

General Job Application

Job Title

Executive Director - Community ReDevelopment Agency

Requisition Number

56917

Personal Data

Contact

First Name

Clarence

Middle Name**Last Name**

Sirmons

Address

5119 Oasis Park

City

Houston

State

Texas

Zip Code

77021

Primary Phone

8504508343

Alternate Phone**Email Address**

clarence1.sirmons@yahoo.com

Salary Requirement

What is your desired salary range?

\$140,000

Eligibility

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

High School Name

Boynton Beach High School

City

Boynton Beach

Did you graduate?

Yes

State

Florida

College/University

Name of College/University/Other		Start Date	End Date
Florida A&M University		1/23/2005	5/14/2010
City		State	
Tallahassee		Florida	
Degree	Major	Did you graduate?	
Bachelors	Architecture	Yes	

College/University

Name of College/University/Other		Start Date	End Date
Virginia Tech		8/23/2010	5/18/2012
City		State	
Blacksburg		Virginia	
Degree	Major	Did you graduate?	
Masters	Urban & Regional Planning	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.

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

Start Date

06/2016

End Date

Current Employer

Full Time

Position Title

Development Services Manager

Employer

City of Pearland, TX

Phone Number

2816521600

Address

3523 Liberty Drive

City

Pearland

State

Texas

Zip

778

Duties

- Serves as an internal project manager for large commercial development projects by ensuring proper execution of development agreements & PUDs, coordinating solutions to multi-departmental issues, and monitoring deadlines & plan reviews.
- Manages the multi-departmental permit review team with the goal of ensuring an efficient and consistent land development process in the fastest growing city in the Houston metropolitan area. Activities include staffing the Development Review Committee, facilitating meetings, identifying project issues, and conducting periodic staff trainings.
- Manages Development Services Division which includes building permit submittals, plans expediting, and addressing activities.
- Serves as the City's small business liaison by guiding business owners through the land development process and providing information on ordinances and procedures.
- Serves as ombudsman for the development community by fielding concerns from land developers and citizens, assisting in resolving conflicts, and hosting regular public forums.

Reason for leaving?

N/A

May we contact for reference?

No

Previous Employer

Start Date	End Date	
01/2014	06/2016	Full Time
Position Title		
Sustainability Coordinator		
Employer		Phone Number
University of St. Thomas		
Address		
3800 Montrose Blvd		
City	State	Zip
Houston	Texas	77004
Duties		
<ul style="list-style-type: none">• Coordinated and expanded campus sustainability programs in several areas including: campus planning, waste reduction/recycling, energy conservation initiatives, and sustainable food systems.• Served as Chair of the campus Sustainability Committee. Duties included staffing committee, formulating goals, strategy development, and supervision of programs and budget.• Served as Instructor of Urban Planning, Sustainability, and Environmental Science courses.• Responsible for developing strategies for ensuring full lab compliance with EPA and other state and federal regulations.		
Reason for leaving?		
Department was dissolved.		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
01/2013	01/2014	Full Time
Position Title		
Planner		
Employer		Phone Number
City of Houston		
Address		
611 Walker Street		
City	State	Zip
Houston	Texas	77001
Duties		
<ul style="list-style-type: none">• Coordinated comprehensive planning activities including the Capital Infrastructure Plan (CIP) and the Bikeways Plan.• Utilized GIS data in conjunction with field visits to identify and prioritize projects to be included in the city CIP.• Represented the Public works department at community meetings regarding infrastructure planning.• Created exhibits and other presentation materials for public meetings regarding CIP Projects.• Developed project descriptions and benefits for use in preparing cost- benefit analyses.		
Reason for leaving?		
New opportunity		
May we contact for reference?		
Yes		

Previous Employer

Start Date	End Date	
O5/2010	08/2012	Part Time
Position Title		
Research Assistant		
Employer		Phone Number
Virginia Tech Office of Economic Development		
Address		
3800 Prices Fork Road		
City	State	Zip
Blacksburg	Virginia	
Duties		
<ul style="list-style-type: none">• Prepared research reports and project proposals for clients related to neighborhood redevelopment, downtown revitalization, housing research, sustainability, and job creation.• Facilitated public meetings and compiled citizen input into reports which guided decision-making.• Presented proposals to potential investors and stakeholders to secure funding for various economic development projects.• Assisted in grant writing and research initiatives, specifically with Sustainable Communities Regional Planning Grants and HUD Choice Neighborhoods Initiative.		
Reason for leaving?		
Position Ended		
May we contact for reference?		
Yes		

Additional Work Experience Information

Please list any additional work experience below.

Transportation Planning Summer Intern- City of Pittsburgh, Pennsylvania

Skills & Certifications

Professional Certifications and Licenses

- American Institute of Certified Planners (AICP), LEED Green Associate, LEAD training for local governments, FEMA NIMS Planning Section Chief Certification

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

Arc GIS, AutoCAD, Microsoft Office suite, Leadership Houston Class XXXVI, APA National Diversity Committee, Alpha Merit Group Educational Foundation- Director of Educational Activities,

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

Clarence Sirmons

Date Signed: 2/5/2020 10:47 PM

Date Submitted: 2/5/2020 11:21 PM

IP Address: 76.204.95.128

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 work history in the Employment Information Section, or if you do not have ten (10) years of work history, did you list the entirety of your work experience in the Employment Information Section? If not, please return to the Employment Information Section to complete this information.

