELOPMENT REVIEW  
HISTORIC PRESERVATION ◊ URBAN DESIGN ◊ URBAN FORESTRY ◊ ZONING

RECEIVED  
TIME \_\_\_\_\_  
APR 28 2015  
CITY OF FT. PIERCE  
CITY MANAGERS OFFICE

**TO:** Robert Bradshaw, City Manager  
Nicholas Mimms, Deputy City Manager

**CC:** Tony Barnes, Director

**FROM:** Rebecca Grohall, Planning Manager 

**RE:** Request to Advertise/Fill Historic Preservation Planner ✓

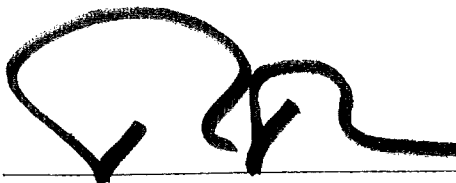
**DATE:** 4/28/15

APR 29 2015

I am seeking approval to start the recruitment process to fill the Historic Preservation Planner position recently vacated by an internal promotion.

I have attached an updated job description and would like to get started to advertise and fill the Historic Preservation Planner position. Please let me know if you have any questions and forward an approval to the HR Department.

Thank you!



Approved to advertise/fill  
City Manager or Designee

RECEIVED

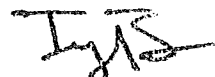
MAY 04 2015

APPROVED  
ADMINISTRATIVE SERVICES  
CITY OF FORT PIERCE

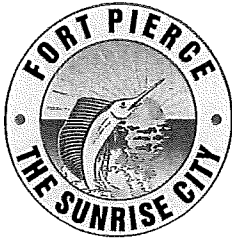
MAY 07 2015

Attachments: Job Description

RECEIVED  
CITY OF FORT PIERCE



TONY BARNES, Director of Administrative Services



# CITY OF FORT PIERCE

## DEPARTMENT OF ENGINEERING

Roadway Design, Engineering Reviews, Stormwater Utility Management,  
Project Management, Traffic Control and Maintenance



### INTEROFFICE MEMORANDUM

**TO:** Tony Barnes, Director of Administrative Services

**FROM:** John R. Andrews, P.E., City Engineer *JRA*

**SUBJECT:** Stormwater Engineer / Manager Position

**DATE:** October 5, 2015

**cc:** City Manager

**Attachment(s):** Job Description

Attached please find the job description narrative for the Stormwater Engineer Manager position. We are requesting this position be placed as a classified ad with the local paper and posting of the position on the City's website. Also, since the city is a member of the Florida Stormwater Association, we are entitled to 30 days of posting to the FSA Career Center website. We are requesting this position to be filled as soon as possible.

If you have any questions, or require additional information, please feel free to contact this office.

JRA/jra

*Make sure that no cost is involved with FSA.*

*TJB*  
*10/6/15*

OCT 06 2015

**APPROVED**  
ADMINISTRATIVE SERVICES  
CITY OF FORT PIERCE

*TJB*

TONY BARNES, Director of Administrative Services

# EXHIBIT "B1"

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 09/16/15

Account Number: 435246 (T11505711)

Name: CITY OF FT PIERCE/CLASS

Contact:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 460-2200

Fax: (000) 000-0000

> Insertion Information

This is a proof of your ad scheduled to run on the dates indicated below.

Please confirm placement prior to deadline by contacting your account rep at (772) 692-8951 .

Ad Id: 685654

P.O. No.:

Total Cost: \$486.82

Tag Line: City of Fort Pierce Finance Director

Start Date: 09/16/15

Stop Date: 09/16/15

Number of Times: 4

Class: 3460 - Help Wanted

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

> Ad Proof

I agree this ad is accurate and as ordered.

**CITY OF FORT PIERCE  
Finance Director**

Salary \$66,809.60 - \$124,092.60

**Management & Information Systems Mgr -**

Salary - \$53,497.60 - \$99,361.60

**Human Resources Mgr**

Salary - \$45,011.20 - \$83,595.20

Open September 4, 2015

Close September 24, 2015 at

5 pm; (View Job on Website)

EOE Apply: HR Dept. 100 N US

1 Ft Pierce, FL City's Web-

site: Cityoffortpierce.com

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Journal Media Group reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 877-247-2407. Allowance may not be made for errors reported past the second print date. The Treasure Coast Newspapers may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.

