

General Information	
Name	Susan Dawson
Applicant ID	194412
Applicant Type	Employee
Applicant Status	010 Active
Applied Date	12/14/2023

Contact Information	
Name Prefix	
First Name	Susan
Middle Name	
Last Name	Dawson
Name Suffix	
Address	F.S. 119.071 [Redacted]
Preferred Contact	Email

Phone Numbers				
Phone Type	Telephone	Extension	Country Code	Preferred
Home	F.S. 119.071			Yes

Email Addresses		
Email Type	Email Address	Preferred
Home	Susan.Dawson@Blueprintia.org	Yes

Personal Information	
POI Type	Unknown
Eligible to Work in U.S.	No
Are you a former employee	No
Previous Termination Date	

Preferences	
Desired Start Date	01/31/2023
Regular/Temporary	Regular
Full/Part-Time	Full-Time
Willing to Relocate	No
Willing to Travel	No

Travel Percentage Up to 25% of the time
Desired Work Days Monday Tuesday Wednesday
 Thursday Friday Saturday
 Sunday
Minimum Pay 240000.00 USD Year
Desired Shift(s)
Hours Per Week 40.00

Geographic Preferences

First Choice City of Tallahassee
Second Choice City of Tallahassee
Comments

Referral Sources

How did you learn of the job? Talgov.com
Additional Information
Specific Referral Source

Work Experience

Start Date 11/07/2019
End Date
Employer Blueprint Intergovernmental Ag
Ending Job Title Blueprint Attorney
Supervisor Artie White
Ok to Contact? Yes
Email artie.white@tlcplace.org
Phone 850/219-1064 **Country Code**
Ending Pay Rate 0.00 USD Month

Description Serves as General Counsel for the Blueprint Intergovernmental Agency, the local government agency responsible for managing sales surtax revenue to fund infrastructure and economic development projects in Tallahassee-Leon County; advises the Agency on legal matters concerning local government law, procurement, eminent domain, land use, public records, public meetings, and public finance; conducts legal research and prepares legal documents on complex matters.

Start Date 12/17/2014
End Date 10/16/2019

Employer	FL Dept of Management Services	
Ending Job Title	Special Counsel	
Supervisor	Bruce Conroy	
Ok to Contact?	Yes	
Email		
Phone	850/487-1082	Country Code
Ending Pay Rate	0.00 USD Month	
Description	Served as chief litigation counsel in the Office of the General Counsel; represented the Department against lawsuits filed in Circuit Court; handled procurement matters and bid protests; provided legal advice to the Department's negotiation teams on issues related to Florida's Sunshine Law, Public Records, and Ch. 287, F.S.; managed outside counsel retained by the Department; and served as the Department's informal hearing officer issuing written rulings and orders. Also served as Special Counsel within the Department's Procurement Legal Division advising the Division of State Purchasing on procurement matters, competitive solicitations, and state government purchasing requirements.	

Start Date	03/03/2011	
End Date	12/12/2014	
Employer	Florida Supreme Court	
Ending Job Title	Senior Attorney II	
Supervisor	Tad David	
Ok to Contact?	Yes	
Email	davidt@flcourts.org	
Phone	850/544-5801	Country Code
Ending Pay Rate	0.00 USD Month	
Description	Senior Attorney for the Office of the State Courts Administrator ("OSCA") within the Florida Supreme Court. Responsibilities included legal research and writing; bill drafting and analysis; contract review and drafting; negotiation with outside vendors; and providing legal advice to the State Courts Administrator, the Florida Courts Technology Commission, and the Trial Court Budget Commission. Assisted in drafting amendments to the Florida Rules of Civil Procedure.	

Start Date	12/06/2002	
End Date	02/25/2011	
Employer	FL Office of Insurance Regulat	
Ending Job Title	Deputy General Counsel	
Supervisor	Steve Parton	
Ok to Contact?	Yes	

Email
Phone 850/413-3140 **Country Code**
Ending Pay Rate 0.00 USD Month
Description Served as litigation and appeals counsel handling regulatory matters related to insurance companies and other regulated entities; handled complex litigation in state and federal courts, public records requests, and special projects. Served as hearing officer for cases under the Florida Administrative Procedures Act.

