


EMPLOYMENT APPLICATION	
 <p>City of Palm Bay 120 Malabar Road</p> <p>Palm Bay, Florida - 32907 http://www.palmbayflorida.org (http://www.palmbayflorida.org) Alves-Viveiros, Sonia, A. City Manager</p>	<p>Received: 1/7/25, 5:59 PM</p> <p>For Official Use Only: QUAL: _____ DNQ: _____</p> <p><input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____</p>

PERSONAL INFORMATION		
POSITION TITLE: City Manager		Job Number: 2639
NAME: (Last, First, Middle) Alves-Viveiros, Sonia, A.		PERSON ID: 34533081
		Date And Month Of Birth: 10/22
ADDRESS: (Street, City, State, Zip Code) 197 W Springtown Road Long Valley, NJ 07853		
HOME PHONE: (908) 956-3792		
EMAIL ADDRESS: alves.sonia62@gmail.com		
DRIVER'S LICENSE: Yes State: NJ Number: A*****2	LEGAL RIGHT TO WORK IN THE UNITED STATES?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGHEST LEVEL OF EDUCATION: Master's Degree

PREFERENCES	
MINIMUM COMPENSATION: \$117.00/hr \$230,000.00/yr	ARE YOU WILLING TO RELOCATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
SHIFTS YOU WILL ACCEPT: Day , Evening , On Call (as needed)	
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	
OBJECTIVE: My objective is to continue working as a public servant. I find it a privilege to serve local communities as well as give them a positive prospective regarding government services.	

EDUCATION		
DATES: to /2010	SCHOOL NAME: Seton Hall University	
LOCATION:(City , State) South Orange, NJ	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Master's
MAJOR/MINOR: Public Policy		
DATES: to /2008	SCHOOL NAME: Seton Hall University	
LOCATION:(City , State) South Orange, NJ	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Bachelor's
MAJOR/MINOR: Political Science		
SCHOOL NAME: Center for Government Services		
LOCATION:(City , State) New Brunswick, NJ	DID YOU GRADUATE? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DEGREE RECEIVED: Other
MAJOR/MINOR: Rutgers-Center for Government Services		
WORK EXPERIENCE		
DATES: from April/2022 to Present	EMPLOYER: Edison Township	POSITION TITLE: Business Administrator/Chief Operating Officer
ADDRESS: (Street, City, State, Zip Code): 100 Municipal Blvd., Edison, NJ Edison, NJ 08817		COMPANY URL: www.edisonnj.gov
PHONE NUMBER: (201) 274-2478	SUPERVISOR: Samip Joshi - Mayor	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$17,000.00	# OF EMPLOYEES SUPERVISED: 1000

DUTIES: Township of Edison, Edison, NJ / Apr 2022 - Presently I am the Chief Operating Officer responsible for the day-to-day operations of the Township along with planning and creating a budget. I currently manage and oversee all of the Township's services by setting programs and organizational goals and objectives, establishing organizational structure and determine the need for and developing plans for organizational changes; negotiate ten bargaining unit contracts. Additional duties include the following: Recommending and setting policies for the organization Develop and implement all procedural guidelines Supervise and manage approximately 1000 government employees		
REASON FOR LEAVING: Moving out of state		
DATES: from November/2020 to March/2022	EMPLOYER: City of Englewood	POSITION TITLE: City Manager
ADDRESS: (Street, City, State, Zip Code): 2-10 North Van Brunt Englewood, NJ 07631		COMPANY URL: cityofenglewood.org
PHONE NUMBER: 201-314-3066	SUPERVISOR: William Bailey - City Attorney	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$15,000.00	# OF EMPLOYEES SUPERVISED: 500
DUTIES: I am the Chief Executive Officer responsible for implementing and executing policies along with planning and creating a budget. Manage and oversee all of the City's services by setting programs and organizational goals and objectives, establishing organizational structure and determine the need for and developing plans for organizational changes; negotiate eight bargaining unit contracts; Prepare the Township's municipal budget; Setting policies for the organization; Develop and implement all procedural guidelines; Supervise and manage approximately 500 government employees.		
REASON FOR LEAVING: Closer to home		
DATES: from June/2018 to November/2020	EMPLOYER: Township of Maplewood	POSITION TITLE: Business Administrator
ADDRESS: (Street, City, State, Zip Code): 574 Valley Street Maplewood, NJ 07040		
PHONE NUMBER: 973-762-8120	SUPERVISOR: Victor DeLuca - Mayor	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