Treasure Coast Newspapers | TCPALM

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 09/09/15

Account Number: 435246 (T11505711)

Name: CITY OF FT PIERCE/CLASS

Contact:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 460-2200 Fax: (000) 000-0000

> Insertion Information

This is a proof of your ad scheduled to run on the dates indicated below.

Please confirm placement prior to deadline by contacting your account

rep at (772) 692-8951 .

Ad Id: 685654 P.O. No.:

Total Cost: \$551.24

Tag Line: City of Fort Pierce Finance Director

Start Date: 09/12/15

Stop Date: 10/11/15

Number of Times: 33

Class: 3460 - Help Wanted

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

> Ad Proof

I agree this ad is accurate and as ordered.

**CITY OF FORT PIERCE  
Finance Director**

Salary \$66,809.60 - \$124,092.60

**Management & Information Systems Mgr -**

Salary - \$53,497.60 - \$99,361.60

**Human Resources Mgr**

Salary - \$45,011.20 - \$83,595.20

Open September 4, 2015

Close September 24, 2015 at

5 pm; (View Job on Website)

EOE Apply: HR Dept. 100 N US

1 Ft Pierce, FL City's Web-

site: Cityoffortpierce.com

Thank you for your business. Our commitment to a quality product includes the advertising in our publications. As such, Journal Media Group reserves the right to categorize, edit and refuse certain classified ads. Your satisfaction is important. If you notice errors in your ad, please notify the classified department immediately so that we can make corrections before the second print date. The number to call is 877-247-2407. Allowance may not be made for errors reported past the second print date. The Treasure Coast Newspapers may not issue refunds for classified advertising purchased in a package rate; ads purchased on the open rate may be pro-rated for the remaining full days for which the ad did not run.

Toi  
Mistaking  
From  
Carol

Your proof  
for this  
fri  
Thanks  
Carol



### City of Fort Pierce

Positions Currently Vacant

**FINANCE DEPARTMENT**

**Finance Director**

\$66,809.60 - \$124,092.80 Annually

**MIS DEPARTMENT**

**Management & Information  
Systems Manager**

\$53,497.60 - \$99,361.60 Annually

**HR DEPARTMENT**

**Human Resources Manager**

\$45,011.20 - \$83,595.20 Annually

*Open - September 4, 2015*

*Close - September 24, 2015 at 5 PM*

*(View Job on Website)*

E.O.E.

Apply: HR Dept

100 North US 1, Ft Pierce, FL

City's Website: [Cityoffortpiercc.com](http://Cityoffortpiercc.com)

058978

Sales Rep: Lane Farmer (T9102)

Phone: (772) 692-8951

Email: lane.farmer@tcpalm.com

> Account Information

Date: 10/07/15

Account Number: 435246 / T11505711

Company Name: CITY OF FT PIERCE/CLASS

Contact Name:

Email: NatashaKing@City-FtPierce.Com

Address: P O BOX 1480, FT PIERCE, FL, 34954

Phone: (772) 460-2200 Fax: (000) 000-0000

> Ad Information

Ad Id: 733552 Ad Class: 3730

Publications: TC-TC News-Press-Tribune, TC-Internet tcpalm.com, TC-Monster

Start Date: 10/08/15 Stop Date: 10/08/15

No. of Inserts: 4 Total Cost: \$486.82

Columns Wide: 1 No. of Lines: 15

Total Cost: \$486.82

> Payments

METHOD	CARD TYPE	NAME ON CARD	LAST 4 DIGITS	EXPIRE DATE	CHECK NUMBER	AMOUNT PAID
TOTAL COST						\$486.82
PAID AMOUNT						\$0.00
AMOUNT DUE						\$486.82

> Copy of Ad

**CITY OF FT. PIERCE  
ENGINEERING DEPT.**  
 Stormwater Engineer Mngr  
 Salary \$45,011.20 - \$83,595.20  
 Annually - Open Oct 8, 2015 -  
 Close Oct. 22, 2015 at 5 pm

