

TO: Palm Beach County Board of County Commissioners
Cc.: Palm Beach County Administrator Baker
Cc.: Palm Beach County Human Resources

4/13/2025

Job ID: 26024

Issued: 3/27/2025 - Closes: 4/28/2025

FROM: Michael Kemp (Employment Applicant for County Administrator)

SUBJECT: Letter of Intent to fill the position of County Administrator

Dear Sir / Madam,

I am writing to formally express my interest in employment with Palm Beach County for the position of County Administrator. My qualifying experience for such a position comes with over 20 years of leadership, management, and administrative experience from my military and civilian employment background. As a retired military officer, I bring unique qualities to a county executive level position. I have learned numerous relevant skills that brings confidence in my ability to lead Palm Beach County with integrity, efficiency, fiscal responsibility, and a deep respect for its citizens.

The most important quality I possess is the ability to create a cohesive and goal-oriented organization, which is critical towards mission success. My professional experiences working in the intelligence field tradecraft, security, law enforcement, emergency management, and human resources has given me the ability to effectively collect, analyze, and disseminate information. The ability to effectively assess information is an important part of the decision-making process. Throughout my previous employment experiences, I have worked in high level and high stress environments successfully completing assigned missions. The position of County Administrator requires a person to complete their required tasked missions during stressful times.

Finally, I possess the ability to communicate with people in a clear and concise manner. Throughout my professional careers, I have learned that effective communication on all levels can either help or hinder mission success. As a leader, I believe effective leadership is earned through experience, transparency, and mutual respect. As someone who values organizational success, I am committed to leading with integrity requiring a collaborative commitment between all departments with a clear vision and shared goals.

I respectfully invite county leadership to further discuss my qualifications for the position of County Administrator and how I can contribute to the continued success of Palm Beach County.

Thank you for your consideration,

Michael J. Kemp

Michael J. Kemp

mjamesk7@yahoo.com / ([REDACTED])

MICHAEL J. KEMP

• ([REDACTED]) • mjamesk7@yahoo.com

Objective: Palm Beach County, Florida - County Administrator Position

Summary

Seasoned leader with over 20 years of combined military and civilian leadership experience, bringing a unique and disciplined approach to executive-level public service. Proven ability to build and lead goal-oriented teams, foster collaborative work environments, and drive strategic initiatives that enhance organizational effectiveness. Committed to community-focused governance, operational efficiency, and integrity in service delivery. Adept at navigating complex challenges and aligning diverse stakeholders toward shared objectives.

Work Experience

The State of South Carolina Dept of Parks, Recreation & Tourism	1/2/2025 – 4/7/2025
<u>Tourism Coordinator 1:</u>	Relocating to Florida

- Performs customer service operations to visitors at the Little River, SC Welcome Center.
- Promotes tourism resources to visitors, develops and implements marketing strategies, managing promotional inventory, fosters partnerships to enhance the Myrtle Beach – Grand Strand regions appeal and economic growth.

Retired U.S. Air Force Officer – First Lieutenant (3x years 9 months *Director Level*) **2019-2022**

Force Support Officer - New York Air National Guard (*Director Level*) **2019 - 2022**

- Managed human resources operations, provided education and training requirements to military personnel, and applied laws and policies to daily operations. Managed approximately fifty military and contract civilian personnel in food service operations.
- Advised, interacted and coordinated with organizations on financial matters, determined funds available, provided customer service and financial analysis for the base contract food vendors, hotel operations, and continually assessed staff needs.
- Skilled in conflict resolution, negotiation and consensus building. Also, skilled in delegating authority and responsibility to subordinates, possess the ability to operate and function in high stress situations without deviating from mission accomplishment.
- Commanded a military student flight to prepare members for Air Force Basic Training and/or Air Force Officer Training School. Managed the 107th Attack Wings Force Support Squadrons Combatting Human Trafficking program and coordinated Lautenberg filings for all unit Airmen. Conducted numerous presentations and briefs to service members and senior officers.

Commander 107th Attack Wing Homeland Response Force– (*Director Level*). **2019 - 2022**

- Officer-In-Charge of the 107th Attack Wing's Fatality, Search, and Recovery Team in support of the Homeland Response Force FEMA Region 2 mission. Continually collaborated with military and civilian organizations to provide training and educational needs for team members to maintain job qualifications towards sustained mission readiness.
- Responsible for the planning, operational and administrative phases of unit missions. Also, accountable for millions of dollars' worth of equipment used for team operations. Wrote after action reports regarding team performance and participated in monthly zoom call planning sessions with U.S. Army commanders and subordinate personnel.

