

EMPLOYMENT APPLICATION		
	<b>City of Palm Bay</b> <b>120 Malabar Road</b>  <b>Palm Bay, Florida - 32907</b> <a href="http://www.palmbayflorida.org">http://www.palmbayflorida.org</a> <a href="http://www.palmbayflorida.org">http://www.palmbayflorida.org</a> <b>Davis, Jason, Brian</b> <b>City Manager</b>	<b>Received: 1/3/25, 9:58 AM</b> <b>For Official Use Only:</b> QUAL: _____ DNQ: _____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other: _____

PERSONAL INFORMATION		
<b>POSITION TITLE:</b> City Manager		<b>Job Number:</b> 2639
<b>NAME:</b> (Last, First, Middle) Davis, Jason, Brian		<b>PERSON ID:</b> 19572964
		<b>Date And Month Of Birth:</b> 10/31
<b>ADDRESS:</b> (Street, City, State, Zip Code) 519 SE Villandry Road Port St Lucie, FL 34984		
<b>HOME PHONE:</b> (561) 460-1077		
<b>EMAIL ADDRESS:</b> jasonbriandavis@gmail.com		
<b>DRIVER'S LICENSE:</b> Yes <b>State:</b> FL <b>Number:</b> D*****0	<b>LEGAL RIGHT TO WORK IN THE UNITED STATES?:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>HIGHEST LEVEL OF EDUCATION:</b> Doctorate

PREFERENCES	
<b>MINIMUM COMPENSATION:</b> \$121.00/hr \$250,000.00/yr	<b>ARE YOU WILLING TO RELOCATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe
<b>SHIFTS YOU WILL ACCEPT:</b> Day , Evening , Night , Rotating , Weekends , On Call (as needed)	
<b>WHAT TYPE OF JOB ARE YOU LOOKING FOR?</b> Regular	
<b>TYPES OF WORK YOU WILL ACCEPT:</b> Full Time	
<b>OBJECTIVE:</b> To use my education, skills, and professional resources to better my community through public service.	

EDUCATION		
<b>DATES:</b> from August/2013 to December/2020	<b>SCHOOL NAME:</b> Nova Southeastern University	
<b>LOCATION:(City , State)</b> Fort Lauderdale, FL	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Doctorate
<b>MAJOR/MINOR:</b> Organizational Leadership		
<b>DATES:</b> from August/2008 to December/2009	<b>SCHOOL NAME:</b> Nova Southeastern Univeristy	
<b>LOCATION:(City , State)</b> Fort Lauderdale, FL	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Master's
<b>MAJOR/MINOR:</b> Business Administration		
<b>DATES:</b> from August/1994 to June/1996	<b>SCHOOL NAME:</b> Florida State University	
<b>LOCATION:(City , State)</b> Tallahassee, FL	<b>DID YOU GRADUATE?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>DEGREE RECEIVED:</b> Bachelor's
<b>MAJOR/MINOR:</b> Criminology		

WORK EXPERIENCE		
<b>DATES:</b> from July/2023 to Present	<b>EMPLOYER:</b> St. Lucie County	<b>POSITION TITLE:</b> Deputy County Administrator
<b>ADDRESS:</b> (Street, City, State, Zip Code): 2300 Virginia Avenue Fort Pierce, FL 34982		<b>COMPANY URL:</b> <a href="https://www.stlucieco.gov/">https://www.stlucieco.gov/</a>
<b>PHONE NUMBER:</b> (772) 462-1403	<b>SUPERVISOR:</b> George Landry - County Administrator	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$13,586.00	<b># OF EMPLOYEES SUPERVISED:</b> 300

<b>DUTIES:</b> Highly responsible senior leadership administrative position. Operating under the direction of the County Administrator. Responsible for professionally supervising the operations and administration of the County's management staff. Oversees major projects and programs of the County. Responsible for on-going analysis of county operational and financial status. Provides research and supervisory support to the County Administrator in diverse functional areas. Responsible for upholding County policies and procedures and providing advice and direction to staff. Serves as liaison between County Administration, citizens, advisory boards and committees, civic groups and other governmental agencies. Serves as acting County Administrator in absence of Deputy County Administrator II and County Administrator.		
<b>REASON FOR LEAVING:</b> Relocating		
<b>DATES:</b> from March/2019 to July/2023	<b>EMPLOYER:</b> Palm Beach County Board of County Commissioners	<b>POSITION TITLE:</b> Division Director IV
<b>ADDRESS:</b> (Street, City, State, Zip Code): 8100 Forest Hill Boulevard West Palm Beach, FL 33413		<b>COMPANY URL:</b> <a href="https://discover.pbcgov.org/waterutilities/Pages/default.aspx">https://discover.pbcgov.org/waterutilities/Pages/default.aspx</a>
<b>PHONE NUMBER:</b> (561) 460-1077	<b>SUPERVISOR:</b> John Acton - Utilities Assistant Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$9,600.00	<b># OF EMPLOYEES SUPERVISED:</b> 250
<b>DUTIES:</b> Advanced executive level work directing, planning, and providing overall leadership to include responsibility for resource allocation, operations, budgeting, and personnel. Provide long-range planning and policy development and direction of departmental policies in consultation with the County Administrator for maximum utilization of financial and human capital. Provide leadership and supervision of management employees to include creating goals, objectives, and accountability; issue counseling forms/disciplinary actions; handle employee complaints and grievances; recommend the hiring, termination and promotion of staff. Plan, review, and approve the operating budget for the department and monitor contracts; seek out and develop external funding sources. Develop and lead annual plan for program development, evaluation, performance management, and analytical activities designed to assess the efficiency of department services in achieving the County's long-term goals and objectives. Work with executive staff on advanced, high-level issues to implement solutions throughout the department or County without disruption. Effectively present information in writing and orally, to the County Administrator, Board of County Commissioners, other elected officials, and various community groups. Direct the development and negotiation of contracts with service providers and develop performance and quality standards for same.		
<b>REASON FOR LEAVING:</b> Advancement opportunity with St. Lucie County as Deputy County Administrator.		
<b>DATES:</b> from April/2007 to March/2019	<b>EMPLOYER:</b> Facilities Development and Operations; Palm Beach County Board of County Commissioners	<b>POSITION TITLE:</b> Assistant Director

<b>ADDRESS:</b> (Street, City, State, Zip Code): 2633 Vista Parkway West Palm Beach, FL 33411		<b>COMPANY URL:</b> <a href="http://www.pbcgov.com/">http://www.pbcgov.com/</a>
<b>PHONE NUMBER:</b> 561-233-0285	<b>SUPERVISOR:</b> Jimmy Beno - Director	<b>MAY WE CONTACT THIS EMPLOYER?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>HOURS PER WEEK:</b> 40	<b>SALARY:</b> \$6,000.00	<b># OF EMPLOYEES SUPERVISED:</b> 30
<b>DUTIES:</b> Coordinated activities for large government operation. Developed KPIs and strategic plan for division. Prepared annual budget for department. Issued assignments and evaluated work of subordinates. Provided assistance to Department Director and completed special projects as assigned. Submitted items for Board Agenda process. Responded to inquiries from various stakeholders- general public, board officials, and contractors. Developed and reviewed SOPs and PPMs on recurring basis and managed change initiatives. Hired, developed, and promoted numerous team members during tenure.		
<b>REASON FOR LEAVING:</b> Promoted to Division Director in a different county department.		

CERTIFICATES AND LICENSES			
<b>TYPE:</b> Certificate in Asset Management			
<b>DATE ISSUED:</b> October 2020	<b>EXPIRATION DATE:</b> October 2023	<b>NUMBER:</b> 6121774	<b>ISSUING AGENCY:</b> Institute for Asset Management
<b>TYPE:</b> Project Management Professional, PMP			
<b>DATE ISSUED:</b> September 2024	<b>EXPIRATION DATE:</b> September 2027	<b>NUMBER:</b> 3950877	<b>ISSUING AGENCY:</b> PMI

SKILLS
<b>OFFICE SKILLS:</b> Nothing Entered For This Section
<b>OTHER SKILLS:</b> Nothing Entered For This Section
<b>LANGUAGE(S):</b> Nothing Entered For This Section

**SUPPLEMENTAL INFORMATION****Honors & Awards**

Graduate- Leadership Palm Beach County 2017  
United Way Community Champion

**Professional Memberships**

International City/County Management Association (ICMA)  
Florida City and County Management Association (FCCMA)  
Project Management Institute (PMI)

**Additional Information**

ISO 55001 Certified

**Additional Information**

Spent over a decade in various private sector leadership roles prior to transitioning to local government. Robust project management skills, professional communications, budget, KPIs, regulatory compliance, strategic planning, disaster response and mitigation.

**REFERENCES**

<b>REFERENCE</b>	<b>NAME:</b>	<b>POSITION:</b>
<b>TYPE:</b>	Jimmy Beno	Director I; Facilities
Professional		

**ADDRESS:** (Street, City, State, Zip Code)  
2633 Vista Parkway

West Palm Beach, FL 33411

<b>EMAIL ADDRESS:</b>	<b>PHONE NUMBER:</b>
jbbeno@pbcgov.org	561-233-0285

<b>REFERENCE</b>	<b>NAME:</b>	<b>POSITION:</b>
<b>TYPE:</b>	Gilbert Morales	Director
Professional		

**ADDRESS:** (Street, City, State, Zip Code)  
2633 Vista Parkway

West Palm Beach, FL 33411

<b>EMAIL ADDRESS:</b>	<b>PHONE NUMBER:</b>
gmorales@pbcgov.org	561-233-0717

<b>REFERENCE</b>	<b>NAME:</b>	<b>POSITION:</b>
<b>TYPE:</b>	April Warren	Senior Manager
Professional		

**ADDRESS:** (Street, City, State, Zip Code)

<b>EMAIL ADDRESS:</b>	<b>PHONE NUMBER:</b>
amw@pbcgov.org	561-358-5783

### **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.**  
Government Jobs website.
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.**
8. **Have you ever been in the U.S. Armed Forces?**  
No
9. **If "YES", list dates of active duties.**
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?**  
13 or more 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 Davis, Jason, Brian

# JASON DAVIS

Chief Administrative Officer

Phone: 561.460.1077

Email: jasonbriandavis@gmail.com

Address: Port St. Lucie, FL

1/3/2025

Palm Bay  
120 Malabar Road  
Palm Bay, FL 32907

This letter is regarding my interest in discussing the City Manager, Palm Bay opportunity. After reviewing the opportunity, my 20+ years' leadership experience, advanced degrees in organizational leadership, and continuing education in operations align well with the recruitment. Additionally, my experience in one of the largest, most populated counties in the southeastern United States affords me the perspective to drive success. I excel at strategic planning, data driven metrics, process improvement, team development, and stakeholder engagement.

I have had the opportunity to lead numerous public sector operations teams to include Human Resources, Information Technology, Facilities, Fleet, Real Estate, Capital Improvements, Libraries, Parks and Recreation, and Water Utilities. The bulk of my career has been in government operational leadership roles, with multisite responsibility, master planning, stakeholder engagement, budget, and board presentation at the forefront of my duties. I have been fortunate to be mentored by some of the best minds in government with my teams earning international recognition for efficient and effective operation. My facilities teams have been recognized by the State of Florida Governor's Office for efficiency and have received numerous awards for operational excellence. Major projects in my career include the largest capital project in Palm Beach County history, being recognized as the first utility in North America to earn ISO55001 certification for asset management, developing numerous I.T. platforms, and creating a culture of high performance at every level.

In addition to being a positive energy, I pride myself on the diverse teams I have built and guided. I constantly push my teams and myself to evolve and grow with industry best practices. I strive to foster a team environment with an empowered staff- a culture of excellence. I have hosted interns, taught courses for high school, college, and professional audiences, and I am well versed with remote business applications.

Other intangibles I offer include my vast professional network and my commitment to community. I am heavily involved in numerous community outreach programs, volunteering hundreds of hours with several local organizations. Additionally, I am seasoned in emergency response having been the communications leader during activation of our County Emergency Operations Center.

I welcome the opportunity to discuss this opportunity further at a time consistent with your schedule.

Sincerely,  
Jason Davis



# JASON DAVIS



Port St. Lucie, FL



561.460.1077 (Mobile)



jasonbriandavis@gmail.com

TRANSFORMATIVE CHIEF ADMINISTRATIVE OFFICER (CAO) / CHIEF OPERATING OFFICER (COO)

## MULTI-SITE LEADERSHIP | DIVERSE WORKFORCE | STRATEGIC PLANNING | PROJECT MANAGEMENT

Transformational leader accomplished in optimizing effectiveness throughout the entire business cycle and building sustainable systems. Influential change agent known for maximizing process efficiency and employee performance while leading teams from a broad spectrum-merit, at-will, union, and executive level staff. Approachable and talented at connecting with diverse audiences, clearly articulating organizational vision, and galvanizing teams around a shared mission. Natural team leader skilled at resolving conflicts and problems by leveraging skills in communication and critical thinking to create win-win situations. Core competencies include public speaking, strategic planning, fiscal and administrative skills, project management, team development, process improvement, and data driven decision making.