**POLICE DEPARTMENT**  
 Special Investigator Salary  
 \$45,011.20 - \$83,595.20  
 Annually - Open October 8,  
 2015 - Close October 15, 2015  
 at 5 pm 'View job on website  
 EOE Appy: HR Dept., 100 N  
 US 1, Ft Pierce, FL City's Site:  
 Cityoffortpierce.com

Foreign Account Number : 11505711

Ad # : 2680697

Ad Net Cost : \$406.70

Name (Primary) :

Company (Primary) : CITY OF FT PIERCE/CLASS

Street 1 (Primary) : P O BOX 1480

City (Primary) : FT PIERCE

State (Primary) : FL

ZIP (Primary) : 34954

Phone (Primary) : (772) 460-2200

Class Code : 2140 - Professional

Start Date : 3/8/2015

Stop Date : 3/8/2015

Prepayment Amount : \$0.00

Ad Sales Rep. : 07 - Lane Farmer

Width : 2

Depth : 14

-----  
**CITY OF FORT PIERCE**  
**Planning Department**  
senior Planner - Salary  
\$40,185.60 - \$60,278.40 Annually  
(Full job description can be  
reviewed on the website)  
Position Open - March 6, 2015 Close -  
March 31, 2015 at 5 pm  
E.O.E. Apply: HR Dept.  
100 North U.S. 1, Ft. Pierce, FL 34950  
City's Website: [Cityoffortpierce.com](http://Cityoffortpierce.com)



**Re: Planning Analyst Position <Watchdog: Virus checked>**  
Rebecca Grohall to: Natasha King

03/18/2015 09:09 AM

Thanks Natasha.

The Senior Planner is posted online, just wanted to confirm - on the Florida Planning Association website. You can view the ad here: <http://www.floridaplanning.org/jobmart/> (they will run it till it closes).

Here is the Word version - if you need it for the Planning Analyst



planning analyst 2015.docx

Natasha King

Good Morning Rebecca, I received the request t...

03/18/2015 09:00:03 AM

From: Natasha King/cfp  
To: Rebecca Grohall/cfp@cfp,  
Cc: barbara moore/cfp@cfp  
Date: 03/18/2015 09:00 AM  
Subject: Planning Analyst Position <Watchdog: Virus checked>

Good Morning Rebecca,

I received the request to advertise for the Planning Analyst position, I will advertise for one week

The cost for it to be advertised in the newspaper (Tribune) will be the same as it was for the Senior Planner position which is \$406.70

I will proceed today

Thank You,

*Natasha King  
Human Resources/Administrative Services  
Administrative Assistant  
Phone: 772-467-3758  
Fax: 772-489-0872  
City of Fort Pierce  
100 N .US Highway 1  
Fort Pierce, FL 34950  
Email: nking@city-ftpierce.com*



**Classified Advertising Receipt**

CITY OF FORT PIERCE/CLASSIFIED  
P.O. Box 1480  
FORT PIERCE, FL  
34954

Hometown News  
P.O. Box 850  
Fort Pierce, FL 34954  
Tel : (772) 465-5656

*For  
Metzger's  
From  
Carol*

Cust# 803  
Cust Tel# (772) 460-2200  
Ad# 1662684  
Date: 05/05/15  
Classification: Trades  
Salesperson: CD CAROL DEPREY-ZELENEK

Edition  
61 - Port St. Lucie Classified  
62 - Fort Pierce Classified

Insertion Date  
05/08/15  
05/08/15

Amount  
98.80  
98.80

Total: 197.60  
6.5T 0.00  
6TX 0.00


**Grand Total 197.60**

Ad Text

CityOfFortPierce057996

*changed* →

*Thanky  
Carol*



**City of Fort Pierce**

Positions Currently Vacant

**POLICE DEPARTMENT**  
Deputy Chief of Police  
\$60,528 - \$112,424 Annually

**PLANNING DEPARTMENT**  
Historic Preservation Planner  
\$38,251.20 - \$57,366.40 Annually

**PUBLIC WORKS/  
STREETS AND DRAINAGE**  
Equipment Operator III  
\$27,060.80 - \$40,601.60 Annually  
*(Full job description can be reviewed on the website)*

