

## General Job Application

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**Job Title**

Assistant City Manager

**Requisition Number**

46448

### Personal Data

#### Contact

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**First Name**

Tracey Ann

**Middle Name**

Lavaughn

**Last Name**

Anthony

**Address**

5483 NW 27th Court

**City**

Margate

**State**

Florida

**Zip Code**

33063

**Primary Phone**

9549559415

**Alternate Phone****Email Address**

tlanthonyassociates@gmail.com

### Salary Requirement

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What is your desired salary range?

135,000

### Eligibility

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Do you have a legal right to work in the U.S.?

Yes

If yes, are you able to provide documents as required by law to verify your eligibility to work in the U.S.?

Yes

Have you ever been convicted of a crime excluding misdemeanors and/or summary offenses?

No

If yes, provide the details for all such instances.

### Education Information

#### High School

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**High School Name**

Brother Edmund Rice Catholic School

**Did you graduate?**

Yes

**City**

Toronto

**State**

Florida

## College/University

Name of College/University/Other	Start Date	End Date
University of South Florida	5/6/1994	12/12/1996
City	State	
Tampa	Florida	
Degree	Major	Did you graduate?
Bachelors	Urban Geography	Yes

## College/University

Name of College/University/Other	Start Date	End Date
Barry University	3/1/2016	12/19/2017
City	State	
Miami Shores	Florida	
Degree	Major	Did you graduate?
Masters	Public Administration	Yes

## College/Graduate School

Name of College/University/Other	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

## Vocational/Technical

Name of Vocational/Technical School	Start Date	End Date
City	State	
Degree	Major	Did you graduate?

## Additional Education Information

Please list any additional education below.

Minor in Latin America and Caribbean Studies  
Specialization in GIS-University of South Florida

## Employment Information

Beginning with your present or most recent employment, describe ALL periods of employment including self-employment, unemployed periods and military service. Your adult employment MUST be complete. Use the space provided below, if necessary. The City of Margate appreciates the reasons why you might prefer that your current employer not know about this application. Be advised that the City generally does not contact any employer until the latter stages of our hiring process.

## Most Recent Employer

<b>Start Date</b>	<b>End Date</b>	
February 2018	Current	Full Time
<b>Position Title</b>		
Assistant to the City Manager		
<b>Employer</b>	<b>Phone Number</b>	
City of Miami Gardens	3056228000	
<b>Address</b>		
18605 NW 27th Avenue		
<b>City</b>	<b>State</b>	<b>Zip</b>
Miami Gardens	Florida	33056

### Duties

- Acts as the City Manager's liaison with the City Council to ensure full understanding and successful implementation of City Council directives.
- Facilitates the City Manager's response to City Council inquiries and assignments, either personally or through coordination of available resources.
- Participates in the strategic planning process to establish future direction for the City, in conjunction with other members of the Executive Team, and advises the City Manager on policy and/or issues of organizational and community-wide impact.
- Manages the City Council agenda process and provides briefings on high profile and/or sensitive items. Develops and monitors the target issues and policy agenda reporting process.
- \* Conducts and supervises major projects as assigned by the City Manager. Including Strategic Plan, Comprehensive Emergency Plan and AAC Application.
- Represents the City Manager, City Council and other City officials in meetings with and presentations to governmental, business, and civic leaders, and promotes the City's interests on key issues.
- Presides over or serves on management committees and governing boards as the City Manager's designee.
- Establishes and maintains effective working relationships with local government officials and media representatives.
- Manages all facets of the City's comprehensive communications program, including media and public information programs, government access television, technical support, marketing of City services, compilation of customer preferences, and production of the City's annual report.
- Oversees the administrative activities of the City Manager's Office, including budget, procurement and personnel.
- Drafts speeches for City Manager.
- Conducts independent research on assigned topics and prepares reports for the City Manager.
- Completes special projects as assigned.

### Reason for leaving?

Recently purchased a home in Margate. Love my job but would prefer not to commute as much.