**New York National Guard Counterdrug Task Force
Western Regional Commander (*Director Level*)**

2019 – 2021

- Area of Responsibility comprised of 1/3 of New York State, which included the cities of Buffalo, Rochester, Corning, Auburn, Niagara Falls, and Jamestown, New York.
- Led a joint Army-Air service unit to enhance federal, state, and local law enforcement capabilities to reduce the supply of illegal narcotics by providing Investigative Analysts and Civil Operators, who worked with community-based organizations.
- Duties included to sign off on daily employee attendance, approved or disapproved leave requests, managed a regional budget of approximately \$200,000 USD, and responsible for approximately \$3,000,000 USD of gear, equipment, and vehicles. Other responsibilities were to ensure all training was financed through fiscal appropriations, maintained an annual expense report, attended weekly zoom command meetings with the New York State Commander in Albany, NY, and held monthly zoom meetings with my personnel to discuss operational successes and/or areas that need additional attention to maintain high efficiency.
- Used analytical skills and techniques to address daily operational problems to allow for continued normal work operations. Additional responsibilities included to hold hiring interview boards for service member employment, and fired service members who did not properly perform their duties after both verbal and written warnings were issued. Wrote reports and attended semi-annual state military budget meetings to lobby for additional funding for hiring purposes.
- Built a cohesive and highly productive team by utilizing effective leadership methodologies and skills learned throughout my numerous professional careers.
- Collaboratively met with federal, state and local law enforcement partners along with Community Based Organizations to ensure all Memorandum of Understandings were followed, addressed any questions or concerns by senior leadership of partner agencies, tactically planned for continued operational support, and assessed current productivity to help determine courses of action for sustained strategic support. Gave numerous presentations to superiors and partner agencies.

NY National Guard Counterdrug Task Force (Active Duty Operational Support)

2017- 2019

Enlisted Criminal Analyst

- Attached to the New York State Police Community Narcotics Enforcement Team to help investigators and attorneys solve criminal drug cases.
- Skills used to assist law enforcement agencies and attorneys included document exploitation, case construction, link analysis, financial crime analysis, and information analysis to develop, prepare, investigate, and close out drug cases.

107th Attack Wing Homeland Response Force FEMA Region 2 Fatality, Search, and Recovery Team
(FSRT)

Enlisted Tactical Operations Center Manager (TOC) (6x years Management Level). **2013 - 2019**

- Worked as the TOC Operator controlling the movements and plotted operational areas of the recovery teams. Ensured all communications were adequate and acted as the time keeper for hot zone recovery missions. Kept in constant contact with operational teams to notify them of burn times, change in wind patterns, and any other factors that would change the dynamics of the operational zone. Additional duties included to maintain a log of all team actions in the hot zone, cold zone, annotated all times - locations of recovered remains, and gave pre- and post- operational briefs Fatality, Search, and Recovery Teams.
- ICS 100, 200, 300, 700, 800 course completions.
- Additional course completions: Hazardous Materials Operations (U.S. Air Force Total Force), HazMat Awareness Course (U.S. Air Force Air Education Command), Hazmat Awareness and Operations (New York State Fire), Air Force Risk Management Fundamentals (U.S. Air Force Air

Education and Training Command), Nuclear, Biological, and Chemical Managers Course (National Guard Bureau).

Enlisted Services Dining Hall Manager **(6x years Management Level)** **2012 – 2018**
NY Air National Guard (Traditional Guardsman).

- Managed twenty military personnel in food service functions. Duties involved planning, assigning, Training, scheduling, and supervising food service staff. Successfully implemented cost/waste-saving initiatives such as progressive cooking to reduce food waste and create cost savings.
- Established and enforced strict safety and sanitation guidelines, re-developed the previous customer service training program and gave refresher training on different topics.
- Provided customer service support at the dining hall, base lodging, and at the base fitness center.
- Provided career and educational advisement to service members.

Deputy Sheriff, Livingston County SO, NY (Partial Retirement). (Trainer). 12/1/2007 – 11/1/2018

- Managed inmates by using interpersonal communication skills, worked as a field training officer, enforced New York State laws, issued citations, made arrests, and maintained respectful relationships with people who required police interaction.