Position Open - May 4, 2015  
Close - May 14, 2015 at 5 PM

E.O.E.  
Apply: HR Dept  
100 North US 1, Ft Pierce, FL  
City's Website: [Cityoffortpierce.com](http://Cityoffortpierce.com)

057996

Foreign Account Number : 11505711

Ad # : 2691377

Ad Net Cost : \$476.14

Name (Primary) :

Company (Primary) : CITY OF FT PIERCE/CLASS

Street 1 (Primary) : P O BOX 1480

City (Primary) : FT PIERCE

State (Primary) : FL

ZIP (Primary) : 34954

Phone (Primary) : (772) 460-2200

Class Code : 2120 - General

Start Date : 5/10/2015

Stop Date : 5/10/2015

Prepayment Amount : \$0.00

Ad Sales Rep. : 07 - Lane Farmer

Width : 2

Depth : 21

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**CITY OF FT. PIERCE**  
**Police Department**  
DEPUTY CHIEF OF POLICE  
Salary \$80,534 - \$100,000 Annually  
**Planning Department**  
HISTORIC PRESERVATION PLANNER  
Salary \$38,251.20 - \$57,355.40 Annually  
**Public Works/Streets and Drainage**  
EQUIPMENT OPERATOR III  
Salary \$27,060.80 - \$40,601.60 Annually  
*(Full job description can be  
reviewed on the website)*  
*Position Open - May 4, 2015*  
*Close - May 14, 2015 at 5 pm*  
E.O.E. Apply: HR Dept.  
100 North U.S. 1, Ft. Pierce, FL 34950  
City's Website: [Cityoffortpierce.com](http://Cityoffortpierce.com)

# EXHIBIT "C"



**Job Openings/Promotional Opportunities**  
**Natasha King** to: City of Fort Pierce Group  
Cc: cjohnson, rsmith

09/04/2015 05:11 PM

**Good Afternoon Everyone,**

**Please see below the current open positions , to be posted on the department's bulletin board.**



- MIS Manager.pdf



- Human Resources Manager.pdf



- Finance Director.pdf

**Thank You,**

*Natasha King  
Human Resources/Administrative Services  
Administrative Assistant  
Phone: 772-467-3758  
Fax: 772-489-0872  
City of Fort Pierce  
100 N .US Highway 1  
Fort Pierce, FL 34950  
Email: nking@city-ftpierce.com*

# **EXHIBIT “D”**





# INTEROFFICE MEMORANDUM

**TO:** Rebecca Grohall, Planning Manager

**THRU:** Tony Barnes, Administrative Services Director

**FROM:** Natasha King, HR Administrative Assistant

**RE:** **Historic Preservation Planner/Planning Department - Applicants**

**DATE:** May 15, 2015

The attached applications are forwarded for your consideration for the Historic Preservation Planner position, in the Planning Department. The closing date for this position was May 14, 2015 at 5:00 P.M.

<b>Candidates</b>	<b>Notes</b>
Cummings, Mark	
Dorn, Kaitlin	
Huntress, Katherine	
Lewicka, Maria	
Loring, Robert	

**A member of the Human Resources Department must be present during all employment interviews.** Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk  
 Attachments-Job Description



# INTEROFFICE MEMORANDUM

**TO:** Diane, Hobley-Burney, Chief of Police

**THRU:** Tony Barnes, Administrative Services Director

**FROM:** Natasha King, HR Administrative Assistant

**RE:** **Police Records Specialist/Police Department- Applicants**

**DATE:** October 2, 2015

The attached applications are forwarded for your consideration for the Police Records Specialist position, in the Police Department. This position was opened on July 24, 2015 and is open "Until Filled."