### May we contact for reference?

Later

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
August 2014	July 2017	Full Time
<b>Position Title</b>		
Advisor to the Secretary for Housing		
<b>Employer</b>	<b>Phone Number</b>	
Tobago House of Assembly	8686393559	
<b>Address</b>		
Corner Rockley Vale/ Claude Noel Highway		
<b>City</b>	<b>State</b>	<b>Zip</b>
Scarborough	Florida	

### Duties

- Serves as the principal advisor to the Secretary regarding the programs for which the Division is responsible.
- Identifies ways to eliminate or reduce significant barriers to production, promote team building, or improve business practices and provides recommendations for implementation.
- Provides technical advice and management support to the Secretary for Housing (Settlements) and Labour.
- Provides advice to the Secretary on the implications of policy related to the Division's long-term and short-term programs and projects;
- Monitors the implementation and progress of the Division's programs/projects and provides valuable feedback and recommendations to the Secretary;
- Determines the need for and initiates special studies and projects to meet the Division's change objectives and monitors their completion; reviews with the Secretary the Division's Annual budgetary proposals;
- Serves on management committees representing the functional areas of the Division as determined by the Secretary;
- Serves on advisory boards as requested by the Secretary and
- Reviews and recommends budgetary allocations as required.

### Reason for leaving?

Family relocated to Florida.

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
July 2008	August 2014	Full Time
<b>Position Title</b>		
Director of Housing		
<b>Employer</b>	<b>Phone Number</b>	
Tobago House of Assembly	8686393559	
<b>Address</b>		
Bobtail Building		
<b>City</b>	<b>State</b>	<b>Zip</b>
Scarborough	Florida	00000
<b>Duties</b>		
<ul style="list-style-type: none"><li>• Managed the budgetary allocation of approximately 40 Million yearly;</li><li>• Formulated, implemented and executed the Settlement (Housing) Policy and amendments for seven years;</li><li>• Provided successful leadership in the identification and infrastructural development of land, planning and construction works for all new construction of affordable housing development;</li><li>• Lead the preparation of the annual budget process for the department and formulated deliverables for each Fiscal Year;</li><li>• Provided oversight to the process of distributing housing lots and built housing units to applicants;</li><li>• Created and implemented maintenance programs for all government housing developments;</li><li>• Managed all project consultants, construction programs and customer handover initiatives;</li><li>• Improved and managed the administration of the Home Improvement Programs (state funded), IADB (international) Housing Programs and Habitat for Humanity initiatives;</li><li>• Drafted numerous project briefs and terms of reference for the hiring of international and local consultants and contractors;</li><li>• Approved Executive Council Notes for new programs and policies;</li><li>• Prepared, or managed or approved the development of all Comprehensive and Land-use Plans across the island;</li><li>• Instructed the executing agencies in the selection of international and local consultants and negotiated with consultants and other contractors for works to be undertaken by the Department;</li><li>• Reviewed property owner applications for renovations and expansion projects and provided approvals and recommendations as needed;</li><li>• Advised on all technical and policy issues to ensure the successful implementation of Land Use Policy and recommended innovative solutions to overcome any relevant constraints;</li><li>• Managed a team of 30 employees in administration, project management and property management.</li></ul>		
<b>Reason for leaving?</b>		
Better career opportunity.		
<b>May we contact for reference?</b>		
Yes		

