



City of Cooper City
 P.O. Box 290910
 Cooper City, FL 33329-0910
 (954) 434-4300
 www.coopercityfl.org

APPLICATION FOR EMPLOYMENT

Instructions: Please print neatly or type all information. If an item does not apply, write N/A (not applicable). If you chose to submit a resume, you must still complete all parts of this application. You may submit copies of degrees, certificates, licenses, etc. to support your application. Copies will not be provided for you. This application must be signed on pages 5 and 6 or it will be voided. Nothing can be added to your application after the announcement period has closed. All statements made on this application are subject to verification.

Position Applying For Finance Director		Job Announcement Number #17-16		
Last Name Eliador		First Name Marie		Middle Name Wirge
Street Number 8997	Street NW 39	City Cooper City	State FL	Zip Code 33024
Home Telephone #	Alternate Telephone # 954-610-1899	Social Security #	E-Mail Address marie_elianor@yahoo.com	

1) If you are under 18 years of age, can you provide proof of your eligibility to work? N/A Yes No

2) Have you ever been employed by the City of Cooper City before? Yes No

If yes, when? _____

3) Do you have any relatives currently employed by the City of Cooper City? Yes No

If yes, state name and relationship _____

4) Are you available to work: Full-Time Part-Time Shift Work Weekends/Eves

5) If your application is considered favorably, on what date will you be available to start? Open

6) What is your desired salary? Negotiable
 No

7) Do you have a valid driver's license? Yes

8) License Type: Operator _____ CDL E Class _____ Endorsement

Driver's License Number E456-893-76-568-0 State FL Expiration Date 02-28-2020

RECORD OF EDUCATION

High School Diploma Yes No If yes, date received 1994

Equivalency/GED Yes No If yes, date received _____

Name and location of high school attended:

Name: Miami Edison/MDCC

City: Miami

State: FL

Name and location of College, University, Vocational or Trade School	Dates Attended		Course of Study	Did you graduate?	List Degree or Certificate Received
	From	To			
University of Florida Gainesville, FL	1996	1998	Public Administration	Yes	Master Degree
University of Florida Gainesville, FL	1994	1996	Political Science	Yes	Bachelor Degree

REFERENCES List three personal references that are not relatives or former employers.

Name and Occupation	Address	Telephone No.	Years Known
Kathy Dailey, District Manager		941-875-4195	12 Years
John Bukata, Chief BSO, retired		954-931-3475	10 Years
Horace McHugh, CAO		954-940-1972	15 Years

9) Do you possess any experience, skills, or qualifications in which you feel should be taken into consideration for the position you are applying for (i.e. computer skills, knowledge of a foreign language, awards received or memberships in professional organizations?)

Certified Government Finance Officer

Certified Pension Plan Trustee (expected Fall 2017)

10) Have you ever been convicted of any violation of the law, pleaded guilty or *nolo contendere*, or found guilty of criminal charges, even if adjudication was withheld? Yes No

If yes, give date, nature of offense, name of court and location, and status/disposition:

11) Have you ever been discharged or forced to resign from any job? Yes No

If yes, explain: _____

NOTE: Answering yes to the above questions does not automatically disqualify you for employment. The nature of the offense, how long ago it occurred, relationship to this job, etc. are given consideration.

VETERAN PREFERENCE

Under Florida Statute 295.07, honorably discharged wartime veterans, service connected disabled veterans presently receiving disability benefits, or widowed, un-remarried spouses, may be eligible for Veteran's preference. Preference will be awarded only if you submit a copy of proper documentation (DD214) showing dates of entry and separation and, if disabled, proof of current receipt of disability benefits with your application.

Did you serve in the Armed Services? Yes No Was your discharge honorable? Yes No

Are you claiming Veteran's Preference? Yes No Branch of service _____

Are you the un-remarried spouse or widow of a Veteran with total and permanent service-connected disability? Yes No

To see if you qualify for Veteran's Preference or to submit a complaint, contact the Florida Department of Veterans Affairs at 1-800-827-1000 or online at www.floridavets.org.

