

Application for Employment

Print

Submitted by:

Submitted On: 2024-07-15 10:34:19

Submission IP: (209.251.159.235)
proxy-IP (raw-IP)

Status: Open

Priority: Normal

Assigned To: Human Resources

Due Date: Open

LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR EMPLOYMENT
P.O. BOX 310
BRONSON, FL 32621
TELEPHONE: (352) 486-5218 EXT. 3
FAX: (352) 486-5167



Instructions: Complete all items. If a question is not applicable, type "N/A". Do not leave any sections blank. Failure to do so may result in a loss of employment opportunities. Resumes may be attached to supplement the information on the application, but are not accepted in lieu of completion of this application. This application will only be used to consider you for the one position for which you are applying. If you wish to be considered for future openings, you will need to submit a new application. *Asterisk items must be completed.

*** Position Applying For:**

Planning Director

Please type in the position for which you are applying for.

*** Department:**

Planning and Zoning

Please type in the Department Name.

PERSONAL INFORMATION

*** Last Name:**

Howell

*** First Name:**

Tara

*** Middle Name:**

E

*** Street Address:**

5120 SW CR 341

Home Phone:

Ex. (123) 456-7890

Cell Phone:

3524401122

*** City:**

Trenton

*** State:**

FL

*** Zip Code:**

32693

*** County:**

Gilchrist

*** Email:**

thowell777@gmail.com

Type the County you reside in.

*** Are you at least 18 years of age?**

Yes

*** Do you have a valid Florida Drivers License?**

Yes

*** Class:**

E - Regular License A
 B C

Endorsements:

* Have you ever worked under a different name?

If you selected "Yes" Name:

Yes No

Type Name if you selected "Yes".

* Are you able to perform the essential functions of the position as listed and described on the job description for this position with or without a reasonable accommodation?

Yes No

* Relatives Employed by Levy County: Do you have relatives by blood or marriage including elected officials, working for the Board of County Commissioners or other elected officials in Levy County Government

Yes (If yes, please complete below) No

Full Name of Relative:

Dept. or Office Location:

Relationship:

* Have you ever been employed by Levy County Commissioners?

Yes (If yes, please complete below) No

Dates Employed:

Department:

Supervisor Name:

Reason for Leaving:

Please enter to and from dates.

* Law Violation Record: Have you ever been convicted, pled nolo contendere, or had the adjudication of guilt withheld in connection with any criminal offense in any civilian or military court? Note: A "Yes" answer to this question will not automatically bar you from employment. The nature, job-relatedness, severity and date of the offense in relation to the position for which you are applying will be considered.

Yes (If yes, please complete below) No

Offense:

Date:

Place:

Disposition:

MM/DD/YYYY

Format: MM/DD/YYYY

* Are you on the exclusion list for the U.S. Department of Health and Human Services Office of Inspector General?

Yes No

EDUCATION - TRAINING - SKILLS

* Highest Education Level Attained?

Less than High School High School Graduate Tech School 2 Year College Some College Some Grad School
 Doctorate Bachelors Master's MD, DDS, JD Post GED

High School or Issuing Equivalent:

* Graduated:

Columbia High School

Yes No

Type the name of School and State.

Undergraduate College or Universities:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Lake City Community College

Yes No

Type the name of School and State.

Type the number of Credit Hours Completed.

Graduate School:

Graduated:

Credit Hours Completed:

Type of Diploma or Degree/Major Field of Study:

Yes No

Type the name of School and State.

Type the number of Credit Hours Completed.

Technical Vocational or Bus. School:

Graduated: Yes No

Credit Hours Completed:

Type of Diploma or Degree/Major Field or Study:

Type the name of School and State.

Type the number of Credit Hours Completed.

* List any past accomplishments, honors, or assignments which may be relevant for the job for which you are applying:

Working with private developer to get approval on a PD through City of Palatka that had been previously denied. Working with resident of Gilchrist County to have large parcel rezoned to allow SFD platted neighborhood.