<b>"In House"</b>	<b>Notes</b>
Martin, Allison	
<b>Candidates</b>	
Brooks-Young, Angela	
Brown, Jacquelyn	
Carter, Tomika	
Cirruto, Linda	
Deis, Melissa	
Flores, Celina	
Garcia, Patricia	
Gresham, Patricia	
Hare, Cinda	
Hoke, Randy	
Jean-Louis, Dyna	
Keith, Victoria	
Langfeldt, Monica	
Larkins, Sandra	
Luke, Sanquail	
Malone, Steven	
Marshall, Michelle	
Parker, Jeremy	
Patterson, Brenda	
Petit-Jean, Raven	
Ponders, Lavette	
Rolle, Shatara	
Rosado-Cuevas, Marilyn	
Schalk, Jennifer	
Scheible, Lori	
Smith, Patricia	
Smith, Shekiera	

Stevenson, Robert	
Thomas, Alexis	
Woerpell, Helen	

**A member of the Human Resources Department must be present during all employment interviews.** Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**  
TB/nk - Attachments-Job Description



# INTEROFFICE MEMORANDUM

**TO:** Diane, Hobley-Burney, Chief of Police

**THRU:** Tony Barnes, Administrative Services Director

**FROM:** Natasha King, HR Administrative Assistant

**RE:** **Police Records Specialist/Police Department- Applicants**

**DATE:** October 19, 2015

The attached applications are forwarded for your consideration for the Police Records Specialist position, in the Police Department. This position was opened on July 24, 2015 and is open "Until Filled."

<b>Candidates</b>	<b>Notes</b>
Arnold, Amy	
Bareilles, Linda	
Brokaw, Kathleen	
Carey, Latasha	
Carrera, Amanda	
Castro, Patricia	
Gleason, Susanna	
Haddock, Eva	
Hawkins, May	
Henton, Kimberlee	
Hogan, Mary	
Howard, Frank	
Hoyos, Yaritza	
Kapsis, Joseph	
Lake, Rosa	
Lee Jr., Harvey	
Mefford, Robert	
Peterson, Melody	
Pressley, Gloria	
Scotfield, Michael	
Sheppard, Robert	
Taylor, Amy	

**A member of the Human Resources Department must be present during all employment interviews.** Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk - Attachments-Job Description



# INTEROFFICE MEMORANDUM

**TO:** Rebecca Grohall, Planning Manager

**THRU:** Sheritta Johnson, Interim Administrative Services Director *SJ*

**FROM:** Natasha King, HR Administrative Assistant

**RE:** **Senior Planner/Planning Department - Applicants**

**DATE:** April 01, 2015

The attached applications are forwarded for your consideration for the Senior Planner position, in the Planning Department. The closing date for this position was March 31, 2015 at 5:00 P.M.

<b>"In House"</b>	<b>Notes</b>
Benton, Kori	
Davis, Clarissa	
<b>Candidates</b>	<b>Notes</b>
Borsos, James	
Dekle, Murriah	
Guzman Jr., Jose	
Lewicka, Maria	
Migliore, Vanessa	
Price, Holly	
Tabloff, Hunter	
Vasylyk, Lieiyo	

**A member of the Human Resources Department must be present during all employment interviews.** Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk  
 Attachments-Job Description



# INTEROFFICE MEMORANDUM

**TO:** Mike Reals, Public Works Manager

**THRU:** Tony Barnes, Administrative Services Director

**FROM:** Natasha King, HR Administrative Assistant

**RE:** **Facility Program Specialist- Applicants**

**DATE:** December 26, 2014

The attached applications are for the Facility Program Specialist at the Riverwalk Center in the Public Works Department. The position open date was November 26, 2014 until Filled.

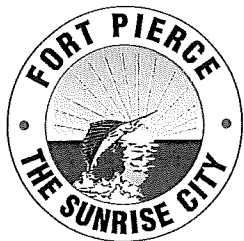
<b><u>"In House"</u></b>	<b>Notes</b>
Brunson, Delbert	
Bye, Julie	
Freudenthal, Sandy	
Kobbe, Joyce	
Pierre, Latravies	
Whitehurst, Michael	
<b><u>Candidates</u></b>	<b>Notes</b>
Albury, Chinelius	
Anderson, Rashonda	
Arocho, Victor	
Barnes, Samuel	
Belle, Tamika	
Bishop, Tami	
Brooks-Young, Angela	
Bye, Julie	
Cantave, Julie	
Carpenter, Vernicia	
Cox, Geraldine	
Crooks, Candise	
Davis, Stephen	
Desmarais, Janet	
Dirkes, Tina	
Gianna, Joseph	
Gianna, Joseph	
Gomez, Stevi	
Gonzales, Monica	
Haggard, Timothy	
Hawkins, May	
Howard, Sean	

