

General Information	
Name	Amy Toman
Applicant ID	206602
Applicant Type	External Applicant
Applicant Status	010 Active
Applied Date	01/01/2024

Contact Information	
Name Prefix	
First Name	Amy
Middle Name	
Last Name	Toman
Name Suffix	
Address	616 Lothian Drive Tallahassee, FL 32312 Leon
Preferred Contact	Email

Phone Numbers				
Phone Type	Telephone	Extension	Country Code	Preferred
Cellular	850/363-3263			Yes

Email Addresses		
Email Type	Email Address	Preferred
Home	ajtoman@outlook.com	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	01/08/2024
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 0.00 USD

Desired Shift(s)

Hours Per Week 40.00

Geographic Preferences

First Choice City of Tallahassee

Second Choice

Comments

Referral Sources

How did you learn of the job? Talgov.com

Additional Information

Specific Referral Source

Work Experience

Start Date 09/01/2018

End Date

Employer City of Tallahassee

Ending Job Title Deputy City Attorney

Supervisor Cassandra Jackson

Ok to Contact? Yes

Email

Phone **Country Code**

Ending Pay Rate 0.00 USD Month

Description Reporting to and working at the direction of the City Attorney, my responsibilities include the following:

- Provide legal advice, counsel, and representation to Commissioners, appointed officials, and department directors, both directly and through collaborative legal work with in-house and outside counsel;
- Draft, review, and analyze ordinances, resolutions, legal documents, and policies;
- Conduct research and prepare opinions and memoranda to guide the City Attorney and City officials;
- Prepare for and attend City Commission meetings, acting in the absence of the City Attorney when necessary;
- Represent the City Attorney's Office (CAO) at citizen advisory committee meetings, inter-departmental and intergovernmental meetings, and gatherings of civic groups and concerned citizens;
- Review and analyze the legal implications of all public records requests received by the City;
- Render opinions and provide training on open government for City officials and employees;
- Monitor the impact of state legislation, court decisions, and other issues on local government generally and on the City specifically;
- Serve as the City's hearing officer in procurement bid protest hearings;
- Participate in the recruiting, hiring, supervision, evaluation, and training of all CAO staff;
- Assist in the administration of CAO organizational, operational, and budgetary matters; and
- Coordinate team-building activities to motivate and maintain high performance and morale.

Start Date 02/01/2013

End Date 09/01/2018

Employer Florida Elections Commission

Ending Job Title Executive Director

Supervisor Chairman M. Scott Thomas

Ok to Contact? Yes

Email

Phone

Country Code

Ending Pay Rate	0.00 USD Month
Description	As chief administrative officer for the state-wide agency charged with enforcing Florida's campaign finance laws, I reported directly to the Commission and managed the day-to-day operations of the agency. I planned and executed meetings at which the Commission made policy decisions, promulgated rules, adopted legislative priorities, and rendered quasi-judicial decisions impacting local and state elected officials. I developed and implemented an annual operating budget and hired, supervised, evaluated, and trained legal, investigative, and administrative staff. I represented the Commission before the media, the Legislature, other state agencies, and at various election-related forums.
Start Date	10/01/2011
End Date	02/01/2013
Employer	Dept Bus & Prof Reg
Ending Job Title	Asst Deputy Director
Supervisor	Debi Pender
Ok to Contact?	Yes
Email	
Phone	Country Code
Ending Pay Rate	0.00 USD Month
Description	My duties in this position included supervision of the following areas and staff of the Division: Information Technology, Budget, Human Resources, Rules, and Legislation. I provided advice and input regarding legal and policy decisions that impacted the Division and conducted special projects for the Division Director, the General Counsel, and the Secretary of the Department.
Start Date	07/01/2009
End Date	10/01/2011
Employer	Dept Bus & Prof Reg
Ending Job Title	Deputy General Counsel
Supervisor	Reginald Dixon
Ok to Contact?	Yes
Email	
Phone	Country Code

Ending Pay Rate 0.00 USD Month

Description Reporting to the General Counsel and the Secretary of the Department, I acted as liaison for the Office of the General Counsel with all agency departments, including Communications, Information Technology, Service Operations, and Education and Testing. I served as chief ethics officer and public records attorney, providing opinions and training on issues related to ethics, public records, and Sunshine Law compliance. I reviewed and approved Department contracts, served as a contract monitor, and advised the Bureau of Contract Administration on procurement and related issues. I supervised the agency's personnel attorney and provided counsel on employment-related laws, regulations, and litigation. As the Department's Informal Hearing Officer, I conducted hearings and drafted final orders in administrative actions for various professions and divisions.