HOURS PER WEEK: 40	SALARY: \$10,000.00	# OF EMPLOYEES SUPERVISED: 400
DUTIES: As Business Administrator, I am the Chief Executive Officer responsible for implementing Township policies along with planning and creating a budget. Manages and oversee all of the Township's services by setting programs and organizational goals and objectives, establishing organizational structure and determine the need for and developing plans for organizational changes; negotiate eight bargaining unit contracts Prepare the Township's municipal budget Setting policies for the organization Develop and implement all procedural guidelines Supervise and manage approximately 400 government employees Perform duties and act as the Township's Qualified Purchasing Agent; oversight on all procurement procedures for the government entity		
REASON FOR LEAVING: Promotion and new role as a City Manager		
DATES: from September/2016 to May/2018	EMPLOYER: Township of Maplewood	POSITION TITLE: Assistant Administrator
ADDRESS: (Street, City, State, Zip Code): 574 Valley St., Maplewood, NJ Maplewood, NJ 07040		
PHONE NUMBER: 973-762-8120	SUPERVISOR: Victor DeLuca - Mayor	MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$5,400.00	# OF EMPLOYEES SUPERVISED: 300
DUTIES: Assistant Administrator responsible for planning and creation of the Township budget, act as a department head and perform all necessary duties in absence of the administrator Compile and prepare the Township budget Perform all human resources duties which include FMLA processing, grievances, performance evaluations, union negotiations and attendance tracking Attend all Township Committee meetings including closed session and budget hearings Manage IT services for the Township Operate and oversee the Township website Perform purchasing duties which include creation of bid specifications, review bid packages and make recommendations to the Township Committee to award contracts Other roles in the Township are as follows: - Commissioner of the NJIIF - Farmers Market Manager		
REASON FOR LEAVING: Promotion within to Business Administrator		
DATES: from August/2015 to September/2016	EMPLOYER: City of Summit	POSITION TITLE: Deputy City Clerk

ADDRESS: (Street, City, State, Zip Code): 512 Springfield Avenue Summit, NJ 07901		
PHONE NUMBER: 908-277-9400	SUPERVISOR: Michael Rogers - City Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$4,000.00	# OF EMPLOYEES SUPERVISED: 5
DUTIES: Manager responsible for developing annual budget for the City Clerk's department. Lead administrator supervising staff training and supporting departmental actions. Administer financial reports for budget preparation; Summit's current budget is about 55 million and has been reduced by 11.25 percent from 2015. By researching and developing more efficient ways the use of technology, the budget has significantly been affected by those improvements. Plan and prepare yearly budget for Clerk's department Manage City Clerk's Department Assemble specifications for major City projects Train employees with agenda setting program Minute Traq Monitor and track all incoming ordinances and resolutions from various City departments Prepare requisitions and purchases made through the Clerk's department Monitor tort claims involving the City Projects: Chair of the Records Management Committee; organize City's document destruction process; guide and assemble City Records Management Committee; provide guidance and planning to departments regards destruction of records. Enhance use of State portal for records destruction and inform departments about OPRA guidelines Prepare and assemble agenda; a major component of the job description which takes a significant amount of time in coordinating resolutions, ordinances and any information departments would like to add to the agenda Provide assistance to Administration department; create attendance sheet calculations, researching and developing merit process procedure for non-union employees Develop and integrate technology within Administration department; develop plan for meeting room enhancements by researching and meeting with vendors about installing project presentation screens and podium systems		
REASON FOR LEAVING: Advancement in career		
DATES: from March/2012 to August/2015	EMPLOYER: Township of Bernards	POSITION TITLE: Assistant to the Municipal Clerk/Human Resources Assistant; Bernards
ADDRESS: (Street, City, State, Zip Code): 1 Collyer Lane Basking Ridge, NJ 07920		COMPANY URL: Bernards.org
PHONE NUMBER: 908-766-2510	SUPERVISOR: Denise Szabo - Township Clerk	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

