



CITY OF NORTH MIAMI BEACH

October 31, 2012

Ms. Rasha Soray-Cameau
266 N.W. 92nd Street
Miami Shores, FL 33150

Dear Ms. Cameau:

It is my pleasure to offer you the position of CRA/Executive Coordinator at the City of North Miami Beach. The offered position is full-time beginning on November 5, 2012, at a pay rate of \$1,538.46 weekly, which is equivalent to \$80,000.00 on an annual basis, and subject to deductions for taxes and other withholdings as required by law or the policies of the City. You will be paid weekly. The position will report to the City Manager.

The position offered is an unclassified position. Accordingly your employment is at-will, and may be ended at any time by either you or the City.

You will be eligible for the following benefits that are currently:

Health benefits that are consistent with the benefits that are provided to the City's senior management; Life insurance – two times your annual salary; Short Term disability – city paid 13 weeks; Annual Leave – 17 days; Sick Leave – 10 days; Floating Holidays – 2 days; Birthday – 1 day; \$50.00 monthly cell phone allowance. In addition, the City observes 11 national holidays. Due to upcoming pension reform, you will be placed in the existing Managerial Pension Plan upon employment but, you will be subject to transfer to the revised Managerial Pension Plan which we expect to be amended.

The City of North Miami Beach is required by federal law to verify the identity and work authorization of all new employees. Accordingly, this offer is contingent upon such verification. Please bring with you your social security card on your first day of employment for payroll purposes.

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You may indicate acceptance of this position by signing below and returning a signed copy of this letter to us. Please feel free to call me if you have any questions. Welcome to the City of North Miami Beach. We are delighted to have you join the City and we look forward to working with you.

Sincerely,

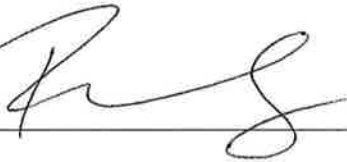


Roslyn Weisblum
City Manager

c: Audrea Hinds, Interim Human Resources Director

I acknowledge receipt of this letter and I accept the position offered.

Signature



Date

11/5/12



CITY OF NORTH MIAMI BEACH

APPLICATION FOR EMPLOYMENT

"AN EQUAL OPPORTUNITY EMPLOYER"

INSTRUCTIONS: Please fill out this application accurately and completely. PLEASE PRINT CLEARLY or type all information. If an item does not apply, insert N/A (not applicable). Attach any diplomas, certificates, or other documents you feel will help in the evaluation of your application. All materials submitted become the property of the City and will not be returned. If you are selected for employment, the City is required by federal law to verify having seen documents, which the applicant must provide, that show (1) the applicant's identity and (2) the applicant's right to work in the United States.

To accommodate your special needs, e.g. wheelchair accessible rooms or other special needs, please notify Human Resources at (305) 948-2918.

Position Applied for CRA MANAGER Job Announcement No. _____

Date of Application 10/24/12

Name (exactly as it appears on your Social Security Card)

Rasha (First) C (Middle) SORAY-CAMEAN (Last)

Address 266 NW 92 Street (Street) (Apartment Number) _____

Miami Shores (City) FL (State) 33150 (Zip Code)

Home Telephone No. 305-757-6281 Other Telephone No. 305-915-2892

Do you have a valid Florida Driver's License? YES [] NO

Endorsements _____

Check one: CDL: Class A [] B [] C [] Other: Class D [] E

EDUCATION

High School Attended: Southridge Senior High High School Diploma? YES [] NO High School Equivalency? [] YES [] NO

City/State: Miami, FL

LIST COLLEGES & UNIVERSITIES ATTENDED BELOW

Name and Location of College or University	Dates Attended		Grade Point Average	Major/Minor Field/Program of Study	Type of Degree
	From Month/Year	To Month/Year			
<u>FLORIDA International Univ Mia, FL</u>		<u>2000</u>		<u>Public Admin</u>	<u>B.S.</u>
<u>FL International Univ Mia, FL</u>		<u>2007</u>		<u>Business Admin.</u>	<u>Masters</u>

List Special Training (Business, Trade, Vocational Schools, etc.)			
Name and Location	Total Months Completed	Courses Taken	Certificate Earned

EMPLOYMENT: Please list all full and part-time paid work experience. Start with the most recent position and work back. Major changes in duties or job titles with the same employer should be listed as separate positions. Describe job duties in sufficient detail to demonstrate that you meet the minimum requirements of the position. Use additional sheets in the same format as necessary. Resumes may not substitute for any information requested on this application, but may be submitted in addition to a completed application.

Present or Recent Job				Employer
From	To	Total Time		Address
Month/Year	Month/Year	Yrs.	Mos.	Telephone No.
3/12	Present		6	Miami Shoes Animal Clinic 570 NW 103 Street 305-757-3030
Hours per week:				Your Job Title: Office Manager
Starting Salary: \$ — Per —		Supervisor's Name: Paul Cornean DVM		
Last Salary: \$ — Per —		Reason for Leaving Position: Applying for city position		
Specific Duties: Bought business and facility, hired staff, set up systems and equipment to operationalize animal clinic for my husband.				

