

BRANDON L. NIELSEN

May 7, 2013

City of El Mirage, Human Resources
12145 NW Grand Avenue
El Mirage, AZ 85335

Please consider my application for the position of Information Technology Director for the City of El Mirage. I have the education and experience to be an asset to the community. My abilities have been developed over years of experience in both the business and government sectors. I have great respect for the chain of command. I am conscientious, open-minded, affable, honest, ethical, and consistent. My business, church, and political experience have endowed me with all of the attributes to become a successful Information Technology Director. I am a consensus builder. I offer high availability / accessibility. I am adaptable and work exceptionally well in a dynamic situation. I listen well. I am diplomatic when appropriate, and direct as needed. I possess excellent public relations skills. I am forward thinking, embracing new concepts, theories, and technologies. I offer my well-developed leadership skills in addition to my energetic, optimistic and enthusiastic attitude.

I have not only served in public life, but I also run a small technology business. Having been on both the technology supplier as well as the government implementer side, I am your ideal candidate.

My ideal position is one that challenges me. I thrive under responsibility and pressure. I have excellent people skills. I am confident directing others, but I also work with those under me to instill confidence and a healthy working environment.

I look forward to hearing from you. I know we can put my experience to good use in the City of El Mirage. I currently live in Blooming Grove, New York. The address provided on my cover letter is the current address of my family in Arizona. This address would be my temporary address until I relocate my family. I look forward to becoming an integral part of the community.

Sincerely,

A handwritten signature in black ink that reads "Brandon L. Nielsen". The script is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Brandon L. Nielsen



CITY OF EL MIRAGE

Human Resources Department
12145 NW Grand Avenue, El Mirage, AZ 85335
Website: www.cityofelmirage.org

623-876-2946 (Office); 623-876-4604 (Facsimile); 623-933-3258 (TDD)

EMPLOYMENT APPLICATION

HR USE ONLY	
EMP PREF.	
T&E	
ELIGIBLE – NOT ELIGIBLE	
DATE INACTIVE	

All requested information must be furnished. The information you provide will determine whether you are eligible for the position or further examination process. All information contained on the application is subject to verification. Any omission, misstatement or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from City service. Applications will be accepted only when positions are open.

GENERAL INFORMATION (Please type or print legibly with ink)

POSITION APPLYING FOR:		INFORMATION TECHNOLOGY DIRECTOR	
Name	Last Nielsen	First Brandon	M Lance
Address	Street 64 East Main Street	City/State Washingtonville, NY	Zip 10992
Phone	Home 845-497-9756	Cell 845-497-9756	Work 845-469-5590
Email	brandon.nielsen@gmail.com		

POLICE POSITIONS ONLY

Are you a U.S. citizen? ☒ Yes ☐ No Are you 21 or over? ☒ Yes ☐ No

Are you currently a City of El Mirage employee? ☐ Yes ☒ No

Are any of your relatives (to include by marriage) employed by the City of El Mirage or serve in an appointed or voluntary capacity with the City of El Mirage? ☐ Yes ☒ No

If yes, please indicate name, position and relationship to you:

Have you ever been convicted of a felony; or, during the past ten (10) years have you ever been convicted of a misdemeanor (other than minor/civil traffic offenses)? **Note:** Reckless operation, hit-and-run, driving under the influence, excessive speeding, and similar charges are not considered minor traffic offenses. *A conviction does not automatically disqualify your application from consideration.* Be sure to include this information as failure to report convictions may result in disqualification from new or continued employment.

☐ Yes ☒ No If yes, give details, including charges, dates, and jurisdiction (court, city, county, and state).

Have you ever been suspended, terminated or forced to resign due to misconduct or unsatisfactory service?

☐ Yes ☒ No

If yes, please explain the circumstances:

WORK STATUS (Check all that apply)

Regular

- ☒ Full-Time ☐ Part-Time
☒ Day Shift 8:00 a.m. – 5:00 p.m. only
☒ Evenings ☒ Nights ☒ Rotating

Temporary

- ☐ Full-Time
☐ Part-Time

If selected, date available for work: July 1, 2013

Salary Requirements: 105000

Do you have the legal right to work in the U.S.?