Start Date 09/18/2001
End Date 12/02/2002
Employer Guardian ad Litem Program
Ending Job Title Senior Attorney
Supervisor Debra Moore
Ok to Contact? Yes
Email
Phone 850 6061200 **Country Code**
Ending Pay Rate 0.00 USD Month
Description Litigation attorney in dependency court trials and hearings; represented the Guardian ad Litem Program appointed to represent the best interest of children who were victims of abuse, neglected or abandoned. Filed motions, conducted discovery, and actively participated in trials adjudicating dependency and/or termination of parental rights; filed reports on behalf of the child's appointed guardian; and conducted training classes to train new guardians on the dependency court process.

Start Date 10/04/1999
End Date 03/24/2000
Employer Department of Children and Fam
Ending Job Title Senior Attorney
Supervisor
Ok to Contact? Yes
Email
Phone **Country Code**
Ending Pay Rate 0.00 USD Month
Description Represented the Department in termination of parental rights cases, dependency, and adoption proceedings, conducted trial litigation in dependency cases, and represented the Department at mediation and settlement conferences.

Start Date	08/01/1996
End Date	09/04/2001
Employer	Law Office of Susan Dawson, P.
Ending Job Title	Sole Practitioner
Supervisor	
Ok to Contact?	Yes
Email	
Phone	Country Code
Ending Pay Rate	0.00 USD Month
Description	Started and ran my own law practice representing clients in the area of family law and other civil matters. Represented clients in all aspects of litigation including participation at mediations and settlement conferences. Handled cases in Florida state courts and U.S. District Courts.

Degrees	
Degree	Bachelor of Arts (BA)
Degree	Juris Doctor (JD)

School Education	
Education Level	Diploma (02)

Licenses and Certifications	
Issue Date	06/04/2021
License	Drivers License-OperatorType E (DL_OPR_E)
Issue Date	05/03/1996
License	Law License (LAW)

References				
Reference	Title	Employer	Phone	Country Code
Artie White	Director of PLACE	Dept of PLACE	850/219-1064	
Deborah Moore	Director Guardian ad Litem Pro	2nd Circuit GAL Program	850/544-4440	

Questionnaire		
Final:		
Question: Do you possess a Juris Doctorate degree?		
Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		
Question: Are you licensed to practice law in the State of Florida?		
Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		
Question: Do you have eight (8) years of professional legal experience, with at least four (4) years of experience in the areas of public sector or local governmental law? A comparable amount of education, training, or experience may be substituted for the minimum qualifications.		
Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✓	✓
No		
Question: If you have comparable education, training, or experience that you would like to substitute, please explain.		
Answer: I meet the requirements stated in question #4 above. I have over 25 years of professional legal experience, the majority of which has been in the area of public sector law, and includes practicing in local government law.		
Evaluators for Open Ended Question		
There are no Evaluators assigned to this Open Ended Question.		
Additional Questions:		
Question: Please tell us why you left your most recent employment/why you are leaving your current employment.		
Answer: I am currently employed with the Blueprint Intergovernmental Agency. I am applying for the position of City Attorney because it is an opportunity to apply my knowledge, skills, and experience gained as the General Counsel for Blueprint and continue to serve the community and grow		

professionally.

Evaluators for Open Ended Question

There are no Evaluators assigned to this Open Ended Question.

Question: Are you a current or former public safety personnel, law enforcement officer, or other covered employee or the spouse or child of a covered employee or former employee who is exempt from public records disclosure under §119.07, Florida Statutes?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		✔
No	✔	

Question: Have you been employed by the City of Tallahassee in the past 26 weeks (6 months)?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		
No	✔	✔

Question: Are you claiming Veterans' Preference? NOTE: In order to claim Veterans' Preference, applicants must upload a DD-214 (and other documentation, as applicable) with their online application prior to the close date of the job opening. For information on who may be eligible for Preference, go to: <http://www.http://floridavets.org/benefits-services/veterans-preference/>

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		
No	✔	✔

Question: In compliance with the Immigration Reform and Control Act, employees must be legally eligible to work in the U.S.; therefore, will you be able to provide proof of citizenship or authorization to work in the U.S. within 3 business days of being hired?

