

Objective To achieve a position in which I can utilize my skills and knowledge to lead a team of planning and community development professionals within a dynamic public-sector Planning organization.

Experience ***City of Oakland Park Community and Economic Development Department***

Director – February 2021 to Present (2.7 years)

- Overall supervision and administration of the City's Community and Economic Development Department, consisting of the Planning and Zoning Division, Community Enhancement Division (code enforcement), Community Redevelopment Agency, and Business Regulatory Unit.
- Set annual work program and goals for each of the divisions/units.
- Develops the departmental budget, including program initiatives and special projects.
- Interaction with City Commission, management, development, and business leaders as well as civic and neighborhood groups and citizenry.

Assistant Director – November 2018 to February 2021 (2.2 years)

- Specific area of focus on Planning and Zoning, including full responsibility for administration of the City's Comprehensive Plan, Land Development Code and Landscape and Streetscape Design Guidelines.
- Supervise professional planning, GIS, and administrative staffs.
- Management of a staff of 8 professionals.
- Responsible for budget preparation and submission.
- Purchasing, procurement and accounting of all department financial transactions
- Contract Management for external professional consulting services

Broward County Planning Council – Ft. Lauderdale

Director of Planning – August 2018 to November 2018 (0.3 years)

Planning Section Supervisor – August 2012 to August 2018 (6.0 years)

Senior Planner - February 2008 to August 2012 (4.5 years)

Associate Planner - July 2006 to February 2008 (1.4 years)

- Supervise professional planning, GIS, and administrative staffs
- Assist with organization budget preparation and adoption
- BrowardNext project team member
- Administration of and amendments to the Broward County Land Use Plan
- Review of plats and delegation requests
- Platting determinations

Experience (continued)	<i>Broward County Planning Services Division – Ft. Lauderdale</i> <i>Associate Planner</i> - February 2005 to July 2006 (1.4 years) <i>Assistant Planner</i> - October 2003 to February 2005 (1.4 years) <i>Administrative Coordinator</i> - April 2002 to October 2003 (1.5 years) <ul style="list-style-type: none">▪ Compatibility reviews of flexibility allocations▪ Amendments to the Future Unincorporated Area Land Use Element▪ Review of site plans, rezoning applications, and plats within Unincorporated Area
Education	<i>Florida Atlantic University – Boca Raton</i> Master of Public Administration - December 2004 <i>Florida Atlantic University - Boca Raton</i> Bachelor of Public Management - December 2000 <i>Broward College – Davie</i> Associate of Arts – Recreation and Leisure – December 1994
Certifications	<i>American Institute of Certified Planners (AICP)</i> American Planning Association <i>National Incident Management System (NIMS) and Incident Command System (ICS)</i> Federal Emergency Management Agency
Memberships	American Planning Association APA Florida Chapter and Broward Section Urban Land Institute
Skills	<ul style="list-style-type: none">▪ Highly capable in the use of Geographical Information System (GIS) software packages for the analysis of spatial data and cartographic purposes▪ Very proficient in the use of office productivity software such as Microsoft Word, Excel, PowerPoint, and Access, as well as Adobe Acrobat and Photoshop
References	Professional and personal references are included within the application submittal.