CSA, Ltd. U.S. Army Area Support Group Kuwait **2006 - 2007**
Team Leader – Force Protection, U.S. Army Camp Arifjan, Kuwait **(1x year Management)**

- Led an eleven-man security team and performed force protection missions to ensure the U.S. Army Soldiers and military base was secure from possible terror attack. Other responsibilities included to write daily reports, and ensure my personnel were in the correct place at the correct times.

Security Manager, Parsons Corporation, Iraq (9x month rotation) **2004 – 2005**
(9x months Director Level)

- Directed Parsons Corporation Iraq security operations at Camp Victory, Iraq.
- Monitored daily intelligence bulletins, directed security personnel on daily mission requirements, observed and analyzed the overall threat level in coordination with the Joint Operations Center at Camp Victory. Submitted funding requests for security related upgrades through Parsons Corporation in Iraq to the U.S. Army Corps of Engineers. Collaborated with military force commanders to ensure all route clearances were issued to ensure authorized passage by contracted security details.

Counterintelligence Analyst, Department of the Army **2003 - 2004**
• Conducted Counterintelligence investigations relating to national security threats.

Internships

U.S. Department of State Bureau of Political-Military Affairs – Intern. **2002 – 2002**
(Office of the Governor) New York State Office of Public Security – Intern. **2002 – 2002**

United States Marine Corps **USMC Years of Service: 1996 – 2001**
Marine Embassy Security Guard **In-Active Reserves: 2002 - 2004**
1998 - 2001

U.S. Embassy Prague, Czech Republic / U.S. Embassy Hanoi, Vietnam
Assistant Detachment Commander **(3x years Management Level)**

- Managed 12x Embassy Marine Guards under the direction of the Detachment Commander and the U.S. Department of State Regional Security Officer.
- U.S. Embassy Hanoi, Vietnam 1999 – 2001; U.S. Embassy Prague, Czech Republic 1998 – 1999
- Managed a recreation budget appropriated through the U.S. Department of State for Marine Embassy Guard recreational activities. Conducted monthly audits of the Marine Non-Appropriated funds for the mess and bar funds. Audits required the inspection of financial ledgers to ensure all funds were accounted for and balanced. A monthly audit inspection form for each fund was generated for semi-annual headquarters inspection purposes.
- Wrote annual performance evaluations for the Marines at the U.S. Embassy Prague and the U.S. Embassy Hanoi. Conducted quarterly performance counseling sessions to let the specific service member know what was going well, and/or what deficiencies were noticed with corrective action suggestions. Additional collateral duty inspections included the reactionary force program, the education and training program, and the supply collateral duty.
- Primary mission responsibilities included to inspect Marine performances regarding the interior and exterior security procedures of the embassy.
- Infantry Rifleman from 1996-1998

Skills and Traits

Integrity	Analytical	Problem Solver
Leadership.	Effective Communicator	Creative
Management	Organizational Skills	Collaborative
Tactical (Short Term) Planning	Strategic (Long Term) Planning	Time Management

Civilian-Military Education, Training, Schools, and Awards

Liberty University Graduate Student – Masters of Public Admin Program	(12) Units Completed
	Current GPA: 3.3 Still Attending
Master of Science in Education, The State University of New York Brockport.	GPA: 3.98 2023
Bachelor of Science - Political Science, The State University of New York Brockport.	GPA: 3.35 2002
Associate in General Studies, Central Texas College.	GPA: 3.188 2001
Certificate – European Union Simulation Studies, Economics University, Prague, CZ.	2002
Certificate – National Political Science Honor Society	2002
Award – SUNY Brockport Dept of Political Science Outstanding. Student Award.	2001
Associate in Applied Science, Community College of the Air Force	
Hospitality and Fitness Management	GPA: N/A 2017
Associate in Applied Science, Community College of the Air Force	
Criminal Justice	GPA: N/A 2012
U.S. Air Force Personnel Officer School (Human Resources and Leadership-Management).	2019
U.S Air Force Officer Training School (Leadership and Management).	2019
National Guard Bureau Criminal Analyst School (Information Analysis Training)	2017
U.S. Air Force Services Academy (Hospitality Management School)	2013
U.S. Air Force Airman Leadership School	2012
New York State Department of Criminal Justice Services Police Officer Academy	2010
New York State Department of Criminal Justice Services Peace Officer Academy.	2008
U.S. Army Counterintelligence Officer Course (Information Analysis Training)	2004
Marine Corps Institute Fundamentals of Leadership Course for Marines	1997
U.S. Marine Corps Recruit Training	1996