EMPLOYMENT HISTORY

Begin with your present or most recent employment. List all jobs held in the last ten years. If necessary, you may attach an extra sheet of 8 1/2' x 11' white paper. List any relevant volunteer work and all periods of unemployment. Be SPECIFIC- all or part of your rating may depend on the information you provide. You may attach a resume, copies of degrees or certificates to support your application, but all fields on the application must be complete. May we contact your present employer regarding your record of employment? Yes No

1) Present or Most Recent Job

From		To	
Mo.	Yr.	Mo.	Yr.
02	16	-	-

Employer: City of Lake Worth
Address: 7 North Dixie Highway
Telephone No.: 561-568-1600
Your Job Title: Finance Director
Supervisor's Name, Title, and Phone No.: Micheal Bornstein, City Manager,

561-586-1689

Hours per week 40

Reason for Leaving: N/A

Starting Salary: \$ 130,000

Last Salary: \$ 135,500

Specific Duties: Please see resume. I am responsible for planning, directing, managing and overseeing the financial activities and operations of the City and the Finance Department.

Number and Titles of employees supervised (if applicable): 21

2) Previous job

From		To	
Mo.	Yr.	Mo.	Yr.
07	2011	10	2015

Employer: City of Lauderdale Lakes
Address: 4300 NW 36 Street
Telephone No.: 954-535-4200
Your Job Title: Financial Services Director
Supervisor's Name, Title, and Phone No.: Jonathan Allen, City Manager, 954-

684-0471

Hours per week 40

Reason for Leaving: Change in City Management

Starting Salary: \$ 99,000

Last Salary: \$ 116,000

Specific Duties: Please see resume. I attained desired objectives annually directing the functions of accounting, budgeting, purchasing, grant management, lien administration, treasury and debt management and information technology.

Number and Titles of employees supervised (if applicable): 9

3) Previous job

From		To	
Mo.	Yr.	Mo.	Yr.
5	2003	7	2011

Employer: City of Oakland Park
Address: 3650 NE 36 Street
Telephone No.: 954-630-4300
Your Job Title: Management and Budget Director/Assistant to the City

Manager

Supervisor's Name, Title, and Phone No.: John Stunson, deceased

Hours per week 40
Starting Salary: \$ 63,000
Last Salary: \$ 97,000

Reason for Leaving: Lauderdale Lakes Opportunity

Specific Duties: Please see resume. I directed the development of the City's annual and capital improvement budgets.

Number and Titles of employees supervised (if applicable): 3

Specialized Skills- Indicate your experience with computer programs and/or any types of machinery or office equipment you have operated and your level of proficiency. F=Fair G=Good E=Excellent

Computer Programs	Level of proficiency	Machinery or Office Equipment Operated	Level of proficiency
Superion/SunGard/HTE	E	Computer	E
Tyler/MUNIS	E		
MS Office	E		

NOTICE TO APPLICANTS

Employment is subject to verification of an applicant's background and conviction record. In compliance with Section 119.071 Florida Statutes, The City of Cooper City will maintain the confidentiality of Social Security Numbers and will only use them for the purpose of identity verification, background investigation, and employment eligibility.

The City of Cooper City is a Drug Free Workplace. All conditional employees are required to undergo a drug test and physical as part of the pre-employment process. If hired, all employees will be placed on a twelve (12) month probationary period. The City of Cooper City complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. If required, all entering employees in the same job category will be subject to the same medical questionnaire and/or examination and all information will be kept confidential in separate files.

Additionally, the City is required by federal law to verify having seen documents, which the applicant must provide as part of the employment processing, that show the applicant's identity and right to work in the United States.

APPLICANT'S STATEMENT

APPLICANT: PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING BELOW. UNSIGNED APPLICATIONS WILL BE VOIDED.

I certify that all information provided on this employment application, any resume that I have submitted, and any answers given during oral interview(s) are true and correct. I understand that false or misleading information given, or information omitted in my application or interview(s) may result in discharge or termination. Subsequent to a conditional offer of employment, I give my voluntary consent to be medically examined and tested for recent use of drugs and/or controlled substances.