☐ Yes ☒ No If yes, you will need to show proof of work eligibility to be employed.

If position requires driving a City owned vehicle, please indicate your drivers license type, state and license number:

Class D New York 356 880 813

AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION, TRAINING AND SKILLS

High School (Indicate name and location of high school attended)
Rhodes Prep 83rd St B't Amsterdam and B'way, NY, NY

Did you graduate? ☒ Yes ☐ No
Successful completion of High School Equivalent?
☐ Yes ☐ No ☐ GED
If no, identify highest grade completed:

COLLEGE/UNIVERSITY/TRADE SCHOOL	CITY/STATE	DATES OF ATTENDANCE	DEGREE COMPLETED	# OF CREDITS	MAJOR	MINOR
Binghamton University	Binghamton, NY	Aug. '87	June '92	165	Econ	Comp Sci
Mt. St Mary	Newburgh, NY			4	Marketing	
Marist College	Hyde Park, NY			4	Accountin	

List Professional Certificates, Licenses or Memberships.
LPI, CNTE, MCSE A+, PSS,

List any specialized training you may have received that relates to this position (include number of hours and course content).
IBM PC Institute - Professional Server Specialist, Calders _ Linux Professional, IBM PC Institute - NeTeam Solutions Consultant, IBM PC Institute - Internet Connect Certified, CallWare - Certified Network Telephony Engineer

List any equipment that you are able to operate that relates to this position.
Any and all Computer Related Equipment

Language Proficiency (other than English)
French, Beginner

Special skills related to the position for which you are applying, i.e. computer skills (software used), typing (indicate speed), etc.

LANGUAGE	SPEAK	READ	WRITE
French	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I type fairly well. I have never been rated at "Words Per Min"

Provide three (3) professional references that are familiar with your work, other than direct supervisors. Include full name, address and phone number

Hassan Ahmed - Director of IT @ Lafayette 148 - 25 Cross St, New Windsor, NY 12553 (646) 331-3033
Angela Doering - Former Comptroller @ Town of Blooming Grove - 110 Barnes Rd, Washingtonville, NY 10992 (845) 496-4866
Diana Derrig - Database Marketing @ Gartner Group - 2952 172 Street, 2nd Floor, Flushing, NY 11358 (516) 512-0912

After reviewing the job description, do you understand the job requirements for the position you are applying for?
☒ Yes ☐ No

Do you currently have the ability to perform all the essential functions of the position you are applying for with or without reasonable accommodations? ☒ Yes ☐ No

EMPLOYMENT HISTORY

You may make copies and use as many of these sheets as necessary to continue your employment history. Begin with your present or most recent position. List all jobs, paid or volunteer over the past ten years. **Resumes may NOT be substituted for the requested information. DO NOT** write "See Resume" in the spaces below. Photocopy this page if additional space is required to complete a ten year employment history.

Employer Name: FBM Consulting	Position Title Director of IT	
Address: 87 Tuthill Rd	Starting Salary:	Ending Salary:
City/State/Zip: Blooming Grove, NY 10914	Dates Employed: From: Aug' 92 To: Present	
Phone #: 845-469-5590	Supervisor's Name/Position: Linda Lizzul	
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Time Worked: 20 Years Months	
Duties & Responsibilities: Managed Services Provider and Director of IT Design, Install and Manage Networks Including Servers and VM's. Install and Manage LAN's WAN's and VPN's including Wireless. Design budget and purchasing policies for a diverse client base.		
Reason for Leaving: I wish to relocate my family to Arizona. I have family is Surprise.		
Employer Name: Town of Blooming Grove	Position Title Deputy Supervisor	
Address: 6 Horton Road	Starting Salary:	Ending Salary:
City/State/Zip: Blooming Grove, NY 10914	Dates Employed: From: Jan. 2004 To: Present	
Phone #: 845-469-5590	Supervisor's Name/Position: Frank Fornario	
May we contact your employer? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Total Time Worked: 9 Years 4 Months	
Duties & Responsibilities: Assist in managing town. Develop a 14 million dollar budget. Provide direction for the Departments. Director of IT for the Town.		
Reason for Leaving: I have family in Surprise and I wish to relocate. I no longer like the snow.		
Employer Name:	Position Title	
Address:	Starting Salary:	Ending Salary:
City/State/Zip:	Dates Employed: From: To:	
Phone #:	Supervisor's Name/Position:	
May we contact your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Time Worked: Years Months	
Duties & Responsibilities:		
Reason for Leaving:		