If none, please type N/A.

* Special training, knowledge, skills or abilities related to the position in which you are applying:

Florida Planning Officials Training Self educate through UF Urban Planning syllabus AICP prep Course - Planetizen

If none, please type N/A.

LICENSES-CERTIFICATIONS-REGISTRATIONS

Please Indicate any Professional/Occupational Licenses or Registrations/Certifications you currently hold below.

Name of License/Certification/Registration:

Issued By:

Sitting for AICP in November

Number:

Issue Date:

Expiration Date:

State:

Enter the License/Certification/Registration Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

Name of License/Certification/Registration:

Issued By:

Number:

Issue Date:

Expiration Date:

State:

Enter the License/Certification/Registration Number.

Enter the Date Issued.

Enter the Expiration Date (if any).

Enter the State Issued.

EMPLOYMENT HISTORY

Experience: Beginning with your most recent job, describe your employment history, including related volunteer or other non-paid experience. This information will be used to evaluate your qualifications for this job opening and will determine your eligibility to go on to the next step of the evaluation process. Describe additional related experience on a "Separate sheet and attach to Application."

Company Name:

Phone

From Mo./Yr.

To Mo./Yr.

JBPro

Ex. (123) 456-7890

2/2024

Current

Street Address:

City:

State:

Zip:

Starting Pay:

Ending Pay:

Gainesville

FL

\$52,000

Same

Job Title:

Number of Employees Supervised:

May we Contact this Employer?

Planner

Yes No

Supervisor Name:

Supervisor's Phone Number:

Reason for Leaving:

Ex. (123) 456-7890

Still employed

Duties and Responsibilities:

Comprehensive plan updates Land Development Regulation Updates Master Plans Staff reports for local jurisdictions for Rezoning/Conditional permit applications and other Land Use applications Submitting land use applications to local planning departments for private clients. Present to Boards and Commissions. School Planning

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Gilchrist County BOCC	Ex. (123) 456-7890	4/2019	2/2024

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:
201 SE 1st Street	Trenton	FL	32593	\$36,000	\$43,000

Job Title:	Number of Employees Supervised:
Zoning Administrator - Assistant Planner	1

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
Gene Stockman	3525355982	Offered higher salary

Duties and Responsibilities:

Review all land use applications for approval or denial. Draft staff reports Attend public hearings Meet and work with public on applications Work with fire marshall on commercial projects Assist Building Official with completeness review of all permit applications

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Virtual Office Va Staffing - please see attached resume	Ex. (123) 456-7890		

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:

Job Title:	Number of Employees Supervised:

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
	Ex. (123) 456-7890	

Duties and Responsibilities:

Company Name:	Phone	From Mo./Yr.	To Mo./Yr.
Please see attached resume	Ex. (123) 456-7890		

Street Address:	City:	State:	Zip:	Starting Pay:	Ending Pay:

Job Title:	Number of Employees Supervised:

Supervisor Name:	Supervisor's Phone Number:	Reason for Leaving:
	Ex. (123) 456-7890	

Duties and Responsibilities:

Veterans' Preference

Applicants seeking Veteran's Preference should attach the Veteran's Preference Request Form and a Copy of their DD 214 to this Application

*** Do you wish to Claim Veterans' Preference?**

- Yes (If Yes, please complete below)
- No

Branch:

Entry Date:

Discharge Date:

REFERENCES

List 3 References who are NOT Relatives.

* Name:	* Complete Address:	Phone	* Occupation:	* Years Known:
Gene Stockman	201 SE 1st Street Trenton, Fl 32693 <small>Include Zip Code.</small>	3525355982	Building Official	4
Duke Lang	202 SE 1st Street Trenton, Fl 32693 <small>Include Zip Code.</small>	3524637800	Attorney	6
Marshall Mcelroy	4475 SW 35th Terrace Gainesville, Fl 32608 <small>Include Zip Code.</small>	3522583346	Building Official	4

ACKNOWLEDGEMENT

Please read carefully, check I Acknowledge for each paragraph, and sign below.