Johnson, Sylvia	
Kosharek, Julie	
Lanigan, Susan	
Leatherwood, Gregory	
Leverity, Angel	
Little, Octavia	
Lorden, Coleen	
Lovelock, Britni	
Lundgren, Rhonda	
Matthew, Isha	
Merritt, Brian	
Mosley, Alishawn	
Nelson, Glen	
Newberry, Vernita	
Noble, Megan	
Noble-Perdue, Trulette	
Parnell, Delia	
Perry, Aundrea	
Prince, Sha-Shan	
Robinson, Gwendolyn	
Scott, Caleta	
Soesbe, Deborah	
Spivey, Tina	
Steele, Angelique	
Summerlin, Rachel	
Sutherland, Carla	
Virgin, Elliot	
Weatherington, Donna	
Williams, Fred	
Woods, Brittany	
Young, Alice	
Zwart, Raymond	

A member of the Human Resources Department must be present during all employment interviews. Please send your available dates and list of candidates to be scheduled for an interview. Once the hiring process is complete, **return all of the applications to the Human Resources Department.**

TB/nk

Attachments – Job Description



# INTEROFFICE MEMORANDUM

FROM THE OFFICE OF THE  
Director of Administrative Services

---

TO: Robert Bradshaw, City Manager  
Nick Mimms, Deputy City Manager

FROM: Tony Barnes, Director of Administrative Services *TyB*

DATE: September 30, 2015

RE: Interview Schedules ~ Director of Finance and MIS Manager

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I have forwarded the applications for the Director of Finance and MIS Manager positions. Please review and notify Human Resources, **Nastasha King**, on dates and times (tentative) to establish interviews with the chosen candidates.

If you have any questions, please contact me at extension 3747.

TB/gc

RECEIVED  
TIME \_\_\_\_\_  
SEP 30 2015  
CITY OF FT. PIERCE  
CITY MANAGER'S OFFICE

# EXHIBIT “E”



## INTEROFFICE MEMORANDUM

**TO:** Tony Barnes, Administrative Services Director  
**FROM:** Natasha King, HR Administrative Assistant  
**RE:** City Attorney Advertisement  
**DATE:** November 4, 2015

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I am providing you with an update on the advertisement for the City Attorney's position. Please see below the time line for the provided advertisers.

**City Website/FPTV-** Ad currently being advertised 11/1 -until filled.

**News Tribune-**Ad will run on 11/1/, 11/8, 11/15, and 11/22 as well as post on line for 30 days which includes Press Journal, TC Palm, and Monster.com.

**Hometown News-** Ad will run on 11/6, 11/13, and 11/20 in St. Lucie County, Martin County, Indian River County, Melbourne, and Palm Bay.

**Florida Today** (Melbourne local paper) – Ad will run 11/1, 11/8, 11/15, and 11/22 with 30 days online with CareerBuilder.com.

**Florida Bar News-** Ad will run on 11/15/15 with web posting (publication print every 1<sup>st</sup> and 15<sup>th</sup> of the month only).

**Florida League of Cities-** Ad will run on website until position is filled or a maximum of 60 days, posting will appear within five business days of submittal.

**Florida Municipal Attorney Association-** Ad will post with a link to our website for 30 days or until filled.

**IMLA-** Ad will run online for 30 days.

**Florida City and County Manager's Association-** Ad will run online for 30 days and post in their publication.

**Palm Beach Post-** Ad will run on 11/1, 11/08, 11/15, and 11/22 and online for 30 days on Monster.com and PalmBeachPost.com/jobs.



