

ATTACHMENT A

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Objective

To serve in a challenging professional planning position which allows me to provide excellent public service and to make a difference in the community by applying my experience, education and skills.

Employment

Planning & Economic Development Director, City of Tulsa, OK – 12/11 to present

- Manage all aspects of three divisions – Planning, Real Estate & Economic Development and Development Services M
- Serve as the Mayor's appointee to the Metro Tulsa Transit Authority (MTTA) S
- Serve as the Mayor's appointee to the Tulsa Parking Authority (TPA) S
- Develop and administer work programs to implement the Comprehensive Plan (PLANiTULSA) adopted July 2010 D
- Manage department budget and resources to ensure appropriate levels of service and training for agency staff M
- Serve as liaison between various community stakeholder groups and the City S

Assistant Director of Planning & Design Services, Louisville Metro Government, Louisville, KY – 1/05 to 11/11

- Supervise senior staff responsible for all areas of current and long range planning activities (zoning, subdivisions, conditional uses, variances, neighborhood planning, code development and adoption, development plan review)
- Provide direct staff support to the Planning Commission, Board of Zoning Adjustment, Metro Council Zoning Committee
- Develop and implement training programs for professional staff and citizen planners
- Manage use and implementation of Hansen municipal management system for the department (currently upgrading to a web-based product)
- Oversee the implementation of an updated development review process for all reviewing agencies within Louisville Metro
- Present information about Planning & Design Services to various community groups
- Assist in budget preparation and management for the department
- Direct recruitment and hiring process for the agency
- Represent the department in the Director's absence

Adjunct Lecturer, University of Louisville, KY – 8/06 to 12/10

- Teach Professional Practice (PLAN 606) each fall semester
- Coordinate and develop curriculum
- Recruit guest speakers
- Prepare and present lectures and interactive learning units for graduate students taking this mandatory course

- Assisted in the accreditation process for the MUP(Master's of Urban Planning) program, 2007 - 2008

Zoning & Development Administrator, City of Fayetteville, AR – 3/03 to 12/04

- Oversaw all functions of the Planning Division
- Developed and managed the budget for the Planning Division
- Supervised a staff of professional planners and support personnel
- Developed and implemented internal cross-training, customer service training and continuing professional development for Planning staff
- Responsible for interpretation of the City's Unified Development Code
- Administered the City's sign ordinance
- Oversaw administration of the City's Tree Protection and Preservation Ordinance
- Developed and drafted policy documents for Planning activities
- Managed all Planning Commission and Board of Adjustment activities; provided direct staff support to City Council
- Oversaw coordination of the development review process (staff review, technical review, subdivision committee, planning commission, public notification)

Senior Planner, City of Fayetteville, AR – 1/0 to 3/03

- Continuation of all duties stated under Associate Planner description
- Zoning administrator for the City of Fayetteville
- Supervised clerks within the Planning Division
- Oversaw all permitting activities within the Division
- Prepared and presented training for Division staff
- Represented the Division in the City Planner's absence
- Initiated and coordinated Hansen user's group for department
- Created and managed interdepartmental Zoning Review Team

Associate Planner, City of Fayetteville, AR – 10/99 to 1/01

- Researched and composed all staff reports and recommendations regarding special use permits, annexation, rezoning and variance requests
- Enforced the City's adopted general plan through staff recommendations and conditions
- Primary staff support to Board of Adjustment and Planning Commission
- Primary code enforcement official for zoning violations
- Reviewed all certificates of zoning compliance

Development Coordinator, City of Fayetteville, AR – 5/96 to 10/99

- Reviewed all development proposals for compliance with zoning and subdivision regulations
- Coordinated development review process including a review cycle consisting of staff review, technical plat review, subcommittee review and full Planning Commission consideration
- Served as primary staff contact for developers, engineers and citizens requesting development approvals
- Encouraged, conducted and coordinated pre-application meetings as needed for development proposals
- Coordinated and presented staff retreats for representatives of all City divisions involved in the development review process
- Coordinated, drafted and published City's first Development Manual

Education

AICP Certified Planner – 2002

Master's of Arts in Geography, University of Arkansas – December 1999

- Emphasis on urban and regional planning and geographic information systems
- Bachelor's of Landscape Architecture, University of Arkansas – May 1994
Tulane University School of Architecture, 1989-1990

Professional Activities

Participant – Big City Planning Director's Institute, Harvard University / Lincoln Institute of Land Policy (October 2010)

Local, Regional and National presentations for planning conferences (2002 – present)

- 2010 National APA Conference – *Community Education and Engagement*
- 2008 OKI (Ohio, Kentucky, Indiana) Regional Planning Conference
- 2008 Mayor's Neighborhood Summit
- 2006, 2007, 2008 Neighborhood Planning College

Member – Advisory Committee for University of Louisville Master's of Urban Planning program (2006 - 2011)

Oklahoma Chapter APA – Member (2011 - present)

Kentucky Chapter APA – Member of Executive Board (2005 – present), jury member for review of award nominations for Ohio Planning Conference (2005), co-chair for OKI Regional Planning Conference – 2008, Professional Development Officer (2009 – 2011)

Arkansas Chapter American Planning Association (APA) – Membership Chair (2000-2003), Citizen Planner Training Coordinator (2002-2003), trainer for Planning Commissioner and Board of Zoning Adjustment programs, developed Board of Zoning Adjustment training program

Alpha Phi Omega, National Service Fraternity – Community Advisor to local chapter (Fayetteville, AR), trainer/presenter for national leadership development program.