

# SCOTT ALEF

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## PROFESSIONAL EXPERIENCE

### CHARTER TOWNSHIP OF WATERFORD, MICHIGAN

#### PLANNER II | MARCH 2019 - PRESENT

Provides professional level support for various planning responsibilities including development review, technical support, and the promotion of business development and growth within the township.

- Maintain and update the townships zoning ordinance and master plan
- Act as the department liaison for development professionals, interdepartmental and inter-agency coordination efforts
- Conducts reviews of development projects.
- Prepare staff reports and presentations for Planning Commission.
- Coordinate projects with development professionals.
- Prepares technical reports, ordinance and regulation changes, and correspondence.
- Collects and analyzes statistical data.
- Assists with resolving citizen and developer issues through phone calls, email, and front counter support.

### CHARTER TOWNSHIP OF SHELBY, MICHIGAN

#### ASSOCIATE PLANNER / ECONOMIC DEVELOPMENT COORDINATOR | NOVEMBER 2016 – MARCH 2019

Provides professional level support for various planning responsibilities including development review, technical support, and the promotion of business development and growth within the township.

- Assists with development of the Township's long range and economic development strategic plan.
- Provides staff support for Planning Commission and Zoning Board of Appeals.
- Develops and expands business leads and relationships with the business community.
- Conducts reviews of development projects.
- Collects and analyzes statistical data.
- Prepares technical reports, ordinance and regulation changes, and correspondence.
- Established and maintains the Township's GIS web portal.
- Assists with resolving citizen and developer issues through phone calls, email, and front counter support.

## OAKLAND COUNTY, MICHIGAN

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### ENVIRONMENTAL PLANNER I | DECEMBER 2014 – NOVEMBER 2016

Provided technical support and evaluation for monitoring and maintaining the public drinking water supply for the various Oakland county municipal and well supplied water systems.

- Monitored twenty-two distinct water systems which include both City of Detroit supplied as local well water supplied systems.
- Provided customer service for water quality concerns and complaints.
- Monitored system operation through SCADA systems
- Coordinated system contaminant testing according to MDEQ requirements
- Prepared monthly, quarterly, and annual reports for state agencies and public water customers.
- Researched and collected data from outside agencies and sources.
- Added and updated utility information to the GIS databases.

## CITY OF WEST PALM BEACH, FLORIDA

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### GIS SUPPORT SPECIALIST | JANUARY 2014 – DECEMBER 2014

Maintained the Geographic Information utility infrastructure, land management, and property files for the City of West Palm Beach including coordination of property updates from the County, addressed updates from the appropriate City departments and premises updates based upon input from the appropriate agency.

- Developed maps and analyzed data for various city departments including Planning, Code Enforcement, the Community Redevelopment Agency, and Economic Development.
- Performed and served as the public point of contact for addressing and parcel maintenance utilizing ArcGIS and CommunityPlus
- Coordinated with County staff and maintained City addressing records in Palm Beach County ePZB system.
- Maintained the land file records for planning and assisted with state reporting of land use changes and annexations.
- Maintained utility infrastructure in SDE databases
- Researched and collected data from outside agencies and sources.

### GPS TECHNICIAN | JANUARY 2013 - DECEMBER 2013

- Surveyed and mapped municipal water distribution, storm sewer, and sanitary sewer system using Trimble GeoExplorer 6000 and ArcGIS software: ArcPad 10, and ArcMap 10.
- Performed records research using Fastlook v12 database software.

### SUSTAINABILITY INTERN | AUGUST 2011 - JANUARY 2013

- Assisted with review of city's Sustainability Action Plan
- Assisted with coordination and implementation of community outreach workshops, events, and conservation programs
- Administered city owned building data through the US EPA EnergyStar Portfolio Manager program
- Processed and reviewed applications and maintain records for participants in conservation programs
- Developed eligibility requirements and application for participants in the 2012 SFWMD Water Conservation Program
- Designed web and print graphic art and media
- Recruited for resident and business participation for programs, workshops, and events

## PROTECTION BY DESIGN, LLC

### SENIOR SYSTEM DESIGNER | OCTOBER 2007 - JULY 2011

- Created layout and design of building and site automatic fire sprinkler systems and performed hydraulic calculations
- Performed site surveys and inspections to assess existing conditions Maintained customer records and reports
- Oversaw design, project bidding, installation, and service of fire system projects as a Licensed State Contractor

## EDUCATION

### UNIVERSITY OF FLORIDA | 2018

Master of Arts, Urban and Regional Planning

### FLORIDA ATLANTIC UNIVERSITY | 2012

Bachelor of Arts, Urban and Regional Planning

### ST. CLAIR COUNTY COMMUNITY COLLEGE | 2007

Associate of Science, Drafting and Design Technology

## VOLUNTEER EXPERIENCE

### WATERFORD TOWNSHIP, MICHIGAN - TAX ASSESSOR BOARD OF REVIEW

#### BOARD OF REVIEW MEMBER | JANUARY 2018 - PRESENT

An appointed position that meets to review property assessments, hear assessment appeals, and make any needed corrections to the assessment roll.

### WEST PALM BEACH, FLORIDA - DOWNTOWN DEVELOPMENT AUTHORITY

#### PROJECT ASSISTANT | MAY 2012 – SEPTEMBER 2012

Assisted the West Palm Beach CRA through public outreach programs, developed graphics to assist with project marketing assisted with the FY2012 budget development, researched RFI bidding lists for Old City Hall site, researched and planned for Historic Neighborhood signage for the Northwest Neighborhood.

## CERTIFICATIONS

### U.S. GREEN BUILDING COUNCIL

LEED Green Associate | October 2017-Present | Certification 111495503