



The Mercer Group, Inc.

GAINESVILLE, FLORIDA EQUAL OPPORTUNITY DIRECTOR

June 9, 2015

Summary

Darrell E. Elmore

- **Juris Doctorate; Bachelor – Political Science**
- **Administrative Services Administrator, Alachua County Public Library District**
- **Salary: \$60,000**
- **Internet Research**
- **Broker/, Darrell Elmore & Associates, LLC**
 - <http://florida-real-estate-company-directory.com/Darrell-Elmore-And-Associates-Gainesville-Florida.html>Owner
- **Alachua County Library District - Administrative Services Administrator**
 - <http://www.aclib.us/staff>
- **May 2011 - Notice of delinquent personal property tax**
 - <http://www.gainesville.com/article/20110513/MISC/110519768>
- **March 26, 2008 - Mention in United States Court of Appeals, Eleventh Circuit**
 - <https://casetext.com/case/malu-v-city-of-gainesville-02>
 - The other candidate on the special circumstances list, Darryl Elmore, was a former City employee who had previously sued the City and had entered into an settlement in which he agreed not to apply for employment there again. The Ad Hoc Committee moved Elmore to the "A" list, *947947 based in part on Slavin's assessment of his qualifications. It then agreed to forward the candidates on that list to the City Commission for review.
- **February 1, 2004 – City's director search narrows – mention of Elmore termination in 2000 and agreement along with \$15,000 settlement with the City of Gainesville**
 - <http://www.gainesville.com/article/20040201/LOCAL/202010331>
- **March 15, 2001 – Gainesville employee accuses city of racial discrimination**
 - <http://jacksonville.com/tu-online/apnews/stories/031501/D7AOILA01.html>
- **Various news articles - neutral**



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**LETTER OF INTEREST
&
RESUME**

THE MERCER GROUP, INC.

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DARRELL E. ELMORE
P.O. BOX 5774
GAINESVILLE, FLORIDA 32627

Mayor, and Members of the Gainesville
City Commission
200 E. University Avenue
Gainesville, Florida 32601

May 28, 2015

RE: APPLICATION FOR EQUAL OPPORTUNITY DIRECTOR POSITION

Dear Mayor, and Members of the Gainesville City Commission:

Enclosed please find my resume for the position of Equal Opportunity Director.

As you review my information, you will find that I possess the relevant knowledge, skills, and abilities for the position of Equal Opportunity Director. I have a Juris Doctor from the University of Florida Levin College of Law, Gainesville, FL, a Bachelor of Arts degree with a major in Political Science from the University of Florida, Gainesville, FL, an Associate of Arts degree from Santa Fe Community College, Gainesville, FL, and an Associate in Business degree from Huntington Junior College, Huntington, WV.

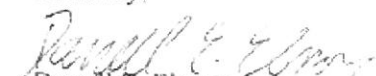
I have 12 years of experience working in equal opportunity programs in three different governments. I spent 2 ½ years as the Equal Opportunity Department Director at the City of Gainesville in FL. I spent 5 ½ years as an Equal Opportunity Specialist and Programs Coordinator for Alachua County's Equal Opportunity Office in Gainesville, FL, and approximately 4 years as an Equal Opportunity Investigator for the City of Huntington, WV. I have more than four years of supervisory experience and years of experience working with, staffing and coordinating Human Rights Fair Housing Boards, Disability Advisory Boards and Committees, and Internal Employee Equal Opportunity Advisory Committees.

I have written and had adopted by the City of Gainesville City Commission various policies on non-discrimination such as an Equal Employment Policy, Disability Policy, Investigation Policy and Procedure, and the language creating the City of Gainesville Equal Opportunity Charter Office. I have conducted dozens of Internal and External discrimination investigations dealing with race, religion, national origin, sex, disability, etc. and presented numerous investigatory reports to oversight bodies in three different governments. While at the County, I responded to state and federal agencies on behalf of the County on discrimination complaints.

I monitored the recruitment, hiring, promotion, retention and other employment related processes for 5 ½ years with Alachua County, coordinated the County's Small/Minority Business Enterprise Program. I have received the following training: from the National Association of Human Rights Workers on discrimination complaint investigation; Douglas B. Brown Seminar Course in Preparing Affirmative Action Plans and Completing Internal Audits; Rollins College program on Planning, Designing, and Evaluating Effective Training; U.S. Equal Employment Opportunity Commission Investigation and Technical Assistance training; National Association of Human Rights Workers 24 hour training course in Mediation Methodology; U.S. Department of Housing and Urban Development training on Investigative skills; U.S. Department of transportation Disadvantaged Business Enterprise training; University of Florida Levin College of Law training in Legal Research and Writing with intense training on how to research cases and case law, and Constitutional Law with intense study of Affirmative Action and Discrimination case law.

