

# Application for Employment

VETERANS PREFERENCE

Print

**Submitted by:**

**Submitted On:** 2024-07-14 17:44:50

**Submission IP:** (35.136.221.168)  
proxy-IP (raw-IP)

**Status:** Open

**Priority:** Normal

**Assigned To:** Human Resources

**Due Date:** Open

**Attachments**

- [Aaron P Levy County Resume Planning Director.docx](#) - 2024-07-14 05:44:51 pm

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:**

Pool

**\* First Name:**

Aaron

**\* Middle Name:**

Michael

**\* Street Address:**

6024 N Bedstrow Blvd

**Home Phone:**

3866897119

**Cell Phone:**

3866897119

**\* City:**

Citrus Springs

**\* State:**

FL

**\* Zip Code:**

34434

**\* County:**

Citrus

**\* Email:**

ampshark@gmail.com

Type the County you reside in.

\* Are you at least 18 years of age?  Yes  No

\* Do you have a valid Florida Drivers License?  Yes  No

\* Class:  E - Regular License  A  B  C

Endorsements:  Motorcycle

\* Have you ever worked under a different name?

Yes  No

If you selected "Yes" Name:

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:

Bishop McNamara High School, Illinois

\* Graduated:

Yes  No

Type the name of School and State.

Undergraduate College or Universities:

University of Central Florida

Graduated:

Yes  No

Credit Hours Completed:

Type the number of Credit Hours Completed.

Type of Diploma or Degree/Major Field of Study:

Bachelor of Arts, Legal Studies

Type the name of School and State.

<b>Graduate School:</b> Soduthern Illinois University School of Law	<b>Graduated:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Credit Hours Completed:</b>	<b>Type of Diploma or Degree/Major Field of Study:</b> Juris Doctor
Type the name of School and State.		Type the number of Credit Hours Completed.	

<b>Technical Vocational or Bus. School:</b>	<b>Graduated:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Credit Hours Completed:</b>	<b>Type of Diploma or Degree/Major Field of Study:</b>
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:**

- Eagle Scout - Law School Graduate - Previous County Planning Department Director with experience in personel management, budget, and project management - Extensive work with ordinance and comprehensive plan amendment - Trained mediator able to apply skills to development projects and case management

If none, please type N/A.

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

- Juris Doctor with focus on State and local government law - Previous certification as a Florida Floodplain Manager - Previous Realtor in Illinois - Previous International Code Council certifications as a Building Inspector -

If none, please type N/A.

**LICENSES-CERTIFICATIONS-REGISTRATIONS**

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

<b>Name of License/Certification/Registration:</b>	<b>Issued By:</b>		
Number:	<b>Issue Date:</b>	<b>Expiration Date:</b>	<b>State:</b>
Enter the License/Certification/Registration Number.	Enter the Date Issued.	Enter the Expiration Date (if any).	Enter the State Issued.

<b>Name of License/Certification/Registration:</b>	<b>Issued By:</b>		
Number:	<b>Issue Date:</b>	<b>Expiration Date:</b>	<b>State:</b>
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."**

<b>Company Name:</b>	<b>Phone</b>	<b>From Mo./Yr.</b>	<b>To Mo./Yr.</b>		
Lake County Board of County Commisioners	(352) 343-9641	December / 2023	Present		
<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Starting Pay:</b>	<b>Ending Pay:</b>
315 W Main St	Tavares	FL	327718	\$57,000	\$57,000

**Job Title:** Senior Planner **Number of Employees Supervised:** 0 **May we Contact this Employer?**  Yes  No

**Supervisor Name:** Janie Barron **Supervisor's Phone Number:** (352)343-9641 **Reason for Leaving:** Advancement

**Duties and Responsibilities:**

Senior Planner responsible for project management and leadership assistance of Planning and Zoning staff. - Case Manager, in high volume planning department, responsible for small and large scale Comprehensive Plan Amendments. - Coordinate planning projects between County Staff, Developers, owners, and attorneys. - Assist with updating of the Lake County Comprehensive Plan. - Provide direction and education to Planning and Zoning Staff Members.