CERTIFICATION AND AGREEMENT

By signing this application, I certify that the information on this form is true and complete to the best of my knowledge. Omissions or misstatements of facts may be cause for rejection of this application or dismissal from City service in the event of my employment. I authorize the City of El Mirage to make all necessary and appropriate investigations to verify the information concerning my employment. It is my responsibility to keep the Human Resources Department advised of any changes of address or phone number.



APPLICANT SIGNATURE

5/7/13

DATE

THE CITY OF EL MIRAGE EMPLOYMENT INFORMATION

EQUAL EMPLOYMENT OPPORTUNITY: All applicants will be considered for employment without regard to race, religion, color, sex, national origin, age, disability, veteran status or marital status. When advised reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation.

HOW TO APPLY: Applications are accepted only for announced vacancies. Applications, and any required supplemental information, must be submitted on or before the closing date specified on the bulletin. Resumes may be submitted with the application, but are not accepted in lieu of a City application.

APPOINTMENT AND PROMOTION: Employment shall be based upon merit and ability and free of unlawful and political considerations. Promotional opportunities are limited to City employees who meet the necessary requirements.

EMPLOYMENT BACKGROUNDS: Employment background checks shall be conducted on all candidates hired to positions with the City. The employment background checks can include but not limited to criminal history, employment-education verification and/or fingerprint identification.

MEDICAL EXAMINATIONS: The City designated physician, through medical examinations, determines the fitness of individuals selected for employment for certain positions.

PROBATION: An established probation period must be satisfactorily served by each employee.

EMPLOYMENT ELIGIBILITY VERIFICATION: The City of El Mirage will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.

SMOKE FREE ARIZONA ACT: The City of El Mirage is a non-smoking environment in accordance with the Smoke-Free Arizona Act.

THE CITY BENEFIT PROGRAM INCLUDES THE FOLLOWING



- ◆ 10 days annual paid vacation
- ◆ 11 paid holidays annually
- ◆ Sick Leave
- ◆ Health and dental insurance
- ◆ Life Insurance
- ◆ Long Term Disability
- ◆ Supplemental Insurance Programs
- ◆ Wellness Program
- ◆ Retirement Program
- ◆ Deferred Compensation
- ◆ Tuition Reimbursement
- ◆ Flexible Spending Program
- ◆ Other optional benefits
- ◆ Free Parking

Information contained herein is subject to change and does not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

City of El Mirage Human Resources Department
12145 NW Grand Avenue
El Mirage, AZ 85335 Phone: 623-876-2946 Website: www.cityofelmirage.org

THE CITY OF EL MIRAGE
IT Director
SUPPLEMENTAL QUESTIONNAIRE



This supplemental questionnaire must be completed in addition to the City of El Mirage standard employment application and both must be submitted by the closing date for this recruitment. ***Failure to provide this supplemental questionnaire will result in your application being disqualified from further consideration.*** The information you provide in this supplemental questionnaire will assist in determining how your knowledge, education, and work experience compare to the job requirements. It will also assist in determining the top qualifying candidates to invite to the next step of the assessment process. Attach additional sheets if necessary.

NAME: Brandon L. Nielsen

(Please Print)

1. Do you have a Bachelor's degree in Computer Science, Information Technology or a related field?

☐ Yes
☒ No

2. Do you have experience identifying, reviewing and recommending emerging technologies to include infrastructure, hardware, software and systems to be integrated with existing technology?

☒ Yes
☐ No

If you answered "Yes" to Question 2, please describe briefly your experience.

I have worked as Director of IT for FBM Consulting, a Managed Services Provider, for 20 years. I implemented solutions for the Death Care, Apparel and Banking industries.

