

2011-8536-2 - Director of Community Services**Contact Information -- Person ID: 10046569**

Name: Valmarie H Turner Address: [REDACTED]
 [REDACTED]
 [REDACTED]
 Email: msvt908@gmail.com
 Notification Preference: Email
 Home Phone: [REDACTED] Alternate Phone: [REDACTED]
 Person ID: 10046569 Former Last Name: Halle
 Month and Day of Birth: 09/08

Personal Information

Can you, after employment, submit proof of your legal right to work in the United States? Yes
 What is your highest level of education? Master's Degree

Preferences

Preferred Salary:
 Are you willing to relocate? Yes
 Types of positions you will accept: Regular
 Types of work you will accept: Full Time
 Types of shifts you will accept: Day

Objective

The opportunity to enhance my work experience within an organization that offers career development options and opportunities for advancement.

Education

College Walden University www.waldenu.edu 3/2004 - 11/2005 Minn., Minnesota	Did you graduate: Yes College Major/Minor: Master's Public Administration Degree Received: Other
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College Florida A&M University www.famu.edu 6/1987 - 4/1992 Tallahassee, Florida	Did you graduate: Yes College Major/Minor: Business Economics Degree Received: Bachelor's
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Work Experience

Director, Housing & Community Development 9/2010 - 8/2011 City of West Palm Beach www.cityofwpb.com 401 Clematis Street, 3rd Floor West Palm Beach, Florida 33401 (561) 822-1274	Hours worked per week: 40 Monthly Salary: \$9,314.00 # of Employees Supervised: 10 Name of Supervisor: Dorritt Miller - Deputy City Administrator May we contact this employer? No
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Duties

Manages the Department of Housing and Community Development including formulating and coordinating the City's housing and community development programs; formulation of policies and procedures, and strategies designed to attract and promote affordable/attainable housing and desirable community

development in the City of West Palm Beach. Serves as advisor on housing and community development projects to the City Commission and other City agencies. Develops plans and programs to provide decent, safe and sanitary living accommodations for persons of all income, including federal, state, and local programs for persons of low income and including, but not limited to the rehabilitation or renovation of housing and rental assistance programs, and to administers such plans and programs as approved by the City Commission. Administers special programs and grants which include, but are not limited to: the Neighborhood Stabilization Program (NSP), Community Development Block Grant Program (CDBG), the HOME Investment Partnership Initiatives, the Housing Opportunities for Persons with Aids (HOPWA), the Emergency Shelter Grant (ESG) Programs, the State Housing Initiative Partnership (SHIP), and the Housing Trust Fund, in accordance with appropriate rules, regulations and guidelines.

Reason for Leaving

n/a

Director, Affordable Housing Department

12/2008 - 9/2010

Hillsborough County Government
www.hillsboroughcounty.org
1208 Tech Blvd, Suite 300
Tampa, Florida 33610
(813) 272-5750

Hours worked per week: 40

Monthly Salary: \$7,916.00

of Employees Supervised: 43

Name of Supervisor: Michael S. Merrill - County Administrator

May we contact this employer? Yes

Duties

Serves as a catalyst and visionary, creating and increasing access to safe and decent affordable housing, as well as community and economic development initiatives by means of forging partnerships throughout the County. Coordinate and approve multi-million dollar funding deals for the development of multi-family and single-family housing developments. Expedite affordable housing projects to support low to moderate income families through effective communication with multiple County departments. Seek and administer State and Federal housing and community development grant funds. Provide key leadership in the management of \$30M budget of State, Federal, and Ad Valorem funds. Develop and approve department budget, approve contract payments and development of contracts. Working closely with County departments and County administration, collaborates closely with a Board appointed citizen advisory committee/board, community stakeholders, public, private and non-profit sectors to stimulate neighborhood revitalization efforts by creating and increasing new affordable housing opportunities and preserving and/or rehabilitating the existing housing stock. Represents the County at meetings as related to housing and community development activities. Manages and/or implements the development of new programs as directed by BOCC.

Reason for Leaving

Relocated - Family related.

Manager, Contracts Unit

11/2006 - 12/2008

Hillsborough County Government
www.hillsboroughcounty.org
1208 Tech Blvd, Suite 300
Tampa, Florida 33619
(813) 272-5750

Hours worked per week: 40

Monthly Salary: \$6,000.00

of Employees Supervised: 3

Name of Supervisor: Howie Carroll - Affordable Housing Director

May we contact this employer? Yes

Duties

Oversee the administration and management of the Contracts Unit with the responsibility for the development, oversight and compliance monitoring of over 100 contracts including inter-departmental memorandums of understanding and agreements with nonprofit agencies with an economic impact on the local community of 70 million dollars in federal and state grant funds. Responsible for Davis Bacon and Related Acts compliance as well as all federal labor standards for Capital Project Developments. Supervise and manage Contracts Managers, and Community Service Program Coordinator. Served as the Interim-Finance Manager and fiscal agent of approximately 20 million dollars in federal and state funds as well as supervising an additional three (3) staff person - Accounting Clerk III, Accountant II and a Senior Secretary. Serve as the primary Interim Affordable Housing Officer/Director when needed.