Previous Job				Employer
From	To	Total Time		Address
Month/Year	Month/Year	Yrs.	Mos.	Telephone No.
8/2009	4/2011	1	6	City of Miami / Little Haiti Cultural Center 212 NE 54th Terrace 305-960-2964 / 305-416-1310
Hours per week: Over 40 hours				Your Job Title: Center Manager
Starting Salary: \$ 85,000 Per year		Supervisor's Name: ERNEST BORKEN		
Last Salary: \$ 85,000 Per year		Reason for Leaving Position: To spend time w/ newborn son and start business.		
Specific Duties: Develop programs for Cultural Center, Oversight of Facility, Staff, events, grants management				

Previous Job				Employer
From	To	Total Time		Address
Month/Year	Month/Year	Yrs.	Mos.	Telephone No.
4/2004	8/2009	5		City of Miami / NET 6301 NE 2 Ave 305-960-4660 / 305-416-2087
Hours per week:				Your Job Title: NET ADMINISTRATOR
Starting Salary: \$ 76,000 Per year		Supervisor's Name: David Rosemond		
Last Salary: \$ 85,000 Per year		Reason for Leaving Position: Transferred to Cultural Center		
Specific Duties: Oversight of Staff, Community programs, met w/ constituent to deal w/ issues related to solid waste code enforcement, police, and business issues				

Previous Job				Employer	Human Services Coalition
From	To	Total Time		Address	1900 Biscayne Blvd #200
Month/Year	Month/Year	Yrs.	Mos.	Telephone No.	305-576-5801
1997	4/2004	7		Your Job Title	Deputy Director of Admin
Hours per week	over 40			Supervisor's Name	Danielle Jensen
Starting Salary:	\$24000	Per	year	Reason for Leaving Position	went to work for city
Last Salary:	\$50000	Per	year		
Specific Duties: Oversight of staff, finance, contract management human resources day to day operations; negotiations w/ auditors, contractors and grants auditors					

May we contact your present employer regarding your record of employment? YES [] NO

If no, please explain: _____

CLERICAL ABILITIES:

The following information must be provided if you are applying for a position requiring typing or shorthand ability.

Number of words per minute: Typing _____ Shorthand _____

QUALIFICATIONS: In your own words explain how you qualify for the position applied for. Be specific and list any special skills you possess, machines and equipment you can operate, licenses, certificates, and memberships in professional organizations, etc. In addition, please provide information relating to any lapses of time between positions held. Use additional sheets as necessary.

I believe that my past work experiences dealing w/ constituent issues, economic development issues grants management, and budgeting make me qualified for the position mentioned.

MILITARY

Branch of Service	Date Entered	Date Discharged	Final Rank	Type Discharge
Are you claiming veteran's preference? [] YES <input checked="" type="checkbox"/> NO				
Have you served in the military on active duty during wartime? [] YES <input checked="" type="checkbox"/> NO				
Have you ever received veteran's preference? [] YES <input checked="" type="checkbox"/> NO				

You must submit a copy of your DD-214 and other relevant documents concerning eligibility for veteran's preference. Points will be awarded only if you submit a copy of your DD-214 with your application.

Have you ever been employed by the City of North Miami Beach?

[] YES [X] NO

If yes, give dates and department: _____

Are you related to any City of North Miami Beach employee?

[] YES [X] NO

If yes, give name and relation: _____

(This information is requested only to avoid conflicts in supervision or assignment.)

Have you ever been convicted of any violation of the law?

[] YES [X] NO

If yes, state the nature of offense, disposition of case, and date. (Do not include minor traffic offenses.)

(A conviction does not automatically mean you cannot be employed; what you were convicted of, and how long ago, are important.)

Have you ever been discharged or forced to resign from any position?

[] YES [X] NO

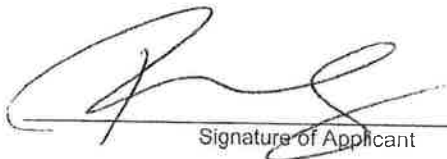
If yes, give details _____

REFERENCES

List 3 references, other than relatives, who have knowledge of your qualifications for employment.

Name	Address	Phone number
Daniella Levine	1900 Biscayne Blvd	(305) 576-5001
Gerard Philippeaux	111 NW 1st Street, STE 220	(305) 970-3656
Paola Pierre	1510 NE 162 Street	808 298-3055

APPLICATION CERTIFICATION – READ CAREFULLY BEFORE SIGNING: By signing this document, I certify that all of the information on this entire application, including any attachments, is true and complete to the best of my knowledge. I understand that all information is subject to investigation and that omission, falsification, or misrepresentation is sufficient cause for rejection of this application, removal of my name from any employment list, or termination of employment. I understand that the City of North Miami Beach is a Drug-Free Workplace and that employees are subject to drug testing in accordance with federal, state, and local statutes. I understand that this application is the property of the City of North Miami Beach and information contained herein is public record. I authorize and direct any persons or organizations to release and furnish records and information relevant to determine my fitness and suitability for employment in the aforesaid position. I release the custodian of such records, including the City of North Miami Beach and its employees, from any liability for damages by me, my heirs, family, or associates resulting from any attempts at lawful compliance with this authorization. I am also attesting that I understand and meet all of the minimum requirements for the position applied for.


Signature of Applicant

10/24/12
Date

THE CITY OF NORTH MIAMI BEACH REQUIRES THAT ALL APPLICANTS BE GIVEN A DRUG SCREEN PRIOR TO EMPLOYMENT. ANY APPLICANT TESTING POSITIVE FOR A CONTROLLED SUBSTANCE SHALL NOT BE HIRED.