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
July 2006	June 2008	Full Time
<b>Position Title</b>		
Senior Planner		
<b>Employer</b>	<b>Phone Number</b>	
InterPlan Group	8686742911	
<b>Address</b>		
133 7th Avenue		
<b>City</b>	<b>State</b>	<b>Zip</b>
Barataria	Florida	00000
<b>Duties</b>		
<ul style="list-style-type: none"><li>• The production of Local Area Re-parcelization Plan;</li><li>• Creation of a Land use Pla.;</li><li>• Planning and hosting of design charettes and community planning workshops;</li><li>• Preparation of presentations for Community and Client information sessions;</li><li>• Responsibility for the development of structure plans for the three communities with a lead role in the land use planning and local area transportation requirements of such;</li><li>• Management of the development of relevant land use plans and access standards;</li><li>• Interfaced and negotiated with the relevant regulatory agencies for buy in and approvals;</li><li>• Coordinated the database development for the Project's GIS;</li><li>• Coordinated the collection of field data, analysis and generation of reports;</li><li>• Coordinated the design, construction and planning of works within the project areas;</li><li>• Provided timely feedback regarding the status of the project to Client;</li><li>• Negotiated and execute agreements with community councils, property owners and Client;</li><li>• Conducted field visits to identify suitable uses for in-fill practices;</li><li>• Provided conflict resolution support;</li><li>• Supervised planning staff of twenty five (25) personnel and</li><li>• Managed the daily operation of the Spatial Planning department.</li><li>• The production of Local Area Re-parcelization Plan;</li><li>• Creation of a Land use Pla.;</li><li>• Planning and hosting of design charettes and community planning workshops;</li><li>• Preparation of presentations for Community and Client information sessions;</li><li>• Responsibility for the development of structure plans for the three communities with a lead role in the land use planning and local area transportation requirements of such;</li><li>• Management of the development of relevant land use plans and access standards;</li><li>• Interfaced and negotiated with the relevant regulatory agencies for buy in and approvals;</li><li>• Coordinated the database development for the Project's GIS;</li><li>• Coordinated the collection of field data, analysis and generation of reports;</li><li>• Coordinated the design, construction and planning of works within the project areas;</li><li>• Provided timely feedback regarding the status of the project to Client;</li><li>• Negotiated and execute agreements with community councils, property owners and Client;</li><li>• Conducted field visits to identify suitable uses for in-fill practices;</li><li>• Provided conflict resolution support;</li><li>• Supervised planning staff of twenty five (25) personnel and</li><li>• Managed the daily operation of the Spatial Planning department.</li></ul>		

### Reason for leaving?

Consultancy-Project was complete

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
May 2004	May 2006	Full Time
<b>Position Title</b>		
Real Properties Analyst		
<b>Employer</b>	<b>Phone Number</b>	
Broward County School Board		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
Fort Lauderdale	Florida	
<b>Duties</b>		
<ul style="list-style-type: none"><li>• Identified parcels of land that met the needs and requirements for school and administrative sites: resulting in the construction of five (5) schools;</li><li>• Approved and reviewed surveys, engineering and environmental reports for site acquisitions, the location and conditions involved with easement and right-of-way requests;</li><li>• Assisted in evaluating Right of Way easement requests;</li><li>• Managed and implemented computerized property records;</li><li>• Maintained all property records including grant deeds, easements of records, covenants and restrictions, dedications of rights-of-way and tax-exempt status;</li><li>• Prepared all documents for the site review committee; this included communicating with affected County and City officials, PTA personnel, Community activists and affected Area superintendents; Prepared all contracts, leases, deeds, mortgages, options and other legal documents required to execute plans and programs;</li><li>• Coordinated leases between individual schools and other government entities, consistent with School Board policy and State Board of Education regulation;</li><li>• Made recommendations for and coordinated the disposal of surplus property;</li><li>• Supervised obtaining local government land development regulation approvals for school renovations, additions, and new construction;</li><li>• Coordinated the site planning process for new school facilities and for additions and renovations as needed;</li><li>• Coordinated the acquisition of environmental permits;</li><li>• Provided presentational material in Power Point and or ArcView format;</li><li>• Coordinated new site prospects with Boundaries, Safety and Transportation Departments to determine feasibility and suitability of location.</li><li>• Assigned and coordinated workflow of all Property Technicians; and</li><li>• Provided oversight to all brokerage transactions.</li></ul>		
<b>Reason for leaving?</b>		
Career advancement		
<b>May we contact for reference?</b>		
Yes		

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
Mar 3 1998	May 2004	Full Time
<b>Position Title</b>		
GIS Technical		
<b>Employer</b>		<b>Phone Number</b>
City of Miramar		9546023800
<b>Address</b>		
6901 Miramar Parkway		
<b>City</b>	<b>State</b>	<b>Zip</b>
Miramar	Florida	33023