## CAREER HIGHLIGHTS

- Governor's Award Business Excellence
- First Gov't Entity to Perform NFPA Response
- FWEA Operational Excellence Award
- International Award Maintenance Excellence
- Excellence Award for Worker Safety
- Multiple NACo Awards
- First Water Utility in US to Achieve ISO55001
- Excellence Award for Vehicle Safety
- Created Downtown Security Alliance

## PROFESSIONAL EXPERIENCE

St. Lucie County, Fort Pierce, FL

07/2023 to Present

### Deputy County Administrator

FTEs: 942

Population: 388 K

Budget: \$760M

Executive-level senior leadership administrative position. Responsible for supervising the operations and administration of the County's management staff. Oversee major projects and programs of the County. Responsible for on-going analysis of county operational and financial status. Provides research and supervisory support to the County Administrator in diverse functional areas. Responsible for upholding County policies and procedures and providing advice and direction to staff. Serves as liaison between County Administration, citizens, advisory boards and committees, civic groups and other governmental agencies.

- Oversee Facilities, Utilities, Parks & Rec, Libraries, Mosquito Control- 400+ FTEs
- Spearheaded first county-wide trades apprentice program and various programs to attract/retain talent
- Key contributor to union contract negotiation, revised employee handbook, payroll study, PPMs and SOPs
- Championed County 20-year master plan efforts, construction standards, numerous construction and renovation projects

Palm Beach County, West Palm Beach, FL

04/2007 to 07/2023

### Division Director

FTEs: 12,000

Population: 1.6 M

Budget: \$7.8 B

Advanced executive level work directing, planning, and providing overall leadership for resource allocation, operations, budgeting, and personnel. Provided policy development and direction in consultation with County Administrator for maximum utilization of financial and human capital. Provided leadership for employees to include creating goals, objectives, and accountability; issued counseling forms/disciplinary actions; handled employee complaints and grievances; recommended hiring, termination and promotion of staff. Planned, reviewed, and approved operating budget for the department and monitored contracts. Developed and led annual plan for program development, evaluation, performance management, and analytical activities designed to assess efficiency of department services in achieving the County's long-term goals and objectives. Effectively presented information in writing and orally, to the County Administrator, Board of County Commissioners, other elected officials, and various community groups.

- Began career in Facilities and promoted to Water Utilities- oversaw construction, security, fleet, real estate, facilities, utilities, asset management
- AAA Bond Rating across all three rating agencies; saved \$14M in first year of appointment with budget analysis
- Optimized supply chain productivity by devising strategies for inventory and business continuity
- Served as Logistics and Utility team lead during EOC activations



Protected employees, keeping them safe, healthy, and productive by investing heavily in employee safety programs and training. Zero negative impact to operations from the COVID outbreak due to robust pandemic plan.



Multi-Site, State of Florida

06/1996 to 04/2007

Director

Facilities of Mass Public Assembly - Hotels, Casinos, Convention Centers, Cruise Ships, Residential

11 years' developing and implementing private sector security and loss prevention programs. Evacuation procedures, CPTED reviews, emergency response, executive protection, investigations, surveillance, physical security applications to include lighting, door hardware, card access, training and development of staff, operating and capital budget, KPI monitoring, special events.

- Facilitated Special Duty program to generate previously uncaptured revenue.
- Created first ever Downtown Security Alliance.
- Numerous commendations from local police and Secret Service.
- Developed hundreds of team members to become respected leaders and top executives.
- Certified Protection Professional- ASIS (former)

## EDUCATION & CREDENTIALS

**Doctorate Organizational Leadership** – Nova Southeastern University, 12/2020  
**Master of Business Administration (MBA)** – Nova Southeastern University, 08/2013  
**Bachelor of Science in Criminology** – Florida State University, 06/1996

PMP – Project Management Professional, PMI  
 Certified Government Executive – FCCMA  
 NACo High Performance Leadership Graduate  
 Leadership Palm Beach County Graduate  
 Certified Asset Manager – Asset Management Institute  
 NIMS Courses- 50+ courses for Emergency Response

## AFFILIATIONS & COMMUNITY

Florida City and County Management Association  
 International City/County Management  
 Florida Association of Counties  
 Florida League of Cities

Lead developer and facilitator of the Leadership Forward Scholarship  
 United Way Community Champion  
 Animal Care & Control  
 Habitat for Humanity  
 Red Cross  
 Red Apple  
 AVID



[www.linkedin.com/in/jasonbriandavis](http://www.linkedin.com/in/jasonbriandavis)

American Legion Baseball Coach  
 Collegiate League Baseball Head Coach & Pitching Coach  
 Showcase Baseball Head Coach, Pitching Coach, & Recruiting Coordinator  
 High School Baseball Head Coach, Pitching Coach, Strength and Conditioning Coach  
 NASM Certified Trainer and Nutrition Counselor

The servant-leader knows, “*my success comes from your success.*”  
 -Robert K. Greenleaf