HOURS PER WEEK: 40	SALARY: \$3,000.00	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Administered financial reports for budget preparation Maintained personnel files; monitor record retention Provided technical support to the QPA Compiled bid packages, contracts and resolutions for vendors Assisted the Municipal Clerk in clerical duties Monitored tort claims involving the City Prepared Resolutions, Ordinances, Agendas and Minutes Informed and provided citizens with current Township information including having knowledge on ordinances and resolutions that affect their daily lives Organized materials and make all necessary arrangements during elections Provide assistance to Human Resources department with data entry and filing Created purchasing orders for the entire Administration department Developed and redo FMLA excel spreadsheets for Human Resources Compiled FMLA paperwork for employees Maintain confidentiality with employee and Township related issues Assisted employees during injuries Monitored and maintain up-to-date Federal and State labor postings on all employee bulletin boards Processed Workers' Compensation claims for Human Resources Projects: * Managed Wellness Works program for Bernards Township employees; Took on a lead role in researching and preparing an agenda for a healthier working environment * Gathered data during budget preparation and assist Clerk and HR with the budget; inserted department budget figures into Edmunds; analyzed yearly spending data contained in an Excel spreadsheet and in Edmunds; Prepared spreadsheets containing budget analysis for the Administration department		
REASON FOR LEAVING: Advancement in career		
DATES: from April/2007 to March/2012	EMPLOYER: Jonathan H. Rosenbluth, Esq	POSITION TITLE: Legal Secretary
ADDRESS: (Street, City, State, Zip Code): 76 South Orange Avenue South Orange, NJ 07079		
PHONE NUMBER: 201-289-3490	SUPERVISOR: Paulette Brooks-Rhodes - Office Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: \$2,000.00	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Handled own Defense and Workers' Compensation caseload which involved completing correspondence, pleadings, scheduling of examinations, and communicating with attorneys and insurance companies. Prepared defense billing Compiled legal documents, i.e. Motions, Complaints, Briefs, and Certifications Communicated with clients regarding their needs and concerns on a daily basis Met with clients to complete initial intakes and interrogatories Completed all office responsibilities including ordering of office supplies/filing/greeting clients		

REASON FOR LEAVING: Advancement in career

CERTIFICATES AND LICENSES

TYPE: Certified Municipal Financial Officer and Qualified Purchasing Agent Classes			
DATE ISSUED: June 2018	EXPIRATION DATE: June 2021	NUMBER:	ISSUING AGENCY:

SKILLS

OFFICE SKILLS: Nothing Entered For This Section

OTHER SKILLS: Nothing Entered For This Section
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LANGUAGE(S): Portuguese Spanish <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write <input type="checkbox"/> Speak <input type="checkbox"/> Read <input type="checkbox"/> Write

SUPPLEMENTAL INFORMATION Honors & Awards Perform purchasing duties which include creation of bid specifications, review bid packages and make recommendations to the Township Committee to award contracts
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REFERENCES

REFERENCE TYPE: Professional	NAME: Paulette Brooks-Rhodes	POSITION: Paralegal/Office Manager
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: sman229@aol.com		PHONE NUMBER: 201-289-3490

REFERENCE TYPE: Professional	NAME: Denise Szabo	POSITION: Retired Municipal Clerk
ADDRESS: (Street, City, State, Zip Code)		
EMAIL ADDRESS: dszabo@optonline.net		PHONE NUMBER: 908-334-3389

REFERENCE TYPE: Professional	NAME: Eric Nemeth	POSITION: Attorney
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ADDRESS: (Street, City, State, Zip Code)

EMAIL ADDRESS:
enemeth@ejcounsel.com

PHONE NUMBER:
(201) 522-3362

Agency - Wide Questions

1. **Are you a current employee of the City of Palm Bay?**
No
2. **How did you hear about employment with the City of Palm Bay?**
Other
3. **If you answered "Other" to the previous question, briefly describe where you heard about employment with the City of Palm Bay.**
Colin Baenziger of Baenziger and Associates
4. **Were you ever employed by the City of Palm Bay?**
No
5. **Are any of your relatives (by blood or marriage) employed by the City of Palm Bay?**
No
6. **Have you ever been dismissed or asked to resign?**
No
7. **If answered "YES" to any question above, explain in the space provided.**
NA
8. **Have you ever been in the U.S. Armed Forces?**
No
9. **If "YES", list dates of active duties.**
NA
10. **Do you wish to claim Veteran's Preference? If "YES", a copy of your DD214 member 4 must be submitted for eligibility prior to posting close date (per Florida Administrative Code 55A-7.013).**
No
11. **Are you an active volunteer with the City of Palm Bay?**
No

Job Specific Supplemental Questions

1. **Do you possess a valid Driver's License and have and maintain an acceptable driving record?**
Yes
2. **This position requires a bachelor's degree in business or public administration. Please select from the list below your highest level of completed education.**
Master's Degree or higher in business or public administration
3. **How many years of experience do you have in the administration and management of municipal programs and personnel?**
5 to 8 years
4. **Do you have experience in a business, non-profit organization, or government entity?**
Yes

5. **Are you a member of the International City and County Management Association (ICMA)?**

