

EMPLOYMENT APPLICATION		
City of Fayetteville, Arkansas logo	City of Fayetteville, Arkansas 113 W. Mountain Fayetteville, Arkansas - 72701 http://www.fayetteville-ar.gov (http://www.fayetteville-ar.gov) Qualls, Rob CITY CLERK -TREASURER (Regular/Full time through December 31, 2020) 2019- 01450	Received: 11/6/19 7:07 PM For Official Use Only: QUAL:_____ DNQ:_____ <input type="checkbox"/> Experience <input type="checkbox"/> Training <input type="checkbox"/> Other:_____

PERSONAL INFORMATION		
POSITION TITLE: CITY CLERK -TREASURER (Regular/Full time through December 31, 2020) 2019- 01450		Job Number: 01450
NAME: (Last, First, Middle) Qualls, Rob		PERSON ID: 33211972
		Date And Month Of Birth: ■■■■
ADDRESS: (Street, City, State, Zip Code) 2140 E. Jonquil Rd Fayetteville, AR 72703		
HOME PHONE: (501) 517-7579		
EMAIL ADDRESS: robqualls@yahoo.com		NOTIFICATION PREFERENCE: Email
DRIVER'S LICENSE: Yes State: AR Number: 9*****1	LEGAL RIGHT TO WORK IN THE UNITED STATES?: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	HIGHEST LEVEL OF EDUCATION: Associate's Degree

PREFERENCES	
MINIMUM COMPENSATION: \$85,000.00/yr	ARE YOU WILLING TO RELOCATE? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Maybe
SHIFTS YOU WILL ACCEPT: Day , Evening , Night , Weekends	
WHAT TYPE OF JOB ARE YOU LOOKING FOR? Regular	
TYPES OF WORK YOU WILL ACCEPT: Full Time	

OBJECTIVE:

Server the citizens of Fayetteville as their City Clerk-Treasurer.

EDUCATION**SCHOOL NAME:**

Graduate University of Arkansas Community College of Batesville

LOCATION:(City , State)

Fayetteville, AR

DID YOU GRADUATE?☒ Yes ☐ No**DEGREE RECEIVED:**

Associate's

MAJOR/MINOR:

Computer Information Systems and Networking

WORK EXPERIENCE**DATES:**

from April/2018 to Present

EMPLOYER:

Washington Regional Medical System

POSITION TITLE:

System Administrator II

ADDRESS: (Street, City, State, Zip Code):3215 N Northhills Blvd
Fayetteville, AR 72703**COMPANY URL:**

wregional.com

PHONE NUMBER:

479-463-1000

SUPERVISOR:

Bill - Walker

MAY WE CONTACT THIS EMPLOYER?☒ Yes ☐ No**HOURS PER WEEK:**

40

SALARY:**DUTIES:**Implement, maintain, and support Server and Network systems.
Manage complex projects
Support end users and project stakeholders.**REASON FOR LEAVING:**

Opportunity to serve Fayetteville

DATES:

from August/2014 to January/2018

EMPLOYER:

University of Arkansas for Medical Sciences Northwest Campus

POSITION TITLE:

Systems Administrator

ADDRESS: (Street, City, State, Zip Code):1125 N. College
Fayetteville, AR 72703**COMPANY URL:**

uams.edu

PHONE NUMBER:

(479) 713-5109

SUPERVISOR:

Kevin Williams - Director of Information Technology

MAY WE CONTACT THIS EMPLOYER?☒ Yes ☐ No

HOURS PER WEEK: 40	SALARY: [REDACTED]	
DUTIES: Software Support, Installation, Maintenance and Implementation. Windows Server, Storage Area Network, VMware VSphere, Veeam, Networking, Cisco IP Telephony, Electronic Medical Records, Clinic Support, Datacenter		
REASON FOR LEAVING: UAMS Regional Programs is Centralizing IT Systems and Support to Little Rock. My position was Terminated January 2018.		
DATES: from October/2007 to August/2014	EMPLOYER: Advanced Tissue	POSITION TITLE: Information Systems Administrator
ADDRESS: (Street, City, State, Zip Code): 7003 Valley Ranch Dr. Little Rock, AR 72223		COMPANY URL: www.advtis.com
PHONE NUMBER: 866-217-9900	SUPERVISOR: Charles Floyd - Chief Information Officer	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: [REDACTED]	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Software Support, Installation, Maintenance and Implementation. Windows Server, IP Telephony, Cisco Networking		
REASON FOR LEAVING: Relocation to Fayetteville.		
DATES: from January/2007 to October/2007	EMPLOYER: Solutions - Microsoft Business Solutions	POSITION TITLE: Business Systems Analyst
ADDRESS: (Street, City, State, Zip Code): REACH, AR 72205		
PHONE NUMBER: (501) 664-1180	SUPERVISOR: Tom Major - President	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: [REDACTED]	
DUTIES: Dynamics GP, Microsoft CRM, and Business Intelligence Specialist		