Should you desire to contact me for further information or to schedule an interview, please write me at the letterhead address or call me at (352) 214-1582.

Sincerely,


Darrell E. Elmore

Encl: Resume

PERSONAL RESUME

DARRELL E. ELMORE
P.O. BOX 5774
GAINESVILLE, FL 32627
Cell: 352-214-1582
Email: elmoredarrell@bellsouth.net

CAREER OBJECTIVE

To obtain a position providing career growth, using interests and experience as an Administrator and as a Licensed Real Estate Broker, years of experience in Equal Opportunity, Human Resources, Risk Management, and law and developing and recommending policy to boards and committees, while using my mediation training to help resolve conflicts in the work place.

EDUCATION

University of Florida Levin College of Law, Gainesville, Florida. Juris Doctorate, 2005.

University of Florida, Gainesville, Florida. Bachelor of Arts degree in Political Science, 2002.

Santa Fe College, Gainesville, Florida. Associate of Arts degree in Political Science, 2001.

Huntington Junior College, Huntington, West Virginia. Associate in Business degree, 1984. Some classes taken: Principles of Accounting, Payroll Accounting, Finance, Principles of Management, Business Organization, Data Base Management, Spreadsheet Applications.

TRAINING RECEIVED

Completed - Florida Bar Approved 2013 State Required Code of Ethics, Sunshine Law, and Public Records Training presented by the Alachua County Attorney's Office under their Certificate of Accreditation for Continuing Legal Education, State of Florida, December 2013 and December 2014.

Completed - State of Florida 60 Hour Broker Post-Licensing Course, covering subjects such as: Leadership; Management Skills; Structuring Business Systems; Structuring Finances; Business Policies and Procedures; Practical and Legal Realities of Staffing; Recruiting, Selecting, and Hiring Staff; Coaching Performance; Monitoring Operations; Managing Risk; Financial Analysis for Real Estate Investment; and Feasibility Studies of Real estate Investments, State of Florida, September 2011.

Completed - Full Representation Clinic actual trial practice and representing clients before judges in the Circuit Court of Florida, Eighth Judicial Circuit in and for Alachua County, University of Florida Levin College of Law, FL, fall 2005.

Completed - Trial Practice with training on how to argue cases in court before a jury and judge, University of Florida Levin College of Law, FL, spring 2005.

Completed - Constitutional Law with intense study of Affirmative Action and Discrimination case law, University of Florida Levin College of Law, FL, fall 2003.

Completed - Appellate Advocacy with intense training on how to write briefs for court decisions, University of Florida Levin College of Law, FL, fall

2003.

Completed - Legal Research and Writing with intense training on how to research cases and case law and how to write memoranda of law, University of Florida Levin College of Law, FL, spring 2003.

Completed - Rollins College program on Planning, Designing, and Evaluating Effective Training, Orlando, FL, March 28-29, 2000.

Completed - National Association of Human Rights Workers training on Discrimination Complaint Investigation Practicum Leaders Institute, Greensboro, NC, October 1999.

Completed - Douglas B. Brown Seminar Course in Preparing Affirmative Action Plans and Completing Internal Audits, Atlanta, GA, November 18-20, 1998.

Completed - Employers Association of Florida seminar on New Supreme Court Rulings on Sexual Harassment, Orlando, FL, August 19, 1998.

Completed - Council on Education in Management on How To Conduct an Internal Investigation, Tallahassee, FL, June 25, 1998.

Completed - U.S. Equal Employment Opportunity Commission Investigation and Technical Assistance training, Orlando, FL, September 8, 1997.

Completed - Florida Association of Minority Business Enterprise Officials training, St. Petersburg, FL, June 13, 1997.

Completed - National Association of Human Rights Workers training in Leadership Development, Knoxville, TN, October 26-30, 1994.

Completed - National Association of Human Rights Workers 24 hour training course in Mediation Methodology, Columbus, OH, October 30- November 1, 1996.

Completed - U.S. Department of Transportation Disadvantaged Business Enterprise training, Orlando, FL, March 10, 1995.