Start Date 03/01/2007
End Date 07/01/2009
Employer Florida Senate
Ending Job Title Legislative Analyst
Supervisor PK Jameson
Ok to Contact? Yes
Email
Phone **Country Code**
Ending Pay Rate 0.00 USD Month

Description As an analyst for this Committee, I developed expertise in substantive issues relating to mental health, dependency, disability, and healthcare funding. I researched and prepared staff analyses, legislation and amendments, responded to constituent and member inquiries, and provided legal counsel to the committee, Senators, and staff. During session interims, I researched, wrote, and presented briefs and reports, monitored the implementation of legislation, and conducted open government sunset reviews.

Start Date 08/01/2004
End Date 03/01/2007
Employer Agency Persons Disabilities
Ending Job Title Senior Attorney
Supervisor
Ok to Contact? Yes
Email
Phone **Country Code**

Ending Pay Rate	0.00 USD Month
Description	My work with the Agency for Persons with Disabilities included experiences with Medicaid waiver and forensic hospital issues, contracts, civil litigation, administrative law, employment issues, and appellate matters, including an oral argument before the Florida Supreme Court in No. SC05-1996, Everette v. Florida Department of Children & Families.

Start Date	06/01/1995
End Date	06/01/1996
Employer	Barnes & Thornburg
Ending Job Title	Associate Attorney
Supervisor	Bradley Falkof
Ok to Contact?	Yes
Email	
Phone	Country Code
Ending Pay Rate	0.00 USD Month
Description	As an associate in the civil litigation department of this large multi-state law firm, I gained significant experience in all phases of both federal and state litigation. My practice areas included medical and hospital malpractice defense, employment litigation, professional liability, products liability, commercial litigation, and insurance coverage.

Start Date	06/01/1991
End Date	06/01/1995
Employer	Williams & Montgomery
Ending Job Title	Associate Attorney
Supervisor	David Stevenson
Ok to Contact?	Yes
Email	
Phone	Country Code
Ending Pay Rate	0.00 USD Month
Description	As an associate in the civil litigation department of this large law firm, I gained significant experience in all phases of both federal and state litigation. My practice areas included medical and hospital malpractice defense, employment litigation, professional liability, products liability, commercial litigation, and insurance coverage.

Degrees	
Degree	Bachelor of Arts (BA)

Degree Juris Doctor (JD)

School Education
Education Level Diploma (02)

Licenses and Certifications
Issue Date 07/01/2016 License Certified Public Manager (CPM)
Issue Date 10/27/2003 License Law License (LAW)

References				
Reference	Title	Employer	Phone	Country Code
Cassandra Jackson	Attorney		850/766-8883	
M. Scott Thomas	Attorney	Burr Forman LLP	904/232-7205	
PK Jameson	Attorney		850/294-4741	
Reginald Dixon	Chief of Staff	Florida Lottery	850/915-2370	

Questionnaire												
<p>Final:</p> <p>Question: Do you possess a Juris Doctorate degree?</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3" style="background-color: #e1eef6;">Answers</th> </tr> <tr> <th>Possible Answer</th> <th>Correct Answer</th> <th>Selected Answer</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>No</td> <td></td> <td></td> </tr> </tbody> </table> <p>Question: Are you licensed to practice law in the State of Florida?</p>	Answers			Possible Answer	Correct Answer	Selected Answer	Yes	✓	✓	No		
Answers												
Possible Answer	Correct Answer	Selected Answer										
Yes	✓	✓										
No												

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: N/A

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: Seeking promotional opportunity.

