

EMPLOYMENT APPLICATION



CITY OF NORTH MIAMI BEACH
 17011 NE 19th Avenue
 North Miami Beach, Florida 33162
 305-948-2918

PERSONAL INFORMATION

POSITION TITLE: Chief Procurement Officer		
NAME: (Last, First, Middle) Ford, Phillip		
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 1372 SW Ingrassina Avenue, Port Saint Lucie		EMAIL ADDRESS: 2202ford@gmail.com
HOME PHONE: 561-358-6103		
DRIVER'S LICENSE: <input checked="" type="radio"/> <input type="radio"/>	DRIVER'S LICENSE State: Florida Number: 119.0712 (2) (b) -	LEGAL RIGHT TO WORK IN THE UNITED STATES? <input checked="" type="radio"/> <input type="radio"/>

PREFERENCES

MINIMUM COMPENSATION: \$128,579/annually	ARE YOU WILLING TO RELOCATE? <input checked="" type="radio"/> <input type="radio"/>
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Procurement	
TYPES OF WORK YOU WILL ACCEPT: Procurement	
SHIFTS YOU WILL ACCEPT: Any	
OBJECTIVE: To obtain a position as a Procurement Director	

EDUCATION

DATES: 1997-1997	SCHOOL NAME: The Florida State University	DEGREE RECEIVED: Bachelor of Science
LOCATION: (City, State/Province) Tallahassee, Florida	DID YOU GRADUATE? <input checked="" type="radio"/> <input type="radio"/>	UNITS COMPLETED: 120
MAJOR: Sociology		

WORK EXPERIENCE

DATES: December 2019 - Present	EMPLOYER: Palm Tran	POSITION TITLE: Procurement Manager
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 345 S. Congress Avenue, Delray Beach, Florida 33445		
SUPERVISOR: Jeremy Baker	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="radio"/> <input type="radio"/>	
HOURS PER WEEK: 40+	SALARY: \$85,000/annually	# OF EMPLOYEES SUPERVISED: 14
DUTIES: Plans, directs, manages, and oversees the activities and operations of all Procurement and Materials Management for the Department including Contract Administration, Warehousing/Stores, Inventory Control and Purchasing. Supervises and directs subordinate personnel, assigns priorities to subordinates, reviews their work and establishes guidelines for personnel training, evaluation and supervision. Writes performance evaluations; issues counseling forms/disciplinary actions; handles employee complaints and grievances; recommends the hiring, termination and promotion of staff.		
REASON FOR LEAVING: Not Applicable		
DATES: 07/2017 - 12/2019	EMPLOYER: City of North Miami	POSITION TITLE: Assisant Purchasing Director
ADDRESS: (Street, City, State/Province, Zip/Postal Code) 776 NE 125 Street, North Miami Florida 33161		
SUPERVISOR: Larry Smith	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="radio"/> <input type="radio"/>	
HOURS PER WEEK: 40+	SALARY: \$102,000/Annually	# OF EMPLOYEES SUPERVISED: 2

DUTIES: Performs advanced professional, administrative and supervisory work assisting the Director in planning, directing and coordinating the activities of the City ' s centralized Purchasing Department.

REASON FOR LEAVING: opportunity to become a department lead

DATES: 04/2015-07/2017 **EMPLOYER:** Miami-Dade County Florida **POSITION TITLE:** Proc. Contract Mgr

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

SUPERVISOR: Amos Roundtree **MAY WE CONTACT THIS EMPLOYER?**
Yes No

HOURS PER WEEK: 40+ **SALARY:** \$105,000.00 **# OF EMPLOYEES SUPERVISED:** 7

DUTIES: Manage a team of seven procurement professional assigned to the Fleet/Transit Team. Responsible for the oversight of more than 130 contracts valued at \$600,000,000 in annual expenditure. Responsible for administrative and supervisory work in developing Requests for Proposals, Requests for Qualifications and Invitations to Bid to support the operations of Miami-Dade Transit Department and the County ' s Fleet Division.

REASON FOR LEAVING:

CERTIFICATES AND LICENSES

Florida Driver License

Skills

OFFICE SKILLS: Microsoft Products

OTHER SKILLS:

LANGUAGE(S): English

ADDITIONAL INFORMATION

Honors & Awards None

Volunteer Experience

REFERENCES

REFERENCE TYPE: Professional **NAME:** Clinton Forbes **POSITION:** Executive Director

ADDRESS: (Street, City, State/Province, Zip/Postal Code) 345 S. Congress Ave. Delray Beach Florida 33445

EMAIL ADDRESS: cforbes@pbcgov.org **PHONE NUMBER:** 561-841-4227

REFERENCE TYPE: Professional **NAME:** Sandra Brady **POSITION:** Retired

ADDRESS: (Street, City, State/Province, Zip/Postal Code) Unknown

EMAIL ADDRESS: unknown **PHONE NUMBER:** 561-281-3774

REFERENCE TYPE: Professional **NAME:** William Hutchings **POSITION:** Recruitment and Comp Mgr

ADDRESS: (Street, City, State/Province, Zip/Postal Code)