Yes

6. **Do you have an ICMA Credentialed Manager designation?**

No

By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me. I understand that if employed, **false statements, misrepresentations** or **omissions** on this application or any other material required for employment shall be considered sufficient cause for disciplinary action or dismissal, regardless of when and how discovered. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to take and pass a physical examination after a conditional offer of employment is made and employment is contingent on the results of that examination. I further understand that the physical examination will include a drug and/or alcohol screen. Any illegal or controlled substance which shows in my test result will cause my immediate disqualification for employment with the City. I authorize my former employers to furnish their records of my service. This includes all information they may have concerning me, whether on record or not. I also release my former employers from any liability for any damage in providing this information. I understand that I must notify the Human Resources Division of any changes in my name, address, or phone number.

In order for Human Resources to fully evaluate your education and experience it is required that you complete the education and work experience section of your application. Applications may be rejected if incomplete.

This application was submitted by Alves-Viveiros, Sonia, A.

Sonia Alves-Viveiros, MPA, QPA
197 W. Springtown Road
Long Valley, NJ 07853
alves.sonia62@gmail.com – (908) 956-3792

January 7, 2025

ATTN: Scott Morgan, Interim City Manager
City of Palm Bay
120 Malabar Road
Palm Bay, FL 32907

RE: City of Palm Bay - City Manager Position

Dear Mr. Morgan:

I'm writing to express my interest in the City Manager position for the City of Palm Bay. My experience as a public servant has enabled me to provide both elected officials and residents with the highest level of customer service. I have extensive experience in human resources, labor negotiations, financial management, budget development and implementation. Additionally, my concentration as the executive officer of a municipality has been to examine and reorganize departments so as to effectively and efficiently lessen the burden to taxpayers while providing exceptional services.

My experience in government and current duties are crafted in a collaborative manner and at the direction of the governing body. I have direct communication with all of the governing body members to discuss key items in their respective subcommittees, such as the municipal budget, succession planning and shared services. I believe these three areas are vital to an organization to have a sound budget and to be a prime example of a forward-thinking community. These items, as I am currently experiencing in the pandemic, are telling for the municipality's overall financial health.

A goal of mine is to engage the community with honesty, integrity and dedication. Dealing with diverse communities is something I have deep connections with. Without that group of diverse members, our communities would not be what they are. Keeping that in mind, is how I measure my success as the executive officer in a municipality.

Respectfully,

Sonia Alves-Viveiros



Sonia Alves-Viveiros, MPA

City Manager/Administrator

Personal Information:

908.956.3792
alves.sonia62@gmail.com

EDUCATION:

Seton Hall University

Master of Public
Administration 2010

Seton Hall University

Bachelor of Arts - Political
Science 2008

Rutgers University

Certified Qualified
Government Procurement
Agent (QPA)

SKILLS:

Language(s):

Spanish & Portuguese - Fluent
Reading & Writing

BOARDS/ASSOCIATIONS:

- NJ Municipal Managers
Association - Board
Treasurer and Executive
Member
- International City
Managers Association -
Member

ACHIEVEMENTS:

- Integration of Two Career
Fire Services Departments
- Reorganization and
Restructuring
Departments
- Project Manage \$120m
Infrastructure & Capital
Improvement Projects

SUMMARY

More than ten years of local government experience with expertise in management operations, strategic planning, labor relations, organizational restructuring and analysis, financial operations and budgeting, project management, customer service and media relations.

PROFESSIONAL EXPERIENCE

CITY MANAGER/BUSINESS ADMINISTRATOR *(Actual Title)*

2022-Present

Township of Edison, Edison, NJ / Apr 2022 - Present

The Township of Edison, NJ is located in central NJ with a population of approximately 107,000 residents and is the sixth largest municipality in the state. There are approximately 1,000 employees throughout the municipality. As the Chief Operating Officer, I am responsible for the day-to-day operations of the Township along with planning and creating a budget. I currently manage and oversee all of the Township's services by setting programs and organizational goals and objectives, establishing organizational structure and determining the need for and developing plans for organizational changes; negotiating with ten bargaining unit contracts. Additional duties include the following:

- Recommending and setting policies for the organization; Implementation of performance evaluation reviews
- Develop and implement all procedural guidelines
- Work with elected officials to provide assistance with their constituent needs in their districts
- Oversight responsibility for the following functions: police, roads, stormwater drainage, water and sewer utility, parks, recreation, planning, zoning, finance, general services and personnel.