**Company Name:** Hernando County BOCC **Phone:** (352)754-4013 **From Mo./Yr.:** April / 2022 **To Mo./Yr.:** August / 2023

**Street Address:** 15470 Flight Path Dr **City:** Brooksville **State:** FL **Zip:** 34604 **Starting Pay:** \$105,000 **Ending Pay:** \$108,000

**Job Title:** Development Services Director **Number of Employees Supervised:** 85

**Supervisor Name:** Jeff Rogers **Supervisor's Phone Number:** (352) 754-4013 **Reason for Leaving:** Department Going In New Direction

**Duties and Responsibilities:**

Department Director responsible for leadership of all Department Divisions including Planning & Zoning, Building, Code Enforcement, and the County Transit System. - Served as the County's Administrative Official and Floodplain Administrator. - Served in the County's Emergency Operations Center directing damage assessment. - Responsible for Department budget.

**Company Name:** Hernando County BOCC **Phone:** (352) 754-4013 **From Mo./Yr.:** May / 2021 **To Mo./Yr.:** April / 2022

**Street Address:** 15470 Flight Path Dr **City:** Brooksville **State:** FL **Zip:** 34604 **Starting Pay:** \$75,000 **Ending Pay:** \$78,000

**Job Title:** Zoning and Code Enforcement Administrator **Number of Employees Supervised:** 14

**Supervisor Name:** Ronald Pianta **Supervisor's Phone Number:** Ex. (123) 456-7890 **Reason for Leaving:** Promoted to Department Director

**Duties and Responsibilities:**

Responsible for management of all Zoning and Code Enforcement operations. - Served as the County's Administrative Official and Floodplain Administrator. - Coordinated with Emergency Management for FEMA CRS Reporting. - Advised on improvements and drafted regulations for County Ordinances.

**Company Name:** Bainbridge Island **Phone:** (206) 842-7633 **From Mo./Yr.:** December / 2018 **To Mo./Yr.:** April / 2021

<b>Street Address:</b>	<b>City:</b>	<b>State:</b>	<b>Zip:</b>	<b>Starting Pay:</b>	<b>Ending Pay:</b>
280 Madison Ave	Bainbridge Island	WA	98110	\$75,000	

<b>Job Title:</b>	<b>Number of Employees Supervised:</b>
Code Compliance Officer and Sign Code Administrator	0

<b>Supervisor Name:</b>	<b>Supervisor's Phone Number:</b>	<b>Reason for Leaving:</b>
Heatehr Wright	(206) 842-7633	Returned to Florida

**Duties and Responsibilities:**

Code enforcemnet Officer responsible for all Code Compliance and Zoning Enforcement operations for a City of 25,000. - Served as the City's Sign Code Administrator. - Served as a member of the City's Emergency Operations Team as the ICS Planning Section Chief.

**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**

<b>Branch:</b>	<b>Entry Date:</b>	<b>Discharge Date:</b>
United States Coast Guard	Septembe 14, 1993	September 11, 1997

**REFERENCES**

**List 3 References who are NOT Relatives.**

<b>* Name:</b>	<b>* Complete Address:</b>	<b>Phone</b>	<b>* Occupation:</b>	<b>* Years Known:</b>
Ann-Margret Emery	173 South Beach St., Ormond Beach, FL, 32174 <small>Include Zip Code.</small>	(386) 503-0535	Assistant City Attorney	20
Rob Berg	947 Alexander Ave, Port Orange, FL 32129 <small>Include Zip Code.</small>	(386) 295-4657	Building Contractor	18
Dennis O'Keefe	15470 Flight Path Dr, Brooksville, FL 34604 <small>Include Zip Code.</small>	(352) 442-4942	Building Official	3

**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:

Aaron M. Pool

\* Date:

07/14/2024

Format: MM/DD/YYYY

**All applications are subject to Florida Public Records Law**

**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

**Aaron Pool**  
6024 N Bedstrow Blvd  
Citrus Springs, FL 34434  
(386) 689-7119  
ampshark@gmail.com

July 14, 2023

Jacqueline Martin  
Human Resources Manager  
P.O. Box 310  
Bronson, FL 32621

Dear Jacqueline Martin,

This letter is written, regarding the Planning Director position in Levy County. The position presents a great opportunity for my local government experience and legal education to benefit the residents of Levy County.