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.

AMY MCKEEVER TOMAN

Tallahassee, FL • (850) 363-3263 • ajtoman@outlook.com

I am a highly educated and experienced attorney and administrator with a diverse and comprehensive background in local and state government law, organizational management, and legislative and governmental policy. I have expertise in issues related to local and state governmental ethics, as well as Florida's Sunshine and public records laws.

SKILLS

- Leadership and management
- Collaboration with collegial bodies
- Critical thinking and problem-solving
- Policy development and implementation
- Legal research and analysis
- Legislative drafting and analysis
- Verbal and written communication
- Presentations and training

PROFESSIONAL EXPERIENCE

City of Tallahassee, City Attorney's Office

Interim City Attorney, November 2023 to present

Deputy City Attorney, September 2018 to present

Reporting to and working at the direction of the City Attorney, my responsibilities include the following:

- Provide legal advice, counsel, and representation to Commissioners, appointed officials, and department directors, both directly and through collaborative legal work with in-house and outside counsel;
- Draft, review, and analyze ordinances, resolutions, legal documents, and policies;
- Conduct research and prepare opinions and memoranda to guide the City Attorney and City officials;
- Prepare for and attend City Commission meetings, acting in the absence of the City Attorney when necessary;
- Represent the City Attorney's Office (CAO) at citizen advisory committee meetings, inter-departmental and intergovernmental meetings, and gatherings of civic groups and concerned citizens;
- Review and analyze the legal implications of all public records requests received by the City;
- Render opinions and provide training on open government for City officials and employees;
- Monitor the impact of state legislation, court decisions, and other issues on local government generally and on the City specifically;
- Serve as the City's hearing officer in procurement bid protest hearings;
- Participate in the recruiting, hiring, supervision, evaluation, and training of all CAO staff;
- Assist in the administration of CAO organizational, operational, and budgetary matters; and
- Coordinate team-building activities to motivate and maintain high performance and morale.

Florida Elections Commission

Executive Director, February 2013 to September 2018

As chief administrative officer for the state-wide agency charged with enforcing Florida's campaign finance laws, I reported directly to the Commission and managed the day-to-day operations of the agency. I planned and executed meetings at which the Commission made policy decisions, promulgated rules, adopted legislative priorities, and rendered quasi-judicial decisions impacting local and state elected officials. I developed and implemented an annual operating budget and hired, supervised, evaluated, and trained legal, investigative, and administrative staff. I represented the Commission before the media, the Legislature, other state agencies, and at various election-related forums.

Department of Business and Professional Regulation

Assistant Deputy Director, Division of Alcoholic Beverages and Tobacco, October 2011 to February 2013

My duties in this position included supervision of the following areas and staff of the Division: Information Technology, Budget, Human Resources, Rules, and Legislation. I provided advice and input regarding legal and policy decisions that impacted the Division and conducted special projects for the Division Director, the General Counsel, and the Secretary of the Department.

Department of Business and Professional Regulation

Deputy General Counsel over Administration, July 2009 to October 2011

Reporting to the General Counsel and the Secretary of the Department, I acted as liaison for the Office of the General Counsel with all agency departments, including Communications, Information Technology, Service Operations, and Education and Testing. I served as chief ethics officer and public records attorney, providing opinions and training on issues related to ethics, public records, and Sunshine Law compliance. I reviewed and approved Department contracts, served as a contract monitor, and advised the Bureau of Contract Administration on procurement and related issues. I supervised the agency's personnel attorney and provided counsel on employment-related laws, regulations, and litigation. As the Department's Informal Hearing Officer, I conducted hearings and drafted final orders in administrative actions for various professions and divisions.

Florida Senate, Committee on Children, Families and Elder Affairs

Legislative Analyst, March 2007 to July 2009

As an analyst for this Committee, I developed expertise in substantive issues relating to mental health, dependency, disability, and healthcare funding. I researched and prepared staff analyses, legislation and amendments, responded to constituent and member inquiries, and provided legal counsel to the committee, Senators, and staff. During session interims, I researched, wrote, and presented briefs and reports, monitored the implementation of legislation, and conducted open government sunset reviews.