CITY MANAGER

2020-2022

City of Englewood, Englewood, NJ / Nov 2020 - April 2022

The City of Englewood is located in northern NJ and is considered a suburb of New York City. It is the home to many NYC commuters with a population of 30,000 residents. There are approximately 400 employees in the municipality. I served as the Chief Executive Officer responsible for day-to-day operations and creating municipal budget; Managed and oversaw City services by setting programs and organizational goals and objectives, establishing organizational structure and determining the need for and developing plans for organizational changes; negotiated eight bargaining unit contracts and prepared the municipal budget.

- Created and implemented policies for the organization
- Developed and implemented all procedural guideline

CITY MANAGER

BUSINESS ADMINISTRATOR & ASSISTANT BUSINESS ADMINISTRATOR (*Actual Title*)

2016-2020

Township of Maplewood, Maplewood, NJ / Jun 2018 - Nov 2020 / Asst BA Sep 2016 - May 2018

The Township of Maplewood is located in the northwestern part of NJ with a population size of approximately 27,000 residents. It is considered a suburb of NYC with a direct train line to NYC Penn Station. There are approximately 300 employees in the Township. I served as the Chief Executive Officer responsible for implementing Township policies along with planning and creating a budget; managed and oversaw all of the Township's services by setting programs and organizational goals and objectives, establishing organizational structure and determining the need for and developing plans for organizational changes; negotiate eight bargaining unit contracts. As the Assistant Business Administrator, I was responsible for planning and creation of the Township budget, acting as a department head and performing all necessary duties in absence of the administrator.

- Prepared the Township's municipal budget
- Setting policies for the organization
- Developed and implemented all procedural guidelines
- Performed duties and acted as the Township's Qualified Purchasing Agent; oversight on all procurement procedures for the government entity
- Compiles and prepares the Township budget
- Performed all human resources duties which include FMLA processing, grievances,
- performance evaluations, union negotiations and attendance tracking
- Attended all Township Committee meetings including closed session and budget hearings
- Managed IT services for the Township, operated and oversaw the Township's website
- Performed purchasing duties which include creation of bid specifications, review bid packages and make recommendations to the Township Committee to award contracts
- Other roles in the Township are as follows: - Commissioner & Executive Member of the New Jersey Intergovernmental Insurance Fund; serving as an executive member and liaison to the Risk Management Committee; review and research liability factors, make risk assessments, and recommendations to members for overall safety guidance.

OTHER RELEVANT EXPERIENCE

PROFESSOR/INSTRUCTOR

Rutgers University, New Brunswick, NJ/ Apr 2023 - Present

Provide government procurement instruction to students

- Develop and deliver engaging lectures and tutorials, fostering critical thinking and analytical skills among students.
- Assist students with course material, provided feedback on assignments, and held regular office hours.
- Collaborate with colleagues to create innovative teaching materials and assessments.

DEPUTY CITY CLERK

City of Summit, Summit, NJ / Aug 2015 - Sep 2016 Manager responsible for developing the annual budget for the City Clerk's department. Lead administrator supervising staff training and supporting departmental actions.

- Administer financial reports for budget preparation; Summit's current budget is about 55 million and has been reduced by 11.25 percent from 2015. By researching and developing more efficient ways to use technology in which the budget has significantly been affected by those improvements.
- Prepared ordinances, resolutions and proclamations for execution, recording, archival and distribution.
- Performed administrative tasks, such as answering telephone calls, filing court
- documents and maintaining office supplies and equipment.
- Issued public notification of official activities or meetings.
- Recorded and edited minutes of meetings and distributed to appropriate officials or staff members.

ASSISTANT TO THE TOWNSHIP CLERK/HR ASSISTANT

Bernards Township, Basking Ridge, NJ / Feb 2012 - Sep 2015

- Maintained personnel files; monitor record retention
- Provided technical support to the QPA, compiled bid packages, contracts and resolutions for vendors; created purchasing orders for the entire Administration department
- Monitored tort claims involving the Township
- Assisted the Township Clerk with municipal duties such as, prepared resolutions, ordinances, agendas and minutes, Informed and provided citizens with current Township information including having knowledge on ordinances and resolutions that affect their daily lives. In addition, I organized materials and make all necessary arrangements during elections
- Provided assistance to Human Resources department with data entry and filing as well as developed and redo FMLA excel spreadsheets for Human Resources, compiled FMLA paperwork for employees; maintained confidentiality with employee and Township related issues, assisted employees during injuries and monitored and maintain up-to-date Federal and State labor postings on all employee bulletin Boards and processed Workers' Compensation claims for Human Resources