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes	✔	✔
No		

Question: Selective Service Question: If you are a Male who is or was required to register under the Selective Service Act, are you able to provide proof of Selective Service Registration? For proof of registration, please click here: <https://www.sss.gov/Registration/Check-a-Registration/Verification-Form>.

(Please select one answer only.) For more information, see the Selective Service System--Who Must Register chart at: <https://www.sss.gov/Registration-Info/Who-Registration> , or call (850)891-8214.

[NOTE: If you are a Female; OR a Lawful non-immigrant on a visa (i.e. a foreign student, a tourist with unexpired Form I-94, or Border Crossing Document DSP-150); OR if you were born before January 1, 1960, select "Not Applicable". Documentation of exemption may be required.]

Answers		
Possible Answer	Correct Answer	Selected Answer
Yes		
No		
N/A	✓	✓

Question: To your knowledge, do you have any relatives working for the City of Tallahassee? (If Yes, please provide their name, relationship to you, and the department they work for.)

Answer: No.

Evaluators for Open Ended Question
There are no Evaluators assigned to this Open Ended Question.

Question: By typing "YES" in the space provided below, I hereby acknowledge that in order to be evaluated for a position, I must provide all work experience, dates of employment, description of duties performed and any other information that is being requested via this online application. While resume's are accepted, they will not be accepted in lieu of filling out any and all information requested via the online application. Failure to provide adequate information in the application itself will result in your application not being considered.

Answer: YES

Evaluators for Open Ended Question
There are no Evaluators assigned to this Open Ended Question.

Resume

SUSAN DAWSON

Tallahassee, Florida
Day and Evening Telephone Number: **F.S. 119.071**
<https://www.linkedin.com/in/dawsonsusan/>

Education

University of Southern Mississippi, BA
University of Florida, Levin College of Law, JD

Bar Admission

Florida Bar, admitted in 1996

Active Court Admissions

U.S. Supreme Court, admitted in 2010
U.S. District Court, Northern District of Florida, admitted in 1997
U.S. District Court, Middle District of Florida, admitted in 2007
U.S. District Court, Southern District of Florida, admitted in 1998

Legal Experience

Blueprint Intergovernmental Agency
315 S. Calhoun Street, Suite 450
Tallahassee, FL 32399

November 2019 - Present

Position: Blueprint Attorney

Serves as General Counsel for the Blueprint Intergovernmental Agency, the local government agency responsible for managing sales surtax revenue to fund infrastructure and economic development projects in Tallahassee-Leon County; advises the Agency on legal matters concerning local government law, procurement, eminent domain, land use, public records, public meetings, and public finance; conducts legal research and prepares legal documents on complex matters including agreements with the City of Tallahassee, Leon County, Florida Department of Transportation, and other entities; makes presentations at public meetings to the IA Board and citizen advisory committees; manages an assistant attorney, administrative assistant; and manages contracts for services provided by outside counsel.

Florida Department of Management Services
4050 Esplanade Way
Tallahassee, FL 32399

December 2014 - October 2019

Position: Chief Litigation Counsel, and Special Counsel

Served as chief litigation counsel in the Office of the General Counsel; represented the Department against lawsuits filed in Circuit Court; handled procurement matters and bid protests; provided legal advice to the Department's negotiation teams on issues related to Florida's Sunshine Law, Public Records, and Ch. 287, F.S.; managed outside counsel retained by the Department; and served as the Department's informal hearing officer issuing written rulings and orders. Also served as Special Counsel within the Department's Procurement Legal Division advising the Division of State Purchasing on procurement matters, competitive solicitations, and state government purchasing requirements.