*** I authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in this application form (and accompanying resume or other documentation, if any) to provide Levy County with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that Levy County may conduct a background check as well as check a check of any social media pages I may have.**

I Acknowledge

*** Levy County is a Drug-Free Workplace. I understand that as a condition of employment I may be required to take a post-offer/pre-employment alcohol/drug test. I further understand that, if management suspects that I am unable to perform my job without endangering others or myself at any time during my employment, I may be required to take an alcohol/drug test.**

I Acknowledge

*** I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions may disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.**

I Acknowledge

*** Applicant Signature:**

Tara E Howell

*** Date:**

07/15/2024

Format: MM/DD/YYYY

LEVY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Levy County Government Center
310 School Street, Room 112
Bronson, FL 32621

Upload a File

No file chosen

Resume/Copies of Certifications/Licenses



TARA HOWELL
PLANNER/ZONING
ADMINISTRATOR

PROFILE

As a Planner and Zoning Administrator, I bring experience in evaluating and enforcing zoning regulations, reviewing zoning and development applications and determining compliance of applications. I am also skilled in assisting applicants in the development approval process. My strong ability to juggle multiple tasks allows me to manage numerous projects successfully.

EDUCATION

AICP Prep Course – Planetizen

Self-Study through UF Urban Planning Syllabus

The Florida Planning Officials Training program

CONTACT

thowell777@gmail.com

(352) 440-1122

5120 SW County Road 341

Trenton, Fl. 32693

EXPERIENCE

PLANNER

FEBRUARY 2024 - PRESENT

Responsible for developing, implementing, and evaluating plans and programs related to land use, community development, and environmental issues. Working with local government officials, community groups, and key stakeholders to develop strategies that help create sustainable, livable neighborhoods and cities. Conduct research and gathering data on community needs, environmental issues, and other relevant factors. Analyze data and create reports to inform decision-making processes. Evaluate the effectiveness of existing plans and programs and recommend changes as needed. Reviewing applications for policy and regulation compliance, drafting staff reports and presenting to Board or Commission.

ZONING ADMINISTRATOR, ASSISTANT PLANNER

APRIL 2019 – FEBRUARY 2024

Responsible for overseeing the daily operations of Building and Zoning County Department. Communicate with department heads, relaying important information or policy changes from upper management. Responsible for implementing training to enhance employee productivity and digital presence to meet and surpass ADA requirements for client base. Review applications to determine compliance with County Land Use Regulations. Applications include but are not limited to; lot splits, Special Use Permits, Site and Development Plans, Variance request, zoning compliance applications for all new residential and commercial construction. Temporary Use Permit applications. Place required advertisement and mailings for Quasi-Judicial Hearings and attend Board meetings.

HR DIRECTOR

JANUARY 2012 – APRIL 2019

Oversee daily operations of online virtual staffing company with 100+ contractors. Create and implement online training programs for new contractors. Collaborate with department heads to increase productivity. Promote the company's brand and aid in the acquisition of new clientele. Schedule and maintain monthly team leader and contractor meetings. Implement and maintain working capital budget.

BUSINESS OWNER

JANUARY 2006 – MARCH 2012

Private business owner of new construction permitting services. Maintain a schedule and budget for each project. Meet with clients and review their ideas and concerns for the development of property. Meet all local, state, and federal requirements for the development application process. Submit application packets to appropriate departments. Manage marketing and sales to develop effective marketing strategies and oversee sales efforts to attract and retain customers.

KEY SKILLS AND CHARACTERISTICS

Proficient in interpersonal and communication abilities • Skilled in MS Office Suite • Capable of working in a team-oriented environment • Problem-solving expertise • Demonstrated leadership • Rigorous attention to detail • Superior organizational abilities • Graceful under pressure