EMAIL ADDRESS: whutchings1@pbcgov.gov **PHONE NUMBER:** 561-908-1492

Agency-Wide Questions

1. Are you a current City of North Miami Beach employee?
No
2. Have you ever been employed by the City of North Miami Beach?
No
3. If yes, state position, department and dates:
Not Applicable
4. Are any members of your family or a relative (either by blood or marriage) employed by the City of North Miami Beach?
YES or NO
No
5. If yes, give name, position, and relationship:
Not Applicable
6. Are you claiming Veteran's Preference (In accordance with Chapter 55 A-7, Florida Administrative Code, and chapter 295, Florida Statutes)? * *YOU MUST SUBMIT CURRENT DOCUMENTATION OF YOUR VETERAN'S PREFERENCE STATUS WITH THIS APPLICATION. YES or NO
YES
7. 1. A disabled veteran who has served on active duty in any branch of the U.S. Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the U.S. Department of Veterans Affairs; or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the U.S. Department of Veterans Affairs and U.S. Department of Defense. 2. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability and who, because of this disability, cannot qualify for employment, and the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power. 3. A wartime veteran as defined in s. 1.01(14), who has served at least one day during a wartime period. Active duty for training may not be allowed for eligibility under this paragraph. 4. The widow or widower (who has not remarried) of a veteran who died of a service-connected disability. 5. The mother, father, legal guardian, widow or widower (who has not remarried) of a member of the U.S. Armed Forces who died in the line of duty under combat-related conditions, as verified by the U.S. Department of Defense. 6. A veteran as defined in s. 1.01(14), F.S. Active duty for training may not be allowed for eligibility under this paragraph. 7. A CURRENT member of any reserve component of the U.S. Armed Forces or the Florida National Guard. SELECT IF APPLICABLE: 1 2 3 4 5 6 7
8. Pursuant to City Resolution 2014-29B, the City has established preference for bona fide City of North Miami Beach residents for hiring, examinations and promotion. To qualify for residence preference points, an applicant, examinee, and/or employee must be a bona fide resident of the City for at least one (1) year immediately preceding the date of the vacancy. Do you wish to claim Residency Status? By selecting yes, I understand that I must provide proof of residency as outlined in Civil Service rules PRIOR to an examination or interview. Residency Preference shall not be given to any applicant who does not provide the required documentation as stated. I understand that I must provide proof of residency prior to an examination or interview for a Civil Service position. YES or NO
NO
9. Have you ever been convicted, pled guilty, entered a no-contest plea, or entered into PTI for any Felony or Misdemeanor; or have you ever been tried by a military court martial, including all instances of the foregoing, even if adjudication was withheld or if you were placed on probation? (Providing this information will not disqualify you from consideration for this position. Hiring managers do not see answers to this question.) Note there is no time limit, you must include all information regardless of how long ago it occurred. YES or NO
NO
10. If you answered yes to the previous question, indicate felony or misdemeanor and provide city, state, court, crime committed, final disposition of case, and dates:
Not Applicable
11. Have you been charged and penalized for any traffic violations in the last 10 (ten) years? YES or NO
No
12. If you answered yes to the previous question, indicate the location, type of offense, final disposition, and dates:
Not Applicable
13. Can you perform the tasks of this position with or without accommodation? YES or NO
YES
14. If you require accommodations, please specify.
Not Applicable
15. Have you ever been fired or asked to resign by an employer? YES or NO
NO

16. If you answered yes, please provide details:

Not Applicable

17. Please indicate how you learned about this position? SELECT ONE:

- City Employee
- City Social Media
- City of NMB Website
- GovernmentJobs.com
- Internet
- Job Fair
- Specialized Publication
- Other

18. If your name has changed, indicate the name under which the City may verify information supplied on this application.

Not Applicable

19. Employment with the City of North Miami Beach may require working weekends, shifts and holidays. Are you able to work: (SELECT ALL THAT APPLY)

- Full Time
- Part Time
- Shifts
- Weekends
- Holidays
- Temporary

20. Specify any days or hours you are NOT able to work:

Not Applicable

21. What is the earliest date you are available to start?

January 6, 2022

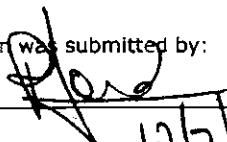
I acknowledge that my application must show the education and experience necessary to substantiate the answers in the sections regarding my education and work experience, or my application can be considered ineligible for consideration. I also understand that I must provide all required documents if applicable, at time of interview, - i.e. certifications and/or licenses required for the position.

APPLICATION CERTIFICATION - READ CAREFULLY: 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.

This application was submitted by:

Signature

Date


12/7/21

The following are confidential questions and will not be shared with the hiring department. It is optional, and for EEO purposes only. The answer to this question will in no way affect your selection.

What is your gender? MALE or FEMALE

Please select your race/ethnic group.

- a. White (Persons not of Hispanic origin and having origins in Europe, North Africa or the Middle East.)
- b. Black (Persons not of Hispanic origin and havings origins in any of the black racial groups of Africa.)
- c. Hispanic (Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other spanish culture or origin, regardless of race.)
- d. Asian or Pacific Islander (Persons having origins in the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.)
- e. American Indian or Alaskan Native (Persons havings origins in North America who maintain cultural identification through tribal affillation or community recognition.)