Signature of Applicant

Mare W. Shannon

Date

9-19-17

Marie W. Elianor, MA, CGFO
Cellular 954.610.1899; marie_elianor@yahoo.com

3997 NW 39 Street, Cooper City, FL 33024



September 19, 2017

Mrs. Kathryn Sims
City Clerk
City of Cooper City, FL
Attention: Finance Director Recruitment

Dear Mrs. Sims:

Thank you for the opportunity to present a brief synopsis of my background through this letter of interest for the above referenced position. I believe that my knowledge, skills and abilities are what the City of Cooper City is seeking in its next successful Finance Director.

My experience spans more than nineteen (19) years in public finance and budget at the senior management/director level. I plan, direct and manage budgetary and fiscal accounting at the municipal level. I currently lead a department of 21 team members covering the areas of accounting and financial management including payroll processing, accounts payable, accounts receivable, budget and grant management, procurement, contract management, treasury and banking, investment, fixed assets, information technology and geographic information systems. I effectively manage and account for the fiscal and financial resources of over \$200M City, and \$6.5M Community Redevelopment Agency.

I support municipal financial stability and sustainability through the development of sound financial policies, fiscal analysis and budgetary controls. I oversee the issuance of Comprehensive Annual Financial Reports and other required reporting. I lead the development of the fiscal year operating and capital budgets and planning processes.

I am confident the breadth and depth of my experience will contribute to the continued success of the Finance Department.

I welcome the opportunity to discuss my interest in the position of Finance Director for my City, Cooper City. Thank you in advance for your consideration.

Sincerely,

Marie W. Elianor

Marie W. Elianor, CGFO
Attachment – Résumé

Marie W. Elianor, MA, CGFO

Cellular 954.610.1899; marie_elianor@yahoo.com
8997 NW 39 Street, Cooper City, 33024

Public administration professional with nineteen (19) years of progressive management experience in the areas of Government Finance, Financial Planning and Administration, Municipal Budget Administration, Debt and Treasury Management, Accounting and Financial Reporting, Organizational Change, Strategic and Business Planning, Project and Emergency Management

City of Lake Worth, Florida

Finance Director (Chief Financial Officer)

February 2016 to Current

As Finance Director, I am responsible for planning, directing, managing and overseeing the financial activities and operations of the City and the Finance Department. I lead the department to successfully perform all general government, electric and water utility finance functions including utility billing. I am responsible for accounting and financial reporting; debt structuring and management; treasury management including cash collections and investment of balances; financial and asset controls; revenue studies and monitoring; utility ratemaking and structuring; budget development, coordination and management; pension plan oversight; procurement and information technology. I serve as member of the Senior Executive Team. I supervise twenty-one (21) full-time senior managerial and professional employees.

Noteworthy accomplishments and recognition to date include:

- Lead the City through the Credit Rating process achieving a rating of AA- S&P and A1 Moody
- Issued \$40M General Obligation Bonds for Neighborhood Road Program
- Implemented Contract Management Policy and Procedures substantially addressing OIG Report
- Developing financial strategy to achieve Electric Rate Parity with FPL by February 2018
- Successfully negotiated collective bargaining contracts with three (3) Labor Unions ending months of stalemate
- Developed balanced FY 2017 and FY 2018 Budgets maintaining millage rate
- Leading City through the beginning stages of an ERP Assessment Review process
- Revived Finance Advisory Board increasing transparency, public input and oversight

City of Lauderdale Lakes, Florida

Director of Financial Services (Chief Financial Officer)

July 2011 – October 2015

As Director of Financial Services, I attained desired objectives annually directing the functions of accounting, budgeting, purchasing, grant management, lien administration, treasury and debt management and information technology. I was responsible for policy development; preparing the annual operating and capital improvement budgets, financial planning documents, audited financial statements and internal and external financial reports. I supervised nine (9) full-time senior managerial and professional employees. **Noteworthy accomplishments and recognition included:**