Completed - Alachua County Board of County Commissioners training on the Interplay between the Americans with Disabilities Act, Workers' Compensation, and the Family Medical Leave Act, Gainesville, FL, January 12, 1995.

Completed - United States Department of Housing and Urban Development training on Investigative Skills, New Orleans, LA, June 24, 1993.

Completed - Alachua County Board of County Commissioners eight hours of training on the Americans with Disabilities Act (ADA) and the 1991 Civil Rights Act, Gainesville, FL, January 1993.

Completed - National Association of Human Rights Workers training in Human Relations/Civil Rights Enforcement training. Sessions attended dealt with basic and advanced investigations and hate crimes, Saint Paul, MN, October 1991.

Completed - The Americans with Disabilities Act (ADA) training on ADA's impact on private employers and on coping with compliance, Huntington, WV, August 1991.

WORK EXPERIENCE

*** 12-13 - Present

Alachua County Library District
Gainesville, Florida

Position: Administrative Services Administrator

Duties: Coordinate the work of a major section of the Administrative Services Division that includes Human Resources, Equal Opportunity and Risk Management including District-wide and volunteer programs. Supervise and coordinate activities of subordinate supervisors and other employees including determining work procedures and schedules; issuing instructions and assigning duties; reviewing work; recommending personnel actions; conducting performance reviews; and conducting departmental training and orientation. Keep abreast of new developments in Human Resources, Equal Opportunity and Risk Management, including those of a technological nature. Analyze needs, recommends and implements appropriate measures for improving services; disseminate such information to Section, Administrative Services Division, and other library staff. Plans, organizes and coordinates section's in-service training. Provide assistance and guidance. Develops Section budget, monitors and controls budget expenditures. Plans and organizes services. Recommend policies to the Administrative Services Division Director; and implements procedures for the Section and District-wide. Work with other Section Administrators, Division Directors, and Library Administration to provide a coordinated program of library services in compliance with the Long Range Plan and Service Level Guidelines. Coordinate District-wide projects and studies at the direction of the Administrative Services Division Director; develop, implement, analyze and report statistical measures of library service. Recommend change in Long Range Service Plans to the Administrative Services Division Director; assist in developing plans District-wide at the direction of the Administrative Services Division Director. Provide Board of Trustees and Governing Board with information as requested by the Administrative Services Division Director. Attend conferences and participate in related professional organizations.

*** 12-09 - Present

Darrell Elmore & Associates, LLC
Gainesville, Florida

Position: Owner/Broker

Duties: Florida Licensed Real Estate Broker selling real estate, responsible for total operation of company.

*** 11-07 - 12-09

Trend Realty
Gainesville, Florida

Position: Realtor

Duties: Sell Real Estate

*** 07-02 - 10-02

Gainesville Harvest
Gainesville, FL

Position: Director

Duties: Hired by and reported directly to an 11 member elected body of citizens. Supervise assistant director and oversee day-to-day operations and distribution of food to sites.

*** 02-98 - 10-00

City of Gainesville
Gainesville, FL

Position: Equal Opportunity Department Director

Duties: develop and present policy to the City Commission, develop and present departmental budget to the City Commission, respond to City Commission requests, co-chair City and County Commission joint Americans with Disabilities Act Transportation Task Force, design and present training on diversity and sexual harassment to the City's workforce of 2000 employees, design annual Equal Opportunity training for City workforce, enforce City ordinances and policies on nondiscrimination for employees and citizens, supervise and direct staff, coordinate the activities of boards and committees, consult with charter officers, department heads, and management, and work with and interpret city's union contracts for Amalgamated Transit Union (ATU) Communication Workers of American (CWA), Fraternal Order of Police (FOP), International Association of Firefighters (IAFF), and the Police Benevolent Association (PBA).

*** 07-92 - 01-98

Alachua County Board of County Commissioners
Gainesville, FL

Position: Equal Opportunity Programs Coordinator

Duties: Supervise Equal Opportunity Specialist, and the Program Specialist. Consult with department directors and constitutional officers to identify equal opportunity and affirmative action information requirement needs. Analyze existing programs, procedures, and systems and evaluate ways to improve them. Design and present equal opportunity, affirmative action, diversity, human and civil rights workshops. Act as liaison to federal, state, and local agencies, and citizen groups in designing equal opportunity and affirmative action programs. Coordinate the County's Small/Minority Business Enterprise Assistance Program, and coordinate the County's compliance with the Americans with Disabilities Act (ADA) in all areas. Act as liaison to the County Human Rights/Fair housing Board; the County & Library District Employee Equal Opportunity Advisory Committee; the Alachua County Citizen's Disability Advisory Committee. Supervise the monitoring of the County's employment practices as they relate to recruitment and selection, promotion, and termination. Assist the County Equal Opportunity Director in responding to state and federal complaints of discrimination. Coordinate investigation of internal employee complaints and citizen complaints under County's anti-discrimination ordinance.