Reason for Leaving

promoted.

Certificates and Licenses

Type: Real Estate Sales Person

Number: SL617964

Issued by: Florida Department of Business and Prof. Reg.

Date Issued: 10 /1994 Date Expires: 9 /2012

Type: Georgia Real Estate Sales Person

Number: 249045

Issued by: Georgia Real Estate Commission

Date Issued: 2 /2002 Date Expires: 9 /2014

Type: Certified HOME Specialist - Administration

Number:

Issued by: US Department of HUD

Date Issued: 5 /2009 Date Expires:

Type: Certified Home Specialist - Regulations

Number:

Issued by: US Department of HUD

Date Issued: 7 /2006 Date Expires:

Type: Certified Housing Development Finance Professional

Number:

Issued by: National Development Council

Date Issued: 4 /2009 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Resume

Text Resume

VALMARIE HAILE TURNER

[REDACTED]

Email: Msvt908@gmail.com

OBJECTIVE The opportunity to enhance my work experience within an organization that offers career development options and opportunities for advancement.

EDUCATION BACHELOR OF SCIENCE--BUSINESS ECONOMICS

Minor: Business

Graduation Date: 4/92

Florida Agricultural and Mechanical University

MASTER PUBLIC ADMINISTRATION

Specialization: Public Policy

Graduation Date: 12/2005

Walden University

EMPLOYMENT HISTORY**09/10 – Present DIRECTOR, HOUSING AND COMMUNITY DEVELOPMENT**

City of West Palm Beach

West Palm Beach, FL

Manages the Department of Housing and Community Development including formulating and coordinating the City's housing and community development programs; formulation of policies and procedures, and strategies designed to attract and promote affordable/attainable housing and desirable community development in the City of West Palm Beach. Serves as advisor on housing and community development projects to the City Commission and other City agencies. Develops plans and programs to provide decent, safe and sanitary living accommodations for persons of all income, including federal, state, and local programs for persons of low income and including, but not limited to the rehabilitation or renovation of housing and rental assistance programs, and to administers such plans and programs as approved by the City Commission. Administers special programs and grants which include, but are not limited to: the Neighborhood Stabilization Program (NSP), Community Development Block Grant Program (CDBG), the HOME Investment Partnership Initiatives, the Housing Opportunities for Persons with Aids (HOPWA), the Emergency Shelter Grant (ESG) Programs, the State Housing Initiative Partnership (SHIP), and the Housing Trust Fund, in accordance with appropriate rules, regulations and guidelines.

12/08 – 9/10 DIRECTOR, AFFORDABLE HOUSING DEPARTMENT

Hillsborough County Government

Affordable Housing Office; Tampa, FL

Serves as a catalyst and visionary, creating and increasing access to safe and decent affordable housing, as well as community and economic development initiatives by means of forging partnerships throughout the County. Coordinate and approve multi-million dollar funding deals for the development of multi-family and single-family housing developments. Expedite affordable housing projects to support low to moderate income families through effective communication with multiple County departments. Seek and administer State and Federal housing and community development grant funds. Provide key leadership in the management of \$30M budget of State, Federal, and Ad Valorem funds. Develop and approve department budget, approve contract payments and development of contracts. Working closely with County departments and County administration, collaborates closely with a Board appointed citizen advisory committee/board, community stakeholders, public, private and non-profit sectors to stimulate neighborhood revitalization efforts by creating and increasing new affordable housing opportunities and preserving and/or rehabilitating the existing housing stock. Represents the County at meetings as related to housing and community development activities. Manages and/or implements the development of new programs as directed by BOCC.

VALMARIE HAILE TURNER

11/06 –12/08 MANAGER, CONTRACTS UNIT

Hillsborough County Government

Affordable Housing Office; Tampa, FL

Oversee the administration and management of the Contracts Unit with the responsibility for the development, oversight and compliance monitoring of over 100 contracts including inter-departmental memorandums of understanding and agreements with nonprofit agencies with an economic impact on the local community of 70 million dollars in federal and state grant funds. Responsible for Davis Bacon and Related Acts compliance as well as all federal labor standards for Capital Project Developments. Supervise and manage Contracts Managers, and Community Service Program Coordinator. Served as the Interim-Finance Manager and fiscal agent of approximately 20 million dollars in federal and state

funds as well as supervising an additional three (3) staff person – Accounting Clerk III, Accountant II and a Senior Secretary. Serve as the primary Interim Affordable Housing Officer/Director when needed.

2/00- 10/06 HOME OWNERSHIP ASSISTANCE PROGRAM MANAGER

Fulton County Government

Department of Environment and Community Development; Atlanta, GA

Program Manager for the Home Ownership Assistance and Tenant Based Rental Assistance Programs. Administer federal HOME Investment Partnership Program funds provided for community development with Fulton County Government. Solicit, interview and train participating lenders for program. Assist in preparation of Fulton County Consolidated Plan and Annual Action Plans. Coordinate and teach housing counseling classes for the Fulton County Home Ownership Assistance Program. Identify eligible projects and recommend funding; prepare grant proposals and recommendations; evaluate and rank proposals based on market and financial feasibility, income restrictions, site and land characteristics, proposed development characteristics, and compliance with HOME regulations. Underwrote HOME grant proposals and Downpayment Assistance loan packages for the Department. Develop and revise policies and procedures that govern program administration. Serve as the County's liaison for Affordable Housing Programs, Predatory Lending and Fair Housing Issues.