**CITY OF FT. PIERCE**  
**JOB DESCRIPTION**

**Job Title:** City Attorney  
**Department:** City Attorney  
**Reports To:** City Commission

**Pay Range:** 99  
**Salary:** \$99,192 – \$184,214  
**Position(s):** 1

**GENERAL DESCRIPTION:**

The functions of the City Attorney, as established by Section 45 of the City Charter, are:

- To serve as legal advisor to, and counsel for, the City and all of its officers in matters relating to their official duties;
- To attend all meetings of the City Commission, unless otherwise excused;
- To provide all contracts, bonds and other instruments in writing in which the City is concerned, endorsing on each approval of the form and correctness thereof;
- To prosecute and defend for and on behalf of the City, all complaints, suits, and controversies in which the City is a party, when requested by the City Manager or the City Commission.
- To furnish the City Commission, City Manager, department head or an officer or board included in any department, an opinion on any question of law relating to their respective offices and duties.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

Include the following duties. Other duties may be assigned:

- Performs duties or oversees legal staff in research of legal questions, preparation of resolutions, issuance of briefs and legal documents, representation of City in various civil lawsuits and rendering of legal opinions.
- Directs and reviews work of staff counsel through conferences, inspection of documents, and evaluation of results obtained.
- Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.
- Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.
- Works with Police Department and other City departments to enforce Florida laws and statutes within the City.
- Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to case.
- Advises City Commission and City officials concerning transactions of business involving internal affairs and public relations.
- Interprets laws, rulings, and regulations for City Commission and City officials. Prepares settles labor disputes and administers other legal matters.
- Confers with colleagues with specialty in area of lawsuit to establish and verify basis for legal proceedings.
- Conducts research, interviews clients, and witnesses and handles other details in preparation for trial or adjudication.
- Represents City in court and before quasi-judicial or administrative agencies of government.
- Attends meetings and renders legal assistance, opinions and advice as requested.
- Provides written and oral legal opinions, advice and guidance.

- Participates in and supervises the conduct of the legal affairs including contract negotiations, administrative review, legislation, and litigation, drafts special legislative acts or legal documents.
- May be required to make field inspections of matters requiring legal opinions advice or guidance.
- Performs related work as requested or assigned.

**Supervisory Responsibilities:**

Manages subordinate supervisors who supervise employees in the department. Responsible for the overall direction, coordination, and evaluation of unit. Also directly supervises non-supervisory employees. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Knowledge, Skills and Abilities:**

- Extensive knowledge of the statutory and constitutional law of the State of Florida, especially as these apply to Municipal Government.
- Through knowledge of judicial procedure and the method and practices of pleading and of effective techniques in presentation of cases.
- Considerable knowledge of operations and administration with particular emphasis relating to their legal significance and inter-related functions.
- Considerable knowledge of the principles, methods, and practices of legal research.
- Ability to draft legal instruments, propose legislation and related ordinances, resolutions, and policies.
- Ability to analyze, appraise and organize legal facts, evidence and precedents concerned in cases.
- Ability to present such material orally and in writing in clear logical form.
- Ability to establish and maintain effective working relationships with officials, employees and the general public.
- Skill in the operation of a computer and conducting computer-based legal research.
- Ability to learn the geography of the City and its physical and social characteristics.
- Ability to respond to training programs designed to develop proficiencies in work areas.
- Ability to supervise staff.
- Ability to communicate effectively in writing and orally.
- Ability to establish and maintain effective working relationships with City Commission, city officials and the public.

**Education and/or Experience:**

Juris Doctorate degree (J.D.) from an Accredited law school and five to seven (5-7) years of experience as a practicing attorney in legal research and trial work preferably in a governmental agency.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Microsoft Word word processing software.

**Certificates, Licenses, Registrations**

Valid Florida Driver's License and maintenance of clean driving record.

Member in good standing of the Florida Bar Association.

A comparable amount of training, education or experience may be substituted for the minimum qualifications.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk and hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here encounters while performing the essential functions may be made to enable individuals with disabilities are representative of those an employee of this job. Reasonable accommodations to perform the essential functions.

The noise level in the work environment is usually moderate.

**IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY AT THE HUMAN RESOURCES DEPARTMENT, 100 NORTH U.S. HWY #1, FORT PIERCE, FLORIDA, OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE [cityoffortpierce.com](http://cityoffortpierce.com) AND SUBMIT TO THE HR DEPARTMENT VIA EMAIL, FAX, MAIL, OR IN PERSON ON OR BEFORE THE CLOSING DATE.**

**OPEN: NOVEMBER 1, 2015**

**CLOSE: UNTIL FILLED**

**THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER**