

April 12, 2025

Palm Beach County
Human Resources Department
Attn: Mr. David Kahn
100 Australian Avenue, Suite 300
West Palm Beach FL, 33406

Dear Mr. Kahn,

Please consider me for the **County Administrator** position as advertised.

You will see listed in my attached resume at I have over 20 years of experience in various Public Sector jobs which has given me the opportunity to develop good customer relations and communication skills. My previous experience has taught me how hard work, dedication and perseverance can help when completing a task or project. I'm also a visionary leader, and have excelled in collaborative team building.

As your employee, I will welcome hard work, be willing to learn new skills, and be mindful of details. I also pride myself on my dependability and ability to work well with others.

I would appreciate an opportunity to work for Palm Beach County. Please call me at (305) 244-8781 to arrange an interview at your convenience. Thank you for your time and consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kerrith D. Fiddler', with a stylized, flowing script.

Kerrith D. Fiddler

Professional references:

Russell Benford

Vice President of Government Relations Americas at Royal Caribbean Group
ph. [REDACTED]

Jay Wheeler

President/CEO and Director of Sales at Underground Refuse Systems, Inc.
Ph. [REDACTED]

Chris Holley

Municipal Consultant - Retired City Manager
Ph. [REDACTED]

Ted Kircharr

HR Director - City of Pensacola
Ph. [REDACTED]

Frederick V. Longmire

Deputy Chief Assistant State Attorney – Escambia County, FL
Ph. [REDACTED]

Mike Steigerwald

City Manager – City of Kissimmee
Ph. [REDACTED]

Desiree Matthews

Deputy City Manager – City of Kissimmee
Ph. [REDACTED]

SUMMARY OF QUALIFICATIONS:

- Over 20 years of Public Sector experience
 - Over 10 years of professional experience in commercial and residential Architecture, Engineering, and Construction
 - Over 10 years of Public Works experience
 - Certified General, Roofing, Plumbing Contractor, and Mechanical Contractor
 - Certified Floodplain Manager and Distribution Operator Level 3
 - Qualified Stormwater Management Inspector
 - Expertise in Microsoft Office, AutoCAD, 3DS Max, Photoshop, and ArcGIS
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EDUCATIONAL BACKGROUND:

Master of Science in Construction Management 2008
FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL
College of Engineering

Bachelor of Design in Architectural Studies 2003
FLORIDA INTERNATIONAL UNIVERSITY, Miami, FL
School of Architecture

Bachelor of Architecture 2022
FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY, TALLAHASSEE, FL
School of Architecture

EXPERIENCE PROFILE:**PUBLIC WORKS DIRECTOR****CITY OF NORTH MIAMI, NORTH MIAMI, FL****JULY 2024 – PRESENT**

- Responsible for the professional and administrative position directing and supervising the operations of the Public Works Department. Administrative supervision is exercised over activities of the department such as construction and maintenance of City buildings, streets and rights-of-way, storm sewers, sanitation, treatment and distribution of water supply, repair and maintenance of water lines and sewer lines, and service installations of water and sewer utilities. Oversees the fleet maintenance facility and coordinates the department's operational budget. Responsibilities involve the management and supervision of all non-tax supported public utility undertakings of the City and enforcement of all obligations of privately owned and operated public utilities enforceable by the City.

CITY ADMINISTRATOR**City of Pensacola, Pensacola, FL****October 2021 – July 2024**

- Under the supervision of the Mayor and within the framework of established City policies, this position is responsible for the daily operations of the City through the overall management of available human, financial, and material resources. The incumbent is required to exercise keen judgment, imagination and foresight in making strategic administrative and management decisions to ensure the effective and efficient delivery of municipal services and the implementation of adopted policies and ordinances.
- Directs and supervises all department administrators, to include but not limited to all normal director level staff of a local municipality, the Director of a natural gas company, an international airport, a sea port, the Police Chief, and Fire Chief, and their employees in the efficient, effective and economical delivery of municipal services; provides direction and guidance to ensure that mayoral policies and initiatives are properly implemented.
- Develops and maintains an organizational structure of offices, positions and units within the City, establishes operational goals, monitors performance and takes corrective action deemed necessary for the efficient and effective operation of the City.
- Assists the Mayor with strategic short and long-range planning for the City; participates in planning efforts at the local and regional level; keeps Mayor apprised of developments at the state and federal level that impact the City; monitors pending legislation for impact on the City; oversees compliance with new legislation.

- Responsible for assisting in the preparation of the annual budget; prepares departmental budget for the Office of the Mayor; reviews departmental budget requests from all City functions for inclusion in the administrative recommendation to the City Council and administers the annual City budget in a manner that maintains an efficient balance between the quality and cost of government.
- Reviews and approves or disapproves the hiring, termination or changes in status and salaries of non-administrator positions placed under him/her; evaluates administrator performance.
- Represents the Mayor and the City at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from other municipalities, the chamber of commerce, authorities, and commissions; provides information about City operations.

DEPUTY CITY ADMINISTRATOR

City of Pensacola, Pensacola, FL

July 2019 – October 2021

- Assumes full management responsibility for assigned functions, services, and activities of the City specific to Community Development including oversight of assigned departments and/or divisions engaged in the practice of community or economic development and constituent services; through providing direction to assigned staff on implementing mayoral policy and direction and ensuring City goals are carried out by departments
- Facilitates Mayoral policy-making, coordinate and supervise the timely implementation of policy decisions, communicate Mayoral policies to elected officials, City employees and the community.
- Synthesizes input and ideas from City staff, the private sector, non-profit organizations and the academic community to inform the Mayor's policy formulation process.
- Writes policy and position statements and provides direction and information to Communications staff to support the development of communications materials for new programs and initiatives.
- Works with Directors and department staff to design action plans and milestones for implementing mayoral initiatives.
- Provides ongoing leadership and project management, oversees progress on implementation and keeps the Office of the Mayor informed on project status, progress in policy areas and developing events.
- Develops and maintains positive working relationships with community organizations, residents, the business community, non-profit organizations, government agencies and represents the Office of the Mayor at key events.

DIRECTOR PUBLIC WORKS & ENGINEERING

City of Kissimmee, Kissimmee, FL

December 2014 – July 2019

- Oversees a Department with 105 employees
- Manages a budget of over \$40 million.
- Responsibilities include overseeing all of Engineering, Stormwater Utility, Traffic Operations, Sanitation, Street Maintenance, Stormwater, Construction Projects, Engineering Plan Review, and Inspection of Public and Private Construction Projects.

ASSISTANT PUBLIC WORKS DIRECTOR/CAPITAL PROJECTS MANAGER

City of North Miami, North Miami, FL

November 2010 – December 2014

- Directly Supervised Operations and Divisions of the Public Works Department including Water and Sewer utilities, the Construction and Facility Maintenance of city buildings, Streets, and right-of-way, Stormwater, Sanitation, Fleet Management
- Managed over \$20 million dollars in capital improvement projects
- Serve as construction/project manager for the city's municipal buildings and capital improvement projects
- Coordinate work efforts of external consultants to ensure compliance with the city's quality assurance policy
- Construction Administration, and Contract Administration in regard to capital improvement projects for Public Works Department, and preparing Budget items

- Applied principles and practices of planning, directing, designing and coordinating a variety of citywide projects, to include beautification projects.
- Assisted with the planning the implementing of policies and procedures as it pertained to the Sanitation Division

ENGINEER

City of Miami Gardens, Miami Gardens, FL

August 2007 – November 2010

- Performed construction engineering inspections for Public Works Department
- Served as construction/project manager for the city's Public Works Department municipal building and capital improvement projects
- Coordinate work efforts of external consultants to ensure compliance with the city's quality assurance policy
- Construction Administration, and Contract Administration in regard to capital improvement projects for Public Works Department
- Performed plan review of civil engineering drawings for construction of private and public utilities

ENGINEER

City of Hallandale Beach, Hallandale Beach, FL

October 2006 – August 2007

- Performed administrative and technical engineering work for environmental, water, waste water, and roadway projects
- Served as project manager for the city's capital improvement projects
- Coordinated work efforts of external consultants to ensure compliance with the City's quality assurance policy
- Over saw CDBG projects from the design and construction phases
- Construction Management

ENGINEER DRAFTER II

Miami-Dade County, Miami, FL

December 2003 – December 2005

- Synthesized maps, plans, aerial photography, survey notes, and other cartographic records
- Checked and verified plats for subdivisions prepared by land surveyors for official recording
- Prepared plans and detailed lay-outs for water mains, sewer mains, canals, and drainage systems
- Supervised junior staff in sub-professional engineering assignments

PROFESSIONAL AFFILIATIONS:

Association of State Floodplain Managers	Florida Water & Pollution Control Operators Association
Florida City and County Management Association	Florida Floodplain Managers Association

TECHNICAL PROFICIENCY:

Microsoft: Microsoft Office

PROFESSIONAL REFERENCES:

Russell Benford

Vice President of Government Relations Americas at Royal Caribbean Group

Ph. [REDACTED]

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