### Duties

- Supervision of the creation of various presentational materials for city commission meetings;
- Reviewed digital plans, siteplan, engineering drawing and asbuilts to ensure City code compliance was achieved.
- Monitored Certificate of Occupancy activities and subsequently provided reports and GIS maps illustrating status of city wide development;
- Preparation and presentation of various bi-weekly and monthly reports;
- Assisted in completion and design of the database for the GIS system;
- Developed and maintained City Base Map and Utility Atlas;
- Performed CAD drafting work for special projects;
- Converted Cad drawings to GIS format and other relevant software;
- Coordinated and conducted various fieldwork activities to facilitate data collection;
- Supervised GPS projects; including field crew and interns in data collection;
- Collected and compiled data from State Agencies, Counties, Towns, and NGO's;
- Provided community planning, zoning or design services to public clients;
- Completed GIS analysis and modeling assignments;
- Fielded and prioritized data requests from researchers, policymakers, and community groups; Manipulated and analyzed appropriate GIS data;and
- Coordinated GIS projects with other departments

### Reason for leaving?

Career opportunity

### May we contact for reference?

Yes

## Previous Employer

<b>Start Date</b>	<b>End Date</b>	
		Full Time
<b>Position Title</b>		
<b>Employer</b>		<b>Phone Number</b>
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>

### Duties

### Reason for leaving?

### May we contact for reference?

## Additional Work Experience Information

Please list any additional work experience below.

## Skills & Certifications

### Professional Certifications and Licenses

ICMA Membership

Association of American Geographers (AAG) American Planning Association (APA) Membership

American Society of Civil Engineers - (ASCE).

Chairman of the Tenders Committee - Division of Education Youth Affairs and Sport, THA

Youth Leader – Moravian Church, Tobago Conference

List all jobs skills, abilities, qualifications, and volunteer experience relevant to the position for which you are applying.

All of my professional work experience has been in the field of Public Administration and are relevant to the position for which I am applying.

## Military Experience

### Branch of Service

Enlistment Date

Discharge Date

Type of Discharge

### Primary Responsibilities & Duties

## Applicant Statement

By my signature below, I authorize any federal, state, county or municipal governmental agency, any municipal corporation or political subdivision of this state, or any other state agency, department or division thereof, or any other public or private agency, person, firm, or corporation holding records concerning, that are considered confidential, to supply such information to the City of Margate.

By my signature below, I acknowledge that PRIOR to making a conditional offer of employment to me, the City of Margate may request information which may include, but not limited to, a history of my educational records, a history of my vocational and/or training records, criminal history, any documentation of previous or current on-the-job performance records or history, any reason, excluding any reason based on a medical condition or disability, for termination of any previous employment, any reason, excluding for discharge from military service, or any other personal information that is not medical, health, or disability related in nature which may not otherwise be obtained without prior agreement.

By my signature below, I acknowledge that SUBSEQUENT to making a conditional offer of employment to me, the City of Margate may request not only the information stated above, but also any information of what-so-ever nature regarding both my past or current job related or non-related medical/health condition(s) or disability(ies).

By my signature below, I acknowledge that any such information received by the City of Margate shall become public record pursuant to Chapter 119 of the Florida Statutes.

I Agree

Yes

## Signature

*Tracey-Ann Anthony*

Date Signed: 5/6/2019 5:26 PM

Date Submitted: 5/6/2019 6:11 PM

IP Address: 96.85.231.129

## Agency Wide Questions

Do you have any relatives working for the City of Margate? If you have relatives working for the City of Margate, please enter their name and department in the space below.

No

N/A

Did you provide at least ten (10) years of relevant work history in the Work Experience section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Work Experience section? If not, please return to the Work Experience section to complete this information.

Did you provide at least three (3) professional work-related references? If not, please return to this section and add additional professional work-related references.

Yes

Yes

Where did you hear about the job opportunity you are applying to?

Please provide at least three (3) professional work-related references. Please include the following information: reference name, phone number, email address, position title. (Please note: professional work-related references are people who can speak to us about your job performance and are usually people who directly supervise you. For students, or those with limited work history: professional references may include internship/volunteer supervisors or academic teachers/professors).

City's website. I was paying my water bill.

Tanya Sejour - Director of Community Development, City of North Miami 954-815-3268 twilson@northmiamifl.gov  
Maxine Calloway, ESQ - Director of Planning, City of Tamarac, Maxine.Calloway@tamarac.org 954-3361026  
Francis Lewis, PE, Senior District Manager, FDOT District 4 954-699-4583 Francis\_Lewis@hotmail.com

Pursuant to Florida State Statute 119, all applications and materials attached are subject to public records request. Please use the space below to indicate whether or not you have any exemptions under FSS 119. If you do not have any exemptions, please write "N/A".