The skills I will bring to this position include:

- Comfortable communicating, connecting, and assisting all customers from layman to professionals with understanding of land use regulations.
- Skilled in researching and drafting of governmental regulation and policy.
- Skilled in public speaking and presentation.
- Skilled in case management of development projects and Large Scale Comprehensive Plan Amendments.
- Working knowledge and experience with NIMS structure and Emergency Management Operations.

The prospect of working with Levy County in the Planning & Zoning department is exciting. My years of experience providing excellent customer service to local government residents will serve the office well.

I would appreciate the opportunity to interview for the Planning Director position.

Sincerely,

*Aaron M Pool*

Aaron Pool

## AARON POOL REFERENCES

### Professional:

- Ann-Margret Emery, Assistant City Attorney Ormond Beach, FL
  - Ann-Margret and I worked alongside each other in Port Orange where she was the Assistant City Attorney.
    - Assistant City Attorney, Ormond Beach
    - 173 South Beach St., Ormond Beach, FL 32174
    - (386) 503-0535
- Jackie Mays, Zoning Coordinator
  - Jackie is the Zoning Coordinator for Hernando County, FL
    - Hernando County, FL
    - (352) 540-6778
- Nancy Jewel, Housing and Grant Coordinator
  - Nancy was an employee of mine in Port Orange overseeing the City's CDBG and SHIP grant funding. Nancy currently consults for HUD CDBG disaster recovery.
    - 863 Spirea Dr. Rockledge, FL 32955
    - (321) 208-4066
    - [njewelv@gmail.com](mailto:njewelv@gmail.com)
- Rob Burg, Building Contractor
  - Rob is a building contractor in Port Orange. We first met professionally through my Code Enforcement management duties.
    - Rob's K-Bear Aluminum Inc.
    - 947 Alexander Ave., Port Orange, FL 32129
    - (386) 295-4657
    - [rob@screenroomsdaytona.com](mailto:rob@screenroomsdaytona.com)
  
    - [a.emery@ormondbeach.org](mailto:a.emery@ormondbeach.org)

### Personal:

- Kevin Mouyard, GIS Professional (386) 334-6615
- Todd Cunningham, Building Official, Mason County, Washington (360) 481-7011



**Aaron Pool**  
6024 N Bedstrow Blvd  
Citrus Springs, FL 34434  
(386) 689-7119  
ampshark@gmail.com

Accomplished local government professional with over ten years of experience in planning, zoning, and code enforcement seeking the roll of Planning Director. This position presents a great opportunity for my years of Planning & Zoning experience to benefit the residents of Levy County. My ability to provide exceptional customer service, organize processes, and apply critical thinking management principles will be an asset to Levy County.

### **Skills and Qualifications**

- Comfortable communicating, connecting, and assisting all customers from layman to professionals with understanding of land use regulations.
- Skilled in researching and drafting of governmental regulation and policy.
- Skilled in public speaking and presentation.
- Flexible professional willing to asses, plan, and complete diverse tasks.
- Working knowledge and experience with NIMS structure and Emergency Management Operations.

### **Key Accomplishments**

- Eagle Scout, Boy Scouts of America
- Juris Doctor, Southern Illinois University School of Law
- Legal externship (land use) with the City of Carbondale, Illinois Legal Dept.

