

Memorandum



Date: February 16, 2022

To: Department Directors *Daniella Levine Cava*

From: Daniella Levine Cava
Mayor

Subject: Miami-Dade County 2022 Career/Job Fair Series

I am keenly aware of the challenges faced throughout the nation in the area of recruitment and retention. It is my desire for all departments to take a more active role in ensuring the positions which have been approved through the budget process are filled with a refreshed sense of urgency.

I am very excited about the partnership the Human Resources Department and CareerSource South Florida have established with Miami-Dade College to launch a series of monthly career fairs that will be held at various locations throughout Miami-Dade County. We aim to promote Miami-Dade County as an employer of choice, while providing job seekers the opportunity to explore the diversity of occupations available throughout our great organization. Our goals in launching this initiative include:

- Attracting candidates and expanding our talent pool
- Facilitating networking opportunities between applicants and departmental staff
- Providing opportunities to explore various careers and internships
- Reviewing resumes on-site to assess skills and experience and providing feedback that will enhance the applicants' chances for securing an interview
- Engaging job seekers to address hard to fill positions

The first in a series of Career/Job Fairs will be held on Wednesday, February 23, 2022, at the Stephen P. Clark Center (Lobby) from 9:00 a.m. to 1:00 p.m. I ask that all departments provide representation at this event as well as all upcoming monthly events. Please confirm your department's participation with Kathy Horton, HR Section Manager at Kathy.Horton@miamidade.gov.

If you have any questions or would like to discuss additional recruitment ideas or suggestions or have specific recruitment difficulties with a particular classification, please contact Arleene Cuellar, Human Resources Director. I want to ensure that each department has the resources needed for Miami-Dade County to continue to provide our residents with the best services and continue to lead our community forward.

Attachments

c: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners
Honorable Harvey Ruvlin, Clerk, Circuit and County Courts
Honorable Pedro J. Garcia, Property Appraiser
Lazaro Solis, Deputy Property Appraiser
Geri Bonzon-Keenan, County Attorney
Gerald K. Sanchez, First Assistant County Attorney
Jess M. McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Rick Beasley, Executive Director, CareerSource South Florida

Felix Jimenez, Inspector General

Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust

Javier A. Betancourt, Executive Director, Citizens' Independent Transportation Trust

Aileen Bouclé, Executive Director, Transportation Planning Organization

William Diggs, Executive Director, Miami-Dade Economic Advocacy Trust

Melissa Adames, Director, Clerk of the Board

Jennifer Moon, Chief, Office of Policy and Budgetary Affairs

Yinka Majekodunmi, Commission Auditor

Departmental Personnel Representatives



OFFICE OF THE MAYOR
DANIELLA LEVINE CAVA



JOIN THE MIAMI-DADE COUNTY FAMILY



Mayor Daniella Levine Cava,
the Human Resources Department and CareerSource South Florida
invite you to attend:

The Mayor's Career & Job Fair

Wednesday
February 23, 2022

9:00 a.m. – 1:00 p.m.

Stephen P. Clark Center (lobby)
111 N.W. 1st Street, Miami, FL 33128



**SCAN TO
APPLY NOW**

COMPETITIVE SALARIES, GROUP MEDICAL AND DENTAL,
FLORIDA RETIREMENT SYSTEM, PAID HOLIDAYS,
VACATION & SICK LEAVE, TUITION REIMBURSEMENT,
REMOTE WORKING AND
FLEXIBLE SCHEDULE OPPORTUNITIES



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The Mayor's Career & Job Fair

9:00 a.m. - 1:00 p.m.

February 23, 2022 - Stephen P. Clark Center 111 NW 1st Street, Miami, FL 33128

March 23, 2022 - Miami Dade College - Homestead Campus 500 College Terrace, Homestead, FL 33033

April 20, 2022 - Miami Dade College - Hialeah Campus 1780 W 49th Street, Hialeah, FL 33012

May 25, 2022 - D. A. Dorsey Technical College 7100 NW 17th Ave, Miami, FL 33147

June 22, 2022 - Miami Dade College - Kendall Campus 11011 SW 104 Street, Miami, FL 33176

July 20, 2022 - Miami Dade College - North Campus 11380 NW 27th Avenue, Miami, FL 33167

August 24, 2022 - Miami Dade College - Doral Campus 3800 NW 115th Avenue, Doral, Florida 33178

September 21, 2022 - FIU - Modesto A. Maidique Campus 11200 SW 8th St, Miami, FL 33199

October 26, 2022 - Aventura Library 2930 Aventura Blvd, Aventura, FL 33180

November 16, 2022 - City of West Miami - Rebecca Sosa Facility 1700 SW 62nd Avenue, Miami, FL 33155

December 14, 2022 - Phichol Williams Community Center 951 SW 4th Street, Homestead, FL 33030

January 25, 2023 - North Dade Regional Library 2455 NW 183rd St, Miami Gardens, FL 33056

February 22, 2023 - West Dade Regional Library 9445 Carol Way, Miami, FL 33165

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• VACATION & SICK LEAVE • TUITION REIMBURSEMENT • REMOTE WORKING/FLEXIBLE SCHEDULE OPPORTUNITIES