N/A

## Assistant City Manager Qualifications

Do you possess a Bachelor Degree from an accredited college or university, with major coursework in Administration, Management, or closely related field?

Yes

Please use the space below to explain what field your Bachelor's Degree is in. If you do not have a Bachelor's Degree, please type "N/A".

My Bachelor's degree is in Urban Geography with a concentration on GIS. I also completed a Minor in Latin American and Caribbean Studies.

Do you possess a Master's Degree?

Yes

Please use the space below to explain what field your Master's Degree is in. If you do not have a Master's Degree, please type "N/A".

My master's Degree is in Public Administration.

Do you have at least seven (7) years of successful management experience in municipal/county management?

Please use the space below to detail your relevant experience in municipal/county management. Please include where you obtained the experience, what capacity you worked in, how many years of experience you have, and any professional accomplishments.

Yes

I have had the opportunity for work for various municipal, county and state agencies over the past twenty (20) years.

Do you have municipal government experience?

Please use the space below to describe your municipal government experience. Please include where you obtained the experience, what capacity you worked in, and the total number of years of experience.

Yes

I have worked for municipal government for over eleven (11) years in South Florida and internationally for ten (10) years. My experience includes data collection and management; real estate management; project management, affordable housing initiatives; planning and squatter regularization; contract negotiations; quality management, budget preparation, strategic planning and general government administration.

Do you possess a DD214 for military service?

No

Do you have your ICMA Credentialed Manager Certification?

Yes

## **Tracey-Ann L. Anthony**

**3305 Acapulco Drive, Miramar, FL 33023**

**tlanthonyassociates@gmail.com**

**Tel. 954-955-9415/ 868-460-2403**

**Email: tlanthonyassociates@gmail.com**

### **Competencies/Accomplishments**

Avid leader with over twenty years of applying excellent motivational, negotiation and time management skills. Eight successful years of initiating, coordinating, and administering procurement systems, contract administration, governmental grant programs and property lease management. Ten years of delivering sound affordable housing and settlements regularization solutions. Proven knowledge of the appropriate uses of technology and employee skill sets. Able to efficiently evaluate and utilize agency resources to effect success. Works well in a team environment: with other departments, disciplines, and the general public. Able to effectively communicate abstract and technical information both orally and in writing. Proven analytical, technical writing and business correspondence skills, with the ability to organize and comprehend complex issues well. International experience in affordable housing delivery; budget preparation and management; GIS integration; project management and general public administration.

### **PROFESSIONAL EXPERIENCE**

**City of Miami Gardens  
Miami Gardens, Florida  
Assistant to the City Manager**

**February 2018 to Present**

- Acts as the City Manager's liaison with the City Council to ensure full understanding and successful implementation of City Council directives.
- Facilitates the City Manager's response to City Council inquiries and assignments, either personally or through coordination of available resources.
- Participates in the strategic planning process to establish future direction for the City, in conjunction with other members of the Executive Team, and advises the City Manager on policy and/or issues of organizational and community-wide impact.
- Manages the City Council agenda process and provides briefings on high profile and/or sensitive items. Develops and monitors the target issues and policy agenda reporting process.
- Represents the City Manager, City Council and other City officials in meetings with and presentations to governmental, business, and civic leaders, and promotes the City's interests on key issues.
- Presides over or serves on management committees and governing boards as the City Manager's designee.
- Establishes and maintains effective working relationships with local government officials and media representatives.
- Manages all facets of the City's comprehensive communications program, including media and public information programs, government access television, technical support, marketing of City services, compilation of customer preferences, and production of the City's annual report.
- Oversees the administrative activities of the City Manager's Office, including budget, procurement and personnel.

Resume in favor of Ms. Tracey-Ann Anthony

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- Drafts speeches for City Manager.
- Conducts independent research on assigned topics and prepares reports for the City Manager.
- Completes special projects as assigned.

**Tobago House of Assembly**  
**Division of Settlements and Labour**  
**Scarborough, Tobago**  
**Advisor to the Secretary**

**August 2014 to Sept 2017**

- Serves as the principal advisor to the Secretary regarding the programs for which the Division is responsible.
- Identifies ways to eliminate or reduce significant barriers to production, promote team building, or improve business practices and provides recommendations for implementation.
- Provides technical advice and management support to the Secretary for Housing (Settlements) and Labour.
- Provides advice to the Secretary on the implications of policy related to the Division's long-term and short-term programs and projects;
- Monitors the implementation and progress of the Division's programs/projects and provides valuable feedback and recommendations to the Secretary;
- Determines the need for and initiates special studies and projects to meet the Division's change objectives and monitors their completion; reviews with the Secretary the Division's Annual budgetary proposals;
- Serves on management committees representing the functional areas of the Division as determined by the Secretary;
- Serves on advisory boards as requested by the Secretary and
- Reviews and recommends budgetary allocations as required.

**Tobago House of Assembly**  
**Division of Settlements and Labour**  
**Scarborough, Tobago.**  
**Director of Settlements (Housing)**

**July 2008 to July 2014**

Provided general oversight to the functioning of the Department of Settlements and the housing program as set forth by the Tobago House of Assembly. Successes included:

- Managed the budgetary allocation of approximately 40 Million yearly;
- Formulated, implemented and executed the Settlement (Housing) Policy and amendments for seven years;
- Provided successful leadership in the identification and infrastructural development of land, planning and construction works for all new construction of affordable housing development;
- Lead the preparation of the annual budget process for the department and formulated deliverables for each Fiscal Year;
- Provided oversight to the process of distributing housing lots and built housing units to applicants;

Resume in favor of Ms. Tracey-Ann Anthony

- Created and implemented maintenance programs for all government housing developments;
- Managed all project consultants, construction programs and customer handover initiatives;
- Improved and managed the administration of the Home Improvement Programs (state funded), IADB (international) Housing Programs and Habitat for Humanity initiatives;
- Drafted numerous project briefs and terms of reference for the hiring of international and local consultants and contractors;
- Approved Executive Council Notes for new programs and policies;
- Prepared, or managed or approved the development of all Comprehensive and Land-use Plans across the island;
- Instructed the executing agencies in the selection of international and local consultants and negotiated with consultants and other contractors for works to be undertaken by the Department;
- Reviewed property owner applications for renovations and expansion projects and provided approvals and recommendations as needed;
- Advised on all technical and policy issues to ensure the successful implementation of Land Use Policy and recommended innovative solutions to overcome any relevant constraints;
- Managed a team of 30 employees in administration, project management and property management.

**Interplan Group Ltd- Barataria, Trinidad  
Trinidad & Tobago, West Indies**

**November 2006 to June 2008**

**Senior Planner - Spatial and Planning Department**

Functioned as team leader within a diverse project team and with direct responsibilities in Physical and Spatial Planning, for The Squatter Regularization of Greater Port of Spain Project. Core responsibilities included:

- The production of Local Area Re-parcelization Plan;
- Creation of a Land use Plan;
- Planning and hosting of design charettes and community planning workshops;
- Preparation of presentations for Community and Client information sessions;
- Responsibility for the development of structure plans for the three communities with a lead role in the land use planning and local area transportation requirements of such;
- Management of the development of relevant land use plans and access standards;
- Interfaced and negotiated with the relevant regulatory agencies for buy in and approvals;
- Coordinated the database development for the Project's GIS;
- Coordinated the collection of field data, analysis and generation of reports;
- Coordinated the design, construction and planning of works within the project areas;
- Provided timely feedback regarding the status of the project to Client;
- Negotiated and execute agreements with community councils, property owners and Client;
- Conducted field visits to identify suitable uses for in-fill practices;
- Provided conflict resolution support;
- Supervised planning staff of twenty five (25) personnel and
- Managed the daily operation of the Spatial Planning department.