DATES: from November/2006 to January/2007	EMPLOYER: Friday, Eldredge, and Clark, LLC	POSITION TITLE: Business Applications Specialist
ADDRESS: (Street, City, State, Zip Code): Little Rock, AR 72205		COMPANY URL: http://fridayfirm.com/
PHONE NUMBER: (479) 695-2011	SUPERVISOR: Greg McKee - CIO	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: [REDACTED]	
DUTIES: Responsible for End user Support to 200 users.		
DATES: from January/2002 to November/2006	EMPLOYER: Mail Contractors of America	POSITION TITLE: Information Systems Administrator
ADDRESS: (Street, City, State, Zip Code): Little Rock, AR 72703		
PHONE NUMBER: 501-280-0700	SUPERVISOR: Charles Floyd - IT Manager	MAY WE CONTACT THIS EMPLOYER? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
HOURS PER WEEK: 40	SALARY: [REDACTED]	# OF EMPLOYEES SUPERVISED: 2
DUTIES: Managed Network comprised of 12 locations and 175 users.		
REASON FOR LEAVING: Company Re-organization/Acquisition		

CERTIFICATES AND LICENSES
Nothing Entered For This Section

SKILLS
OFFICE SKILLS: Nothing Entered For This Section
OTHER SKILLS: Nothing Entered For This Section
LANGUAGE(S): Nothing Entered For This Section

SUPPLEMENTAL INFORMATION

Nothing Entered For This Section

REFERENCES

REFERENCE TYPE: Personal	NAME: Keith Macedo	POSITION: Information Technologies Director
ADDRESS: (Street, City, State, Zip Code) 113 West Mountain Street Fayetteville, AR 72701		
EMAIL ADDRESS: kmacedo@fayetteville-ar.gov		PHONE NUMBER: (479) 575-8320
REFERENCE TYPE: Personal	NAME: David Johnson	POSITION: Fayetteville Public Library Executive Director
ADDRESS: (Street, City, State, Zip Code) 401 W Mountain Fayetteville, AR 72701		
EMAIL ADDRESS: djohnson@faylib.org		PHONE NUMBER: (479) 856-7000
REFERENCE TYPE: Professional	NAME: Kevin Williams	POSITION: Former Director of I.T UAMS Northwest/Current Director of I.T. OurPharma
ADDRESS: (Street, City, State, Zip Code) S City Lake Rd Fayetteville, AR 72701		
EMAIL ADDRESS: kwilliams@ourpharma.net		PHONE NUMBER: 479-422-2117

Agency - Wide Questions

Nothing Entered For This Section

Job Specific Supplemental Questions

- Are you a registered voter residing in the corporate limits of Fayetteville, Arkansas?**
YES

2. **This position requires attendance at all regular and special City Council meetings and agenda sessions. These meetings occur during evenings and outside normal business hours. Are you able to meet this requirement?**

Yes

3. **If you answered no to the previous question regarding attending meetings outside of normal business hours, please explain.**

4. **Please use the space below if you need more space to complete your answer.**

5. **The City Clerk - Treasurer position is Full Time. Are you involved in other employment activities that would limit your capacity to work Full Time?**

No

6. **If you answer "yes" to the previous question regarding other employment, please explain.**

7. **What are your qualifications for service as City Clerk-Treasurer; including your education, experience and expertise in the type of work required of this position?**

Education and Experience:

I have an Associate's degree in computer information systems, and currently work as Information Systems Administrator with Washington Regional Medical System. Working closely with department heads and stakeholder groups, I help solve business problems through technology. I believe I can use this experience in helping improve transparency, increase citizen involvement, and manage growth.

Whether working on a project, or answering a helpdesk call, I have developed strong customer service skills. Many of the systems I support impact patient care, or life supporting systems, so handling stress and multi-tasking are skills that I have developed. I have held leadership roles throughout my career, whether managing direct reports, or serving on a committee focused on employee relations and employee recognition. I have also managed department budgets, purchasing, and relationships with third party vendors.

Community Leadership:

It is a great honor to serve as Vice President of the Fayetteville Public Library during a very busy time for the library. Serving on, and presiding over board meetings has taught me how to hold open, and transparent meetings. I believe I am prepared for City Clerk-Treasurer's duty to serve as Secretary and voting member of the Police and Fire Pension Boards.

I also have the pleasure of serving on the Fayetteville Digital Inclusion Taskforce. This appointment by Mayor Jordan has allowed me to utilize my expertise in information technology with my passion for public service. Working alongside Councilmember Smith, Communications Director Susan Norton, and Information Technology Director Keith Macedo has given me insight into the workings of the city and has helped prepare me for future collaboration should I be appointed. It was this work that prompted me to think about ways the City-Clerk treasurer position can be a champion for technology, innovation, and improved transparency. I have been an active constituent, making information requests, navigating publicly available information, helping others find that information, and applying for boards and commissions. This would be a valuable perspective to bring to this position.

8. **Please use the space below if you need more space to complete your answer.**

9. List and explain all of your supervisory experience; including the number of employees supervised, type of work required by the supervised workers, and length of supervision.

At 2 previous employers (Mail Contractors of America) and (Advanced Tissue) I supervised 1 or 2 direct reports at a time. As a supervisor, I handled hiring, performance evaluation, supervisions, and drafted performance improvement plans. Several times during this 10 year period, I attended training on employment law and sexual harassment.

At my current place of employment, I serve on a committee tasked with developing an employee recognition program for the 50 person Information Services department.

10. Please use the space below if you need more space to complete your answer.

11. Please list your experience with the use of computer and related software programs, including the use of electronic document management systems.

I have been an Information Technology professional for nearly 20 years. My experience ranges from server, and network administration to installing and implementing software programs. I have extensive experience with Microsoft Windows, and Office productivity Suites. I also have a great deal of experience supporting and implementing document management systems. Managing the implementation of a scanning solution like LaserFiche, and related solutions is something I'm very well suited for.

I have learned that the City owns rights to quite a few software packages that could greatly improve Clerk-Treasurer's office operations, and City Administration. I look forward to discussing specifics.

12. Why would you like to be considered for appointment as Fayetteville City Clerk - Treasurer?

Moving my family to Fayetteville has been one of the best decisions my wife and I have made. Immediately upon moving here, we got plugged in to several community service opportunities. I've been able to get more and more involved in the community whether volunteering at church, being a youth mentor, advocating for those in need, or serving on city boards. I feel serving Fayetteville full-time would be the next progression of my community service. I truly love this city and want to spend the foreseeable future serving my community.

I have also identified many opportunities for innovation in the Clerk-Treasurer's office, and look forward to an opportunity to discuss those with City Council.

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 or for dismissing me after I begin work. 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 verify any and all information given on this application. I understand that this completed application is the property of City of Fayetteville and will not be returned. I understand City of Fayetteville may contact prior employers and other references (unless I have specified on my application not to contact my current employer). I understand that I am responsible for notifying City of Fayetteville Human Resources of any changes in my name, e-mail, address, or phone number.

This application was submitted by Qualls, Rob

Signature _____

Date _____

Rob Qualls

2140 E. Jonquil Dr. Fayetteville, AR 72703
Qualls4clerk@gmail.com

501-517-7579

11/7/2019

Dear City Council and Mayor,

I humbly submit my application for appointment to the office of Fayetteville City Clerk-Treasurer. I understand that you have a lot of information to review in a very short period of time, so I'll leave you with some bullet points in hopes that you will be able to review my application and I certainly hope to have the opportunity to interview on the 14th.

- Information Technology Professional
- Experience working with business teams to find and implement solutions
- Personnel management
- Document management software planning, implementation and support
- Strong business communication skills including experience writing policies, procedures, instructions, documentation, and organization-wide communications
- Customer service management
- Budgeting
- Fayetteville Public Library Board of Trustees Vice President
- City of Fayetteville Digital Inclusion Taskforce appointee
- Working relationship with Mayor's office and staff
- Volunteer Experience running Social Media and writing news releases
- Community leadership and advocacy
- Familiarity with City Website, City government and City services
- Knowledge of FOIA and open meetings laws
- Transparency advocacy

Please feel free to reach out to me if you have any questions or concerns. I hope you see you on the 14th.

Best Regards,

Rob Qualls