Yes

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

Indeed.com

Yes

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).

Lata Krishnarao
Practice Leader, Community Planning -Gunda Corporation
(713) 541-3530
lkrishnarao@gundacorp.com
Former Supervisor

Antoine Bryant
Project Manager/Business Development- Moody Nolan
(512)5878283
ABryant@moodynolan.com
Professional Reference

Carol Lewis
Professor and Director of CTTR- Texas Southern University
Phone
7133137924
carol.lewis@tsu.edu
Professional Reference

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

Executive Director - Community ReDevelopment Agency

Do you have a Bachelor's degree from an accredited college or university with a major in Public Administration, Business Administration, Urban Planning, Real Estate?

Yes

Do you have at least three (3) years of supervisory experience?

Yes

Do you have five years of experience in urban planning, real estate development, project coordination, or economic development?

Yes

Clarence Sirmons

Clarence1.Sirmons@yahoo.com

(850) 450 – 8343

5119 Oasis Park Lane

Houston, TX 77021

February 5, 2020

Dear Hiring Manager:

This cover letter is to express my interest in the position of Executive Director of the Community Redevelopment Agency of the City of Margate.

If given the opportunity, I will bring to your organization a wide range of experience that I believe will make me an asset, including:

- Substantial experience in project coordination and overseeing development agreements as the Development Services Manager of the City of Pearland, Texas.
- Experience with capital improvement plans and master plans through my work as a Planner with the City of Houston Public Works Department.
- I possess a master's degree in urban planning and have a passion for utilizing planning and place-making as a tool for economic development and revitalization.
- I have experience working with similar organizations through my volunteer work with Houston Southeast Management District (Tax Increment Reinvestment Zone).
- I also possess a strong resume of relationship building. This skill will allow me to work effectively with the governing Board of Directors and its community partners to ensure that projects are of the best value while enhancing the Margate community.

I am confident that my skills are a match for this position and I would love the opportunity to further discuss my qualifications with you. Thank you in advance for your time and I look forward to hearing from you in the near future.

Sincerely,



Clarence Sirmons, AICP
LEED Green Associate

Clarence Sirmons, AICP
5119 Oasis Park, Houston, TX 77021
(850) 450-8343 · clarence1.sirmons@yahoo.com

Education:

M.A. - Urban & Regional Planning (Virginia Tech, Blacksburg, VA)
B.S. - Architecture (Florida A&M University, Tallahassee, FL)

May 2012
May 2010

Related Work Experience:

City of Pearland - Development Services Manager

June 2016 - present

- Serves as an internal project manager for large commercial development projects by ensuring proper execution of development agreements & PUDs, coordinating solutions to multi-departmental issues, and monitoring deadlines & plan reviews.
- Manages the multi-departmental permit review team with the goal of ensuring an efficient and consistent land development process in the fastest growing city in the Houston metropolitan area. Activities include staffing the Development Review Committee, facilitating meetings, identifying project issues, and conducting periodic staff trainings.
- Manages Development Services Division which includes building permit submittals, plans expediting, and addressing activities.
- Serves as the City's small business liaison by guiding business owners through the land development process and providing information on ordinances and procedures.
- Serves as ombudsman for the development community by fielding concerns from land developers and citizens, assisting in resolving conflicts, and hosting regular public forums.

University of St. Thomas - Sustainability Coordinator

January 2014- June 2016

- Coordinated and expanded campus sustainability programs in several areas including: campus planning, waste reduction/recycling, energy conservation initiatives, and sustainable food systems.
- Served as Chair of the campus Sustainability Committee. Duties included staffing committee, formulating goals, strategy development, and supervision of programs and budget.
- Served as Instructor of Urban Planning, Sustainability, and Environmental Science courses.
- Responsible for developing strategies for ensuring full lab compliance with EPA and other state and federal regulations.

City of Houston, TX - Planner (Public Infrastructure)

January 2013 – January 2014

- Coordinated comprehensive planning activities including the Capital Infrastructure Plan (CIP) and the Bikeways Plan.
- Utilized GIS data in conjunction with field visits to identify and prioritize projects to be included in the city CIP.
- Represented the Public works department at community meetings regarding infrastructure planning.
- Created exhibits and other presentation materials for public meetings regarding CIP Projects.
- Developed project descriptions and benefits for use in preparing cost- benefit analyses.

Virginia Tech Office of Economic Development - Research Assistant

May 2010 – August 2012

- Prepared research reports and project proposals for clients related to neighborhood redevelopment, downtown revitalization, housing research, sustainability, and job creation.
- Facilitated public meetings and compiled citizen input into reports which guided decision-making.
- Presented proposals to potential investors and stakeholders to secure funding for various economic development projects.
- Assisted in grant writing and research initiatives, specifically with Sustainable Communities Regional Planning Grants and HUD Choice Neighborhoods Initiative.

Technical Skills, Certifications, & Memberships:

- American Institute of Certified Planners (AICP), LEED Green Associate, Arc GIS, AutoCAD, Microsoft Office suite, Leadership Houston Class XXXVI, APA National Diversity Committee, Alpha Merit Group Educational Foundation- Director of Educational Activities, LEAD training for local governments, FEMA NIMS Planning Section Chief Certification