**Florida Department of Transportation,  
Fort Lauderdale, Florida  
Project Manager – Production Services**

**May 2006 to October 2006**

Negotiated and executed contracts and provided timely deliverance of cleared and acquired property;

- Conducted eminent domain work in directing multiple right of way functions performed by consultants under contract with the Department;
- Coordinated and directed the activities of a right of way consultant in the areas of land acquisition negotiations, suit information preparation, relocation assistance, business damages, property management and project scheduling;
- Ensured that the Quality Assurance Program on in-house projects is in compliance with the Department policies and procedures;
- Performed Quality Assurance; verifying that quality control procedures have been followed for right of way projects;
- Interpreted and communicated right of way policies and procedures to consultants under contract with the Department. Coordinate design and construction work-plan;
- Provided specialized technical assistance to consultant right of way personnel regarding functional elements of right of way;
- Reviewed and approved administrative settlements on consultant and in-house projects;
- Reviewed and approved consultant invoices;
- Participated in right of way consultant selections and
- Supervised Trainees (2) and Right of Way Agents (2).

**School Board of Broward County, Ft. Lauderdale, FL  
Real Property Analyst**

**May 2004 to May 2006**

- Identified parcels of land that met the needs and requirements for school and administrative sites: resulting in the construction of five (5) schools;
- Approved and reviewed surveys, engineering and environmental reports for site acquisitions, the location and conditions involved with easement and right-of-way requests;
- Assisted in evaluating Right of Way easement requests;
- Managed and implemented computerized property records;
- Maintained all property records including grant deeds, easements of records, covenants and restrictions, dedications of rights-of-way and tax-exempt status;
- Prepared all documents for the site review committee; this included communicating with affected County and City officials, PTA personnel, Community activists and affected Area superintendents; Prepared all contracts, leases, deeds, mortgages, options and other legal documents required to execute plans and programs;
- Coordinated leases between individual schools and other government entities, consistent with School Board policy and State Board of Education regulation;
- Made recommendations for and coordinated the disposal of surplus property;
- Supervised obtaining local government land development regulation approvals for school renovations, additions, and new construction;
- Coordinated the site planning process for new school facilities and for additions and renovations as needed;
- Coordinated the acquisition of environmental permits;
- Provided presentational material in Power Point and or ArcView format;

Resume in favor of Ms. Tracey-Ann Anthony

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- Coordinated new site prospects with Boundaries, Safety and Transportation Departments to determine feasibility and suitability of location.
- Assigned and coordinated workflow of all Property Technicians; and
- Provided oversight to all brokerage transactions.

**City of Miramar, Operational Services, Miramar, FL  
GIS Analyst**

**March 1998 to June 2004**

Responsibilities included planning, coordinating, and implementing an intergovernmental effort to provide a geospatial/GIS one-stop service. This required the successful application of the following:  
Creation of various Planning, Engineering and GIS-related standards, policies and procedures relevant to the submittal of GIS and Engineering data;

- Supervision of the creation of various presentational materials for city commission meetings;
- Reviewed digital plans, siteplan, engineering drawing and asbuilts to ensure City code compliance was achieved.
- Monitored Certificate of Occupancy activities and subsequently provided reports and GIS maps illustrating status of city wide development;
- Preparation and presentation of various bi-weekly and monthly reports;
- Assisted in completion and design of the database for the GIS system;
- Developed and maintained City Base Map and Utility Atlas;
- Performed CAD drafting work for special projects;
- Converted Cad drawings to GIS format and other relevant software;
- Coordinated and conducted various fieldwork activities to facilitate data collection;
- Supervised GPS projects; including field crew and interns in data collection;
- Collected and compiled data from State Agencies, Counties, Towns, and NGO's;
- Provided community planning, zoning or design services to public clients;
- Completed GIS analysis and modeling assignments;
- Fielded and prioritized data requests from researchers, policymakers, and community groups; Manipulated and analyzed appropriate GIS data;and
- Coordinated GIS projects with other departments

**PROFESSIONAL MEMBERSHIP/AFILIATIONS:**

Association of American Geographers (AAG)  
American Planning Association (APA)  
American Society of Civil Engineers - (ASCE).  
Chairman of the Tenders Committee - Division of Education Youth Affairs and Sport, THA  
Youth Leader – Moravian Church, Tobago Conference

**CREDENTIALS**

Masters of Science, Public Administration, Barry University	August 2017
Bachelor of Arts, Geography with an Urban Planning focus and GIS specialization - University of South Florida	1996
Certificate in Latin America and Caribbean Studies, University of South Florida	1996

**REFERENCES AVAILABLE UPON REQUEST**

Resume in favor of Ms. Tracey-Ann Anthony