**Florida Supreme Court
Office of the State Courts Administrator**
500 South Duval Street
Tallahassee, FL 32399

March 2011 - December 2014

Position: Senior Attorney II

Senior Attorney for the Office of the State Courts Administrator (“OSCA”) within the Florida Supreme Court. Responsibilities included legal research and writing; bill drafting and analysis; contract review and drafting; negotiation with outside vendors; and providing legal advice to the State Courts Administrator, the Florida Courts Technology Commission, and the Trial Court Budget Commission. Assisted in drafting amendments to the Florida Rules of Civil Procedure.

Office of Insurance Regulation
200 East Gaines Street
Tallahassee, FL 32399

December 2002 - February 2011

Positions: Deputy General Counsel (promoted to this position in 2007) and
Assistant General Counsel

Served as litigation and appeals counsel handling regulatory matters related to insurance companies and other regulated entities; handled complex litigation in state and federal courts, public records requests, and special projects. Served as hearing officer for cases under the Florida Administrative Procedures Act.

- Presented oral argument before the U.S. Court of Appeals for the Eleventh Circuit, Coventry First, LLC v. Kevin McCarty, 2010 WL 1782144 (C.A.11 (Fla.)); and Coven-try First LLC v. Kevin McCarty, 2009 WL 903277 (N.D.Fla. 2009).
- Awarded the Davis Productivity Award in 2004, 2006, and 2009 for legal work performed which saved money for the State of Florida and Florida Taxpayers.

Guardian ad Litem Program
1920 Thomasville Road, Suite 208
Tallahassee, FL 32303-5217

September 2001 - December 2002

Position: Senior Attorney

Litigation attorney in dependency court trials and hearings; represented the Guardian ad Litem Program appointed to represent the best interest of children who were victims of abuse, neglected or abandoned. Filed motions, conducted discovery, and actively participated in trials adjudicating dependency and/or termination of parental rights; filed reports on behalf of the child’s appointed guardian; and conducted training classes to train new guardians on the dependency court process.

Professional Associations

Member - Florida Bar
Section Member - City, County & Local Government Law
Section Member - Real Property, Probate & Trust Section
Member - American Bar Association

Professional Activities

Volunteer Judge - Leon County Teen Court Diversion Program, 2001 - 2020
Volunteer Attorney - Legal Services of North Florida, Low Income Taxpayer Clinic, 2012

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Cover Letters

Susan Dawson, Esq.

December 14, 2023

Hon. John E. Dailey, Mayor
Hon. Curtis Richardson, Mayor Pro-Tem
Hon. Dianne Williams-Cox
Hon. Jeremy Matlow
Hon. Jacqueline “Jack” Porter
City Hall
300 S. Adams St.
Tallahassee, Florida 32301

Dear Mayor, Mayor Pro-Tem, and City Commissioners:

Thank you for considering my application for the position of City Attorney. I believe that my skills, knowledge, and experience make me uniquely qualified to serve as your City Attorney. As detailed in my resume and application, I am a member of the Florida Bar with over 25 years of public sector law experience. I have served as Deputy General Counsel for the Office of Insurance Regulation; Chief Litigation Counsel for the Florida Department of Management Services; and Senior Attorney with the Office of the State Courts Administrator within the Florida Supreme Court. As you are aware, I currently serve as the General Counsel for the Blueprint Intergovernmental Agency (“Blueprint”).

As the General Counsel for Blueprint, I advise staff on legal matters concerning procurement, public records, public meetings, and Blueprint policies and legal documents; as well as advise the Blueprint Board of Directors on matters concerning potential conflicts of interest, and meeting procedures. Over the past four years, my responsibilities as General Counsel for Blueprint have provided me the opportunity to work collaboratively with various City Departments and the City Attorney’s Office to finalize agreements and work through legal matters ranging from permitting to procurement for the Blueprint’s infrastructure and economic development projects.

My experience closely mirrors the experience you are looking for in a candidate for the position of City Attorney. I believe that I have the skills, knowledge, and experience that will enable me to perform successfully as your City Attorney. I would greatly appreciate the opportunity to meet with you to discuss my qualifications for the position.

Sincerely,

Susan Dawson

Susan Dawson, Esq.