- Lead the financial recovery of the City of Lauderdale Lakes through prudent financial management and effective contract management
- Assisted with the negotiation of public safety contracts reducing cost yet maintaining acceptable level of service
- Implemented a five year financial plan and maintained a balanced budget resulting in favorable interest rates and ability to renegotiate outstanding debts
- Ensured financial stability by reversing general fund deficit fund balance of \$4M to surplus of \$6M in a four (4) year period

- Awarded the CAFR designation from Government Finance Officers Association's for the first time in the City's history

City of Oakland Park, Florida

Assistant to the City Manager

February 2005 – July 2011

Office of Management and Budget Director

May 2003 – February 2005

As the Management and Budget Director, I directed the development of the City's annual and capital improvement budgets. Additionally, I ensured that programs and expenditures met City objectives through funding and capacity analysis. As Assistant to the City Manager, I was responsible for strategic planning. I developed the City's performance excellence initiative, strategic and business planning and performance management practices. I also served as Interim Parks and Recreation Director from 10/2006 to 01/2007. I supervised three (3) full-time professional and administrative employees. **Noteworthy Accomplishments and recognition included:**

- Awarded Government Finance Officers Association's Distinguished Budget Award for the first time in the City's history
- Developed the City's first comprehensive Capital Improvement Program and Budget providing for compliance with state mandated laws
- Lead the development of the City's first Strategic and Annual Business Plans for the development of a new budget process
- Coordinated the City's first Resident, Business and Employee Satisfaction Surveys for budget alignment
- Implemented City of Oakland Park's Performance Excellence Initiative (based on Florida Sterling Model) and point-of-service customer service initiative
- Implented the City of Oakland Park's Local Government Academy a nine week program designed to engage and inform residents and business owners in City processes

EDUCATION AND CERTIFICATIONS

Certified Government Finance Officer

Certified Pension Plan Trustee (expected Fall 2017)

FEMA Certifications: IS-100b, IS-700a, IS-200b, IS-300 and IS 400

Florida Sterling Council – Board of Examiners 2006-2011

Masters of Arts, Certificate in Public Affairs, Graduate Minority Fellow

Bachelor of Arts, Political Science, Magna Cum Laude

AFFILIATIONS: PROFESSIONAL AND COMMUNITY

Government Finance Officers Association 2003-present

Florida Government Finance Officers Association 2003-present

Conference Committee Member – 2013-present

Certification Committee – 2015 to present; Webinar Subcommittee Chair

South Florida Government Finance Officers Association 2011-present

Board Secretary-2015/2016

WE Florida Financial Credit Union – Supervisory Committee 2008-present, Chair 2016-present

National Forum for Black Public Administrators 1996-present

International City County Manager's Association (ICMA) 1998-2011; 2014-present

Florida City County Manager's Association (FCCMA) 1998-2011; 2014-present

Fiscal and Administrative Committee Member 2017

Girl Scouts of Broward County – Executive Board Member 2005-2009

Hillsborough Educational Facilities Financing Authority Board 2000-2002

Parent/Legal Guardian
(if under 18 years of age)

Date

AUTHORIZATION OF BACKGROUND INVESTIGATION

I hereby certify that each response on this application and all other information I have furnished in applying for employment with the City of Cooper City is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification or to discharge at any time.

Subsequent to an offer of employment, I give my voluntary consent to be medically examined and to provide a sample of my blood or urine which may be tested for recent use of drugs and/or controlled substances. Further, I release the City of Cooper City, its officers, agents, and employees from any liability whatsoever in connection with such a medical examination or the use of the test results therefrom.

As an applicant for a position with the City of Cooper City, I hereby authorize inquiries regarding my current and past employment record including, but not limited to, dates of employment, attendance, job performance, disciplinary records, and reason for termination. I hereby release you, your organization, or others from liability or damage which may result from furnishing the information requested. You may contact me as indicated should there be any question to the validity of this release.

- I authorize the City of Cooper City to conduct a background investigation concerning me.
- I do not authorize the City of Cooper City to conduct a background investigation concerning me.

NAME: Marie Wirge Elianor

SIGNATURE:

Marie W. Elianor

DATE: 9-19-17