3. Do you have a minimum of seven (7) years of IT experience, spanning a variety of IT disciplines, and direct management of an IT department or division?

☒ Yes
☐ No

THE CITY OF EL MIRAGE
IT Director
SUPPLEMENTAL QUESTIONNAIRE

If "Yes" to Question 3 briefly describe your experience.

I have manage every flavor of the Microsoft O/S, Linus Servers, Linus and Microsoft Appliance solutions. I have designed, implmented, and managed LAN, WAN, VPN solutions for a very dive client base.

4. Describe in a few sentences, how you have provided leadership and direction in the management of an Information Technology Division's services and activities including network, system analyses, programming, acquisitions, cost benefit analysis, software training, security and needs forecasting.

Through the use of programs such as "System Center" and "IPSwitch", I was able to analyze network health. These metrics were a essential to provide a capital replacement program as well as identify potential points of failure and act in a proactive manner. The more efficiently an IT department runs, the more invisible they are to the user. Proactive policies are more cost effective than "Break and Fix" policies.

5. Do you have experience with the following?

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Telephony
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Wireless environments
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Security
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Virtual desktops
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	SQL based systems
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Spillman
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Help desk management
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Business process development
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Web services
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	GIS
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	SCADA
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Network infrastructure

If you answered "Yes" briefly describe your experience in a few sentences.

PCBX install and management, VOIP solutions. Public and Private wireless setup. Biometric and Face Recognition Security solutions as well as video surveillance. Terminal Services and VM deployment. SQL Software solutions for Vertical Markets. No "Spillman" experience, but I have experience with other Emergency Services software. Help Desk is a basic function o any IT position. Business Process Development through MS Project as well as finding Best of Breed Solutions to provide efficiency. Web development and management for several fields. Work with Building Dep. and Assessor to implement software solutions. Approve control systems for our Water and Sewer infrastructure. Define hardware specifications for reliable and best of breed solutions and eliminate points of failure and data bottlenecks.

SIGNATURE/DATE: Brandon L. Nielsen 5/7/2013



CITY OF EL MIRAGE

Human Resources Department
12145 NW Grand Avenue
El Mirage, AZ 85335
www.cityofelmirage.org

HR USE ONLY
Date Expires:

APPLICANT PROFILE

TO ALL APPLICANTS: All applicants for a position with the City of El Mirage are requested to complete this information. Completion is voluntary and this form will not be filed with your application. It will be used solely for the purpose of completing necessary governmental reports relative to affirmative action and equal employment opportunity and for the City's use in monitoring its recruitment process. This form may be returned under separate cover.

TITLE OF POSITION APPLIED FOR: Information Technology Director

GENDER: ☒ MALE ☐ FEMALE

ETHNIC GROUP (Select One)

- ☒ White
☐ Hispanic
☐ Black/African American
☐ American Indian/Alaskan Native
☐ Asian or Pacific Islander
☐ Prefer not to answer

HOW DID YOU HEAR ABOUT THIS POSITION?

- ☒ City of El Mirage Website
☐ City Employee
☐ Walk-In
☐ Newspaper
☐ Professional Publication
☐ Other: _____

EMPLOYMENT PREFERENCE POINTS

Effective August 27, 1977, Arizona Revised Statute 38-492 was amended and authorized preference points for four (4) major categories of applicants for merit system employment as follows:

I. VETERAN: A veteran of the armed forces of the United States who is separated from the armed forces under honorable conditions following more than six months of active duty.

II. DISABLED VETERAN: An honorably separated veteran who served in the armed forces at any time and who has a service connected disability for which he/she is receiving disability benefits.

III. VETERAN'S SPOUSE or SURVIVING SPOUSE: A spouse or surviving spouse of any of the following:

- Veteran who died of a service connected disability.
- Any member of the armed forces serving in active duty who at the time of application is listed in any of the following categories for not less than 90 days: 1) missing in action 2) captured in the line of duty by a hostile force 3) forcibly detailed or interned in the line of duty by a foreign government of power.
- A person who has a total permanent disability resulting from a service connected disability or any person who died while the disability was in existence.