1/99-2/00 AFFORDABLE HOUSING COORDINATOR

City of Daytona Beach

Community Development Department; Daytona Beach, FL

Planned, administered and coordinated the SHIP, HOME, and HOPE3 affordable housing programs for the Community Development Department. Served as the SHIP Administrator for the City of Daytona Beach, which includes preparing the Local Housing Assistance Plan. Coordinated all Fair Housing Programs for the City of Daytona Beach. Served as the liaison to federal, state, and local government agencies for funding and non-profits, title companies, and lenders to ensure compliance of federal, state and local guidelines. Served as the City of Daytona liaison for the Affordable Housing Advisory Board. Supervised and monitored Community Housing Development Organizations (CHDOs) to ensure compliance with HOME guidelines. Assisted the Community Development Director in developing new and effective housing programs for the City of Daytona Beach. Prepared annual reports for SHIP and HOPE 3.

VALMARIE HAILE TURNER

4/94-1/99 REDEVELOPMENT COUNSELOR II

City of Tampa

Community Redevelopment Agency; Tampa, FL

Served as Team Leader of the Redevelopment Section. Supervised and managed processors in the Redevelopment Section. Administered and assigned all client files to processors. Underwrote and evaluated loan packages based on applicants' ability to repay, credit and title evaluation, verification of rent, and income. Counseled applicants for Challenge Fund, CDBG, HOME and SHIP loan programs. Coordinated and managed assigned marketable properties inventory. Prepared lender packages for nonprofit partners. Monitored the performance of eight title companies for compliance with City guidelines and explain conflicts and/or differences to senior staff. Coordinated activities related to initiating, ordering and paying all title binders and name searches for potential clients. Served as liaison between the City, non-profit agencies, title companies, and lending institutions for all assigned loans. Maintained all client loan-processing files to ensure proper funding disbursement at closing. Researched affordable housing database to reconcile appropriate funding for construction projects and designed spreadsheet for affordable housing maintenance and loan processing information. Prepared affordable housing related reports for department staff.

11/92-4/94 LOAN REVIEW SPECIALIST

Market Street Mortgage Corporation

Loan Review Department; Clearwater, FL

Coordinated and reviewed all agency closing and underwriting documents for loans and submitted all completed FHA loans to the Department of Housing and Urban Development for insuring. Responsible for daily deposits of closing costs and mortgage payments for all new loans, collected and entered loan information in the computer tracking system for processing. Received original notes and legal documents from title companies. Merged legal credit and pre-closing packages for all new loans. Mailed mortgage insurance certificates and loan guarantee certificates to borrowers, entered address corrections, phone numbers and name changes.

SKILLS Skilled in various computer software packages, including Corel WordPerfect, Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access. Licensed Real Estate Salesperson (FL and GA). Certified Housing Development Finance Specialist (National Development Council). Certified HOME Program Specialist –Regulations and Administration (HUD). Certified Housing Counselor.

REFERENCES AVAILABLE UPON REQUEST

Attachments

Agency-Wide Questions

1. Q: Have you ever been convicted of a felony? (A conviction is not an automatic bar to employment.)

A: No

2. Q: If you answered 'yes', please explain the nature of the conviction, the date of conviction, and the final disposition.

A:

3. Q: Are you a current Seminole County Government, BCC employee?

A: No

4. Q: If you answered 'yes', please provide your current Department and Division.

A:

5. Q: Have you ever been employed by Seminole County Government?

A: No

6. Q: If you answered 'yes', please indicate date(s) of employment, Department(s)/Division(s), positions and reason for leaving.

A:

7. Q: Are any members of your family or relatives (by blood or marriage) employed by Seminole County Government?

A: No

8. Q: If you answered 'yes', indicate their name(s), Department(s)/Division(s), position(s) and relationship.

A:

9. Q: Have you been convicted of any moving violations in the past five (5) years?

A: No

10. Q: Have you ever been discharged from a job or resigned in lieu of discharge?

A: No

11. Q: If you answered 'yes', please explain the circumstances.

A:

12. Q: How did you learn about this employment opportunity with Seminole County Government?

A: Seminole County Government Website

Supplemental Questions

1. Q: What is your highest level of education?

A: Master's Degree or higher

2. Q: How much community assistance/community development experience do you possess?

A: 10 plus years

3. Q: Do you have experience preparing and presenting an annual departmental budget?

A: Yes

4. Q: How many employees have you supervised (including direct and indirect reports)?

A: Staff of 30 or more

5. Q: Do you have experience overseeing the implementation of affordable housing and community development projects?

A: Yes

6. Q: Do you have experience managing grants and contracts?

A: Yes

7. Q: How much management experience do you have?

A: 7 to 10 years
