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Richard (Rick) R. Hartenstein, Jr.

Objective

I am seeking consideration for the vacant position on the Enterprise Zone Development Agency Committee representing the Planning Profession, where I can utilize my planning, management, interpersonal, research, and communication skills to assist in fulfilling the needs of the Sumter County Board of County Commissioners.

Skills and Capabilities

- Able to accurately interpret and apply the various codes and regulations pertaining to land use and development
- Skilled in solving complex problems and conflict resolution
- Excellent oral and written communication skills
- Understand basic surveying principles
- Highly motivated individual with a team player attitude
- Able to work under very stressful conditions without losing focus on the task at hand
- Skilled in Microsoft Office Professional Suite
- Skilled in ArcMap 10/ArcView 10

Experience

Lake County Board of County Commissioners, Tavares, FL
Growth Management Department/Planning & Community Design
Division

Jan. 2004 to Present

Senior Planner

- Process rezoning, conditional use permit, and variance applications
- Review and process administrative subdivisions of property
- Review and process Industrial and Commercial site plans
- Conduct research of development orders and issue a determination of vested rights for the development order
- Prepare staff reports for the various administrative applications
- Make various administrative board public hearing presentations (Rezoning, Conditional Use Permit, and Small Scale Land Use Amendments)
- Review and process zoning/building permit applications
- Assist in the training of new personnel (Planners)
- Staff liaison for the Mount Plymouth/Sorrento Planning Advisory Committee

1999 to Jan. 2004

Planner

- Review and process zoning/building permit applications
- Review and process administrative subdivisions of property
- Review and process Industrial and Commercial site plans
- Conduct research of development orders and issue a determination of vested rights for the development order
- Process rezoning, conditional use permit, and variance applications
- Prepare staff reports for the various administrative applications
- Make various administrative board public hearing presentations

(Rezoning, Conditional Use Permit, and Small Scale Land Use Amendments)

1997 to 1999

Associate Planner

- Review and process zoning/building permit applications
- Review and process administrative subdivisions of property
- Conduct research of development orders and issue a determination of vested rights for the development order
- Process rezoning, conditional use permit, and variance applications
- Prepare staff reports for the various administrative applications
- Make various administrative board public hearing presentations

Lake County Board of County Commissioners, Tavares, FL
Lake County Growth Management Department/Code Enforcement Division

1988 to 1997

Code Enforcement Officer

- Investigated alleged violations of the Lake County Code and Land Development Regulations, including research of property history
- Prepared, processed, and presented code violation cases for prosecution by the Code Enforcement Board
- Maintained files, records, and other supporting data concerning code enforcement
- Designed and implemented the conditional use permit inspection program and data base

Experience (cont.)

James C. Watkins, Clerk of the Circuit Court, Tavares, FL
Property and Records Division

1986 to 1988

Storeroom Manager/Clerk

- Managed the office supply inventory system with assets ranging from \$20,000 to \$50,000
- Maintained account records and processed billing statements for government customers
- Processed customer orders for next day delivery
- Maintained the courthouse phone system maintenance records

Education/Certification

- 2009** American Institute of Certified Planners (AICP)
- 2008** Incident Command System IS-00800 Certification
- 2008** Incident Command System IS-00400 Certification
- 2008** Incident Command System IS-00300 Certification
- 2007** Incident Command System IS-00200 Certification
- 2007** Incident Command System IS-00100 Certification
- 2006** Incident Command System IS-00700 Certification
- 2003** Certified Public Manager (CPM), Florida State University
- 2002** Licensed Real Estate Salesperson
- 1995** Level 1 Certification, Code Enforcement, University of Central Florida, Institute of Government (40 Hours), Orlando, Florida
- 1993** Level 2 Certification, Code Enforcement, University of Central Florida, Institute of Government (40 Hours), Orlando, Florida

Activities

- Member of the American Planning Association since 2002
- Member of the American Academy of Certified Public Managers since 2004
- Logistics Chief, Emergency Operations Center/Hurricane Response for Lake County
- Served on the Lake County Employee Advisory Committee
- Served on the Lake County Employee Safety Committee
- Served as team leader on the Environmental Emergency Liaison team
- Served on two focus teams that had direct influence on the improvement of government services to the public
- Member of Lodge No. 234, Free and Accepted Masons, Tavares, Florida
- Served six years (1978-1983) in the United States Navy and received an Honorable Discharge