IV. A PERSON WITH A DISABILITY: Any individual who has a physical or mental impairment that substantially limits one or more major life activities of the individual or who has a record of such impairment or is regarded as having such impairment.

A maximum of ten (10) preference points will be applied to your final score, but only if you meet the minimum requirements of the position without preference. If you determine that you meet the requirements for any of the listed categories, please check the appropriate option(s) below. Appropriate supporting documentation is required within five working days from the closing date of the position you are applying for.

AFFIDAVIT I hereby claim employment preference for this position vacancy and certify that all the information given is true, complete and correct to the best of my knowledge.

☐ Veteran ☐ Disabled Veteran ☐ Spouse or Surviving Spouse of a Veteran ☐ Person with a Disability

Brandon Nielsen



64 East Main St.
Washingtonville, New York
10992
845-774-6991
Brandon.Nielsen@gmail.com

Director of IT

April 1992 - Present FBM Consulting, Blooming Grove, NY

My accomplishments include:

- Positioned Company for Future Technology Markets to ensure viability.
- Implemented New Purchasing Sales and Marketing Strategies.
- Rendered New Price Structures to enhance profitability
- Established New Strategic Business Partnerships & Relationships
- Designed and Implemented Numerous Technology Ventures and Networks for Diverse Client Base
- Implemented CRM system
- Assisted in the implementation of EDI system
- Design, Implement and Manage WAN / LAN / VPN for Diverse Client Base
- Managed and integrated Linux / Mac / Windows / Unix networks
- Remote Managed and integrated Linux / Mac / Windows / Unix networks
- Facilitated Computer Telephony Integration
- Implement and Manage Groupware and messaging solutions for Diverse Client Base

Deputy Supervisor

Blooming Grove Town Board

January 2003 – Present – Deputy Supervisor, Blooming Grove, NY

Duties Include:

- Developed town budget with town comptroller
- Work with town comptroller to plan capital improvements – including water, sewer and road improvements.
- Negotiate Union contracts for Highway and Police Departments
- Department Liaison for all departments
- County Legislative Liaison – Attend meetings, review policy, lobby, and evaluate the impact of adopted policies.
- Representative for Town on South East Highway Study (Local, County and State committee)
- Liaison to Personnel – Mediate any personnel concerns
- Facilitate open forums to improve constituent relationships
- Negotiate IMA's to improve town revenues
- Expand town Central Garage functions to better utilize resources and generate revenue for the town
- Negotiate contracts with wireless utility providers to enhance services and improve town revenues.
- Attend Association of Towns and Supervisors meetings to find "Best of Breed" solutions for municipal concerns present and future

My ideal position is one that challenges me. I thrive under responsibility and pressure. I have excellent people skills. I am confident directing others, but I also work with those under me to instill confidence and a healthy working environment. A good manager does not micro-manage, but must strike a balance between involvement and trusting a staff with autonomy with the projects under their charge.

Education

August 1987 – May 1992 Binghamton University, Binghamton, NY

- Bachelor's Degree – Major Economics, Minor Computer Science

Mount St. Mary College – Newburgh, NY

- Marketing

Marist College – Poughkeepsie

- Accounting for Managers

Technical training includes:

- IBM PC Institute
- NeTeam Solutions Consultant Certified
- Professional Server Specialist Certified
- Internet Connection Certified
- Desktop System Technical Training
- TME 10 NetFinity Implementation Certified
- PC Server Technical Training Certified
- PC Server / Windows NT Server Installation & Performance
- CallWare Technologies Center
- CNTE (Certified Network Telephony Engineer)

Affiliations

August 2008 - Present

Greater Washingtonville Lions Club

January 2003 – Present

Goshen Rotary

February 2003 – Present

National Association of Realtors

January 2003 – Present

Association of Towns and Supervisors

Skills

Skill Name

- CNTE
- IBM Desktop Specialist (A +)
- IBM Network Management Certified
- IBM PSS (Professional Server Specialist)
- Linux LPI
- Olivetti Service Certified Tech
- Windows Server Management
- NYS Real Estate Brokers License