Agency for Persons with Disabilities

Senior Attorney, August 2004 to March 2007

My work with the Agency for Persons with Disabilities included experiences with Medicaid waiver and forensic hospital issues, contracts, civil litigation, administrative law, employment issues, and appellate matters, including an oral argument before the Florida Supreme Court in No. SC05-1996, Everette v. Florida Department of Children & Families.

Barnes & Thornburg, Chicago IL

Williams & Montgomery, Ltd., Chicago IL

Associate

As an associate in the civil litigation departments of two large law firms, I gained significant experience in all phases of both federal and state litigation. My practice areas included medical and hospital malpractice defense, employment litigation, professional liability, products liability, commercial litigation, and insurance coverage.

EDUCATION

Juris Doctorate

Loyola University School of Law, Chicago IL

Bachelor of Arts in English, *magna cum laude*

Boston College, Chestnut Hill MA

Certified Public Manager

Florida Center for Public Management, Florida State University, Tallahassee FL

Admitted by examination to the bars of Illinois and Florida.

CONFERENCE SPEAKING ENGAGEMENTS

Amy Toman, *Living Locally with SB 102: The Municipal Attorney's Chapter*, July 6-8, 2023, Florida Municipal Attorneys Association (FMAA) Annual Seminar

Amy Toman and Donna Malphurs, *Campaign Finance Jeopardy!* June 12, 2018, Florida Association of City Clerks (FACC) 2018 Summer Conference and Academy

Amy Toman and Scott Thomas, *Florida Elections Commission Overview*, February 9, 2017, Florida House Oversight, Transparency, and Administration Subcommittee Meeting

Amy Toman, Panelist, *What Price for Convenience Voting?* December 14, 2016, Council on Governmental Ethics Laws (COGEL) 2016 Annual Conference

Amy Toman and Rebecca Marsey, *Florida Elections Commission*, May 26, 2016, Florida State Association of Supervisors of Elections (FSASE) 2016 Annual Summer Conference

AFFILIATIONS

Florida Bar City, County and Local Government Law Section, Member

Florida Bar Labor and Employment Law Section, Member

Tallahassee Bar Association, Member

Tallahassee Women Lawyers and Florida Association of Women Lawyers, Member

Council on Governmental Ethics Laws, Steering Committee Member (2017-2019), President (2019)

COGEL is a professional organization for government agencies and other organizations working in ethics, elections, freedom of information, lobbying, and campaign finance. Membership is drawn principally from the United States and Canada, but also includes some European, Australian, and Latin American members. COGEL's 2019 annual conference attracted close to 500 participants.

Thunderdome Tallahassee (Legal Aid Foundation), Member (Class 4, 2017-2018)

Down Syndrome Association of Tallahassee, Board Member (2010-2011), President (2012-2014)

AMY MCKEEVER TOMAN

Tallahassee, FL • (850) 363-3263 • ajtoman@outlook.com

January 1, 2024

Mayor John E. Dailey
Mayor Pro-Tem Curtis Richardson
Commissioner Jacqueline “Jack” Porter
Commissioner Jeremy Matlow
Commissioner Dianne Williams-Cox

Mayor and Commissioners,

It is a pleasure to submit my resume for the position of City Attorney for the City of Tallahassee. I believe you will find that my background makes me an ideal candidate for this job, and I appreciate your consideration.

My greatest strengths match those most essential to success in this position. I have extensive experience in local and state governmental law and policy, with expertise in ethics and open government. I have considerable experience both advising collegial bodies and managing the staff and day-to-day operations of governmental entities. My communication, legal research and analytical skills are excellent.

Most importantly, my roles as Deputy and Interim City Attorney have prepared me well for this position. I have a unique perspective on the City Commission, the many City departments, the City Attorney’s Office, and the important relationships among them. If I am selected to serve as City Attorney, I would expect my transition to the role to be seamless.

I am confident that the legal and leadership skills I have acquired throughout my career would serve the City well, and I look forward to discussing this opportunity with you further.

Best regards,

Amy M. Toman