*** 09-88 - 07-92

City of Huntington Human Relations Commission.
Huntington, WV

Position: Investigator

Duties: Investigate employment activities regulated by the Huntington Human Relations Ordinance, state, and federal laws to ensure compliance. Locate and interview respondents, witnesses, or representatives of business or government to gather facts relating to alleged violations. Examine business, personnel, or public records and documents to establish facts and authenticity of data. Prepare correspondence and reports of investigation for use by administrative or legal authorities. Serve legal papers. Counsel and refer inquiries. Conduct Fact Finding Conferences, negotiate settlements, mediate disputes, resolve conflicts, write-up intake of complaints and request relevant information needed to conduct a thorough investigation. Present monthly activity reports to the Commissioners. Keep abreast of the latest Supreme Court, federal, and state rulings affecting the large body of laws pertaining to housing, employment and public accommodation.

SUMMARY OF OTHER WORK EXPERIENCE

Program coordinator: Directed and supervised staff; Executive Director and Owner of modeling school: Was responsible for day-to-operations; Financial Officer: Was responsible for payroll, monthly, quarterly, and yearly financial statements, developing and monitoring budgets for three grant-funded programs: Community Services Block Grant, Senior Services Grant, and Youth Services Grant and ensuring that employees that were paid from more than one grant reflected that in their bi-monthly timesheets, and handle all accounts payables and receivables; Transportation/Facilities Coordinator: Was responsible for coordinating delivery of program services county-wide, and supervising a staff of 15, ordering maintenance supplies and scheduling clean-up and maintenance on our three facilities, and coordinating the maintenance on our vans.

OTHER SKILLS AND ABILITIES

While at City of Gainesville, wrote and had the City Commission to adopt the City's first Equal Opportunity Policy Handbook.

While at City of Gainesville, developed quarterly equal opportunity/diversity newsletter for employees.

Conducted television commercials and programs on the County's and City's Equal Opportunity Programs.

Conducted workshops on the Legalities of Interviewing & Selection.

Organized and conducted Fair Housing, Americans with Disabilities Act, and Small/Minority Business workshops for citizens. For six years, responsible for planning and organizing the County's and City's Annual Equal Opportunity Training Conference.

Was Responsible for training the entire County and City workforce on sexual harassment, diversity, and the Americans with Disabilities Act.

Was responsible for presentations at the County's and City's new employee orientation on the County and City's Equal Opportunity Program.

In August 1995, did a Fair Housing presentation for the City of Micanopy.

In March 1994, did a presentation to Child Care Resources of Gainesville on the responsibilities of the County Equal Opportunity Office.

In October 1993, conducted a sexual harassment workshop for employees at the Civitan Regional Blood Center, Gainesville, FL.

PROFESSIONAL ORGANIZATIONS

From 2007 - Present, member of the National Association of Realtors (NAR).

From 2007 - Present, member of the Florida Association of Realtors (FAR).

From 2007 - Present, member of the Gainesville/Alachua County Association of Realtors (GACAR).

From 1999 - 2000 served as Vice President of the Southern Region of the National Association of Human Rights Workers (NAHRW). The NAHRW is the oldest professional organization of professional human rights workers in the Country.

From 1993 - 2000, member of the Florida Association of Minority Business Enterprise Officials, an organization for public sector employees that manage and supervise Minority Business programs.

From 1996 - 2000, served on the Board of Directors of the Florida Association of Community Relations Professionals (FACRP). The FACRP is a statewide association for individuals who work in the field of civil rights.

From 1992 - 2003, member of the Florida Association of Community Relations Professionals (FACRP).

From 1992 - 1996, board member of United Gainesville Community Development Board of Directors, Gainesville, FL, serving on personnel committee.

From 1989 - 2003, member of the National Association of Human Rights Workers (NAHRW).

SPECIAL INTERESTS

Public speaking, presenting workshops and training, and reading law books and information on equal opportunity and civil rights.

REFERENCES AVAILABLE UPON REQUEST