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JOYCE AVERY

COUNTY OF WESTON

1 WEST MAIN STREET
NEWCASTLE, WYOMING 82701

15 September 2008

JOB ANNOUNCEMENT

POSITION: Growth and Development Coordinator

SALARY RANGE: \$3,750 - \$4,585 monthly [the upper salary range is negotiable based on highly desired qualifications such as an engineering degree and experience]

CLOSING DATE: Open Until Filled

LOCATION: Newcastle, Wyoming. The County Seat of Weston County at the foot of the Black Hills in Northeast Wyoming.

JOB SUMMARY: Performs professional and technical work in monitoring and planning for growth and development in Weston County. The work involves county land use planning and enforcement, managing the development and operation of a county geographic information system (GIS), managing the development and operation of a county rural addressing program, and advising the County Commission, county boards, offices and departments on matters relating to land use, GIS, and rural addressing.

ESSENTIAL JOB FUNCTIONS:

Land Use Planning and Enforcement-

- (1) Develop and maintain land use regulations and rules in conjunction with land use resolutions and guidance from the County Commission. Land use regulations will specifically address sub-divisions, small wastewater treatment systems, county road access approaches, and gravel pits.
- (2) Receive, review, and process all land use applications. Upon approval, issue land use permits including building permits, sub-division permits, small wastewater treatment system permits, county road access approach permits, and gravel pit permits.
- (3) Conduct inspections to insure land use compliance, investigate violations of land use regulations, and initiate enforcement actions if necessary.
- (4) Develop, implement, and maintain a comprehensive Land Use Plan for Weston County.
- (5) Develop, implement, and maintain a comprehensive Master Road Plan for Weston County.
- (6) Provide land use advice and support to the County Planning and Zoning Commission.

- (7) Provide land use advice and support to the County Commission and other County Offices and Departments as requested.
- (8) Coordinate with federal and state land managers as it pertains to public lands within Weston County.

GIS Management-

- (1) Develop a coordinated GIS system for Weston County and serve as the primary point of contact for GIS matters in Weston County.
- (2) Prepare maps to accurately represent the county transportation infrastructure, land ownership, address locations, resource/structure information, voting precincts, and legislative district boundaries. Design and produce thematic and/or situational maps to support county emergency management, law enforcement, and fire fighting requirements.
- (3) Oversee maintenance of computer hardware and software related to the County GIS system.
- (4) Train users in other County offices in operating and providing data input to the County GIS System.

Rural Addressing-

- (1) Develop and maintain the County Rural Addressing Program.
- (2) Assist the County Road and Bridge Department in developing, implementing and maintaining a County Road Sign Master Plan.
- (3) Assist the County Homeland Security Office in maintaining the E911 database.

General-

- (1) Coordinate with other county offices and departments and outside agencies to insure a timely and free flow of information.
- (2) Provide public assistance regarding land use, mapping, and rural addressing, to include the application of various statutes, rules, and regulations, the use of associated forms and applications, and access to surveys and other historical records.
- (3) Draft and administer select County Grants.
- (4) Coordinate with the US Census Bureau to insure accurate data collection in the County.

KNOWLEDGE AND SKILLS:

Knowledge Of-

- (1) Principles and practices of land use planning and applicable land use laws including sub-division rules and regulations.
- (2) GIS theory and applications as well as the use of ArcView (GIS) software.
- (3) Principles and practices of Public Administration and County Government.
- (4) All federal, state, and local laws, rules, and regulations applicable to land use planning and rural addressing.
- (5) Methods and techniques of research, statistical analysis, and report presentation.
- (6) Recordkeeping, filing methods, and records management techniques.
- (7) Proper techniques of written communication including grammar, punctuation and spelling.

February 3, 2009

Newcastle Workforce Center
2013 West Main St.
Newcastle, WY 82701.

To Whom It May Concern:

RE: Growth & Development Coordinator

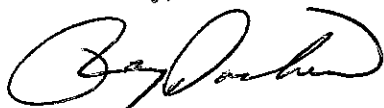
I appreciate this opportunity to present my planning qualifications to you. I have reviewed the responsibilities of this position and based on my 11 years of local government experience, I believe that I am well qualified and capable of fulfilling the duties lined out for this position.

Based on the job description listed with this position; I have experience in performing professional and technical work in monitoring and planning for growth and development. I have been involved in county land use planning and code enforcement, and have worked with geographic information systems (GIS). Also, I have developed policies for the management and operation of rural addressing and have provided advice to County Commissions, county boards, offices and departments on all matters relating to land use planning. I have developed, implemented and maintained comprehensive land use plans and assisted with the development of master road plans.

My 11 years of experience have provided me with the knowledge necessary to apply the proper principles and practices of land use planning and land-use law where needed. I am familiar with the federal, state and local laws, rules, and regulations relevant to land use planning and rural addressing in Wyoming. My management experience in running large and small departments has provided me with the competency to provide to the public and County Commissioners the appropriate research, analytical and statistical information necessary to make knowledgeable decisions on planning matters. Two of my strengths are oral and written communication, and my system for record keeping and management will provide fast and detailed information to Commissioners and the public.

Thank you for your time, I look forward to an opportunity for visit with you soon about this position.

Sincerely,



Ray Pacheco

Ray Pacheco

19 Upper Prairie Dog Road ▪ Banner, WY 82832 ▪ 307-683-3197 ▪ pacheco_ray@yahoo.com

Experience:

- Oct 2006 – Nov 2008 **Closet Tailors, Sheridan, WY**
Owner
- Sales, customer service,
 - Design and install home storage systems
 - Online ordering of product
- July 2008 – Nov 2008 **Volunteers of America, Sheridan, WY**
Payroll Coordinator
- Processed bi-weekly payroll
 - Customer service
- March 2003 – Aug 2006 **Sheridan County Government, Sheridan, WY**
County Planner
- Management of planning staff (3)
 - Customer service
 - Field inspections and code enforcement
 - Management of department budget
 - Presentations to county commissioners, planning commission and city officials
 - Development of county regulations
- July 2002 – Jan 2003 **Fulton County Government, Fulton County, GA**
Assistant Planning Director
- Managed planning staff (12)
 - Managed and assigned daily, weekly and monthly duties of staff
 - Presentations to county planning commission and appeals boards
 - Wrote monthly reports
- Jan 2002 – June 2002 **City of Hampton, Hampton, GA**
Planning Director
- Management and development of city zoning regulations
 - Customer Service
 - Code Enforcement
 - Presentations to county planning commission and city council
 - Wrote monthly reports
 - Management of department budget
- Nov 1999 – May 2001 **HGR Consulting, Atlanta, GA**
Director of Design and Development
- Development of comprehensive plans for local community
 - Management of division staff (4)
 - Community outreach
 - Worked with local and state agencies on statewide planning policies

Oct 1997 – Sept 1999

Henry County Government, Henry County, GA
Community Development Director

- Presentations at public meetings
- Wrote monthly reports for planning commission, city council and county commissioner meetings
- Customer Service
- Management of planning staff (6)
- Management of department budget
- Development of county comprehensive plan and zoning regulations

Oct 1995 – Oct 1997

Henry County Government, Henry County, GA
Planner 1

- Office manager
- Assistance at public meetings and presentation of planning related issues
- Code Enforcement
- Wrote monthly reports for planning commission, city council and county commissioner meetings
- Customer Service

Education

1995

University of Utah, Salt Lake City, UT
Bachelors of Science – Urban and City Planning

Skills

- General clerical, Proficient in Microsoft Office, PowerPoint, G.I.S. and Internet
- Speak Spanish