### **Certifications**

- Certified Floodplain Manager (Expired)
- F.E.M.A. ICS-100, ICS-200, IS-00700 (NIMS), IS-00907 Active Shooter
- F.A.C.E. Level I Fundamentals of Code Enforcement
- F.A.C.E. Level III Legal Issues In Code enforcement

### **Work Experience**

#### **Lake County BOCC Senior Planner**

**12/2023 to Present  
Tavares, FL**

- Responsible for Case management of Comprehensive Plan Amendments, Rezoning, and Site Plans for both residential and commercial development.
- Provide direction and assistance to Planners and administrative staff.
- Assist with development and updating of the Lake County Comprehensive Plan.

#### **Hernando County BOCC Development Services Director**

**04/2022 to 07/2023  
Brooksville, FL**

- Responsible for leadership of all Divisions under the Development Services Department including Planning & Zoning, Building, Code Enforcement, and Transit operations.

- Served in the County's Emergency Operations Center directing damage assessment operations.
- Developed and implemented County regulations and policy.
- Served as the County's Administrative Official.
- Served as the County's Floodplain Administrator.

**Hernando County BOCC**

**05/2021 to 04/2022**

**Zoning and Code Enforcement Administrator**

**Brooksville, FL**

- Responsible for all Zoning and Code Enforcement operations.
- Conducted extensive research of state statutes and local regulations applying results to update county ordinances and policy.
- Served as the County's Administrative Official.
- Served as the County's Floodplain Administrator.
- Coordinated with Emergency Management for FEMA CRS reporting.

**City of Bainbridge Island, WA**

**12/2018 to 04/2021**

**Code Compliance and Zoning Officer**

**Bainbridge Island, WA**

- Responsible for all Code Compliance and Zoning enforcement operations for a City of 25,000.
- Served as the City's Sign Code Administrator.
- Served in the Emergency Operations Center as the ICS Planning Section Chief.

**City of Palm Bay, FL**

**09/2014 to 12/2018**

**Code Compliance Manager**

**Palm Bay, FL**

- Division Head responsible for all Code Compliance and Special Magistrate programs.
- Prepared cases and oversaw presentation in magistrate and court proceedings.
- Developed and implemented ordinances and city policy.
- Responsible for Code Compliance Division Budget.
- Volunteer SCUBA diver for the Palm Bay Police Dept. Underwater Recovery Team.

**Education and Training**

**Juris Doctor**, Southern Illinois University School of Law

Carbondale, IL

**Bachelor of Arts, Legal Studies**, University of Central Florida

Orlando, FL

**Associate of Arts, General**, Daytona Beach Community College

Daytona Beach, FL

**National Incident Management System**

United States

**Real Estate Agent Training**

Kankakee, IL

**Illinois Insurance License Education**

Chicago, IL

**Military Experience**

United States Coast guard

Honorable Discharge

Veterans' Preference



**FEMA**

**Emergency Management Institute – Independent Study Program**  
16825 South Seton Avenue, Emmitsburg, MD 21727 (301) 447-1200

***STUDENT TRANSCRIPT***

**Last Name** POOL                      **First Name** AARON                      **MI**                      **Student ID**

**Issued:** December 17, 2018

<u>Course Code and Title</u>	<u>Completed</u>	<u>IACET CEUs*</u>
IS-00100 Introduction to the Incident Command System, ICS-100	09/29/2006	0.3
IS-00100.b Introduction to Incident Command System ICS-100	10/07/2014	0.3
IS-00200 ICS for Single Resources and Initial Action Incidents, ICS-200	09/29/2006	0.3
IS-00700 National Incident Management System (NIMS), An Introduction	08/26/2005	0.3
IS-00700.a National Incident Management System (NIMS) An Introduction	09/16/2014	0.3
IS-00907 Active Shooter: What You Can Do	03/10/2016	0.1

\*\*\*\*\*End of Transcript\*\*\*\*\*

*Steven P. Heidecker*  
**Steven P. Heidecker**  
*Acting Deputy Superintendent*  
*Emergency Management Institute*

\* One Continuing Education Unit (CEU) is equal to ten (10) student contact hours using the guidelines of the American National Standards Institute (ANSI) / International Association for Continuing Education and Training (IACET) I-2007 Standard.