

PAUL “P.J.” CONOVER

Orlando, Florida | 407-457-2821 | conover.pj@gmail.com

A Specialist in Innovation, Collaboration, Development, Project Management, and Communication

Dynamic and results-driven professional with accomplished track record of municipal, county, and international collaborative leadership. Innovative and energetic leader who is comfortable in high-profile positions, interfaces easily with stakeholders, community leaders, international, national, federal, state, and local leaders, community volunteers, contractors and consultants, and internal staff, leveraging networking and executive functions to coordinate sustainable community development and growth. Articulate and tactful communicator with strong interpersonal and conflict resolution skills. Proven ability to build, support, and marshal teams effectively and allocate resources efficiently.

PROFESSIONAL EXPERIENCE

OSCEOLA COUNTY, FLORIDA

SENIOR PLANNER AND PROJECT MANAGER

2023 - PRESENT

- Oversees the implementation of sustainability strategies and Green Initiatives.
- Addressing climate change, alternative energy, recycling, composting, sustainable communities, and related issues.
- Pursue grant opportunities to see Green strategies to fruition.

SENIOR PLANNER AND PROJECT MANAGER

2022 - 2023

- Lead planner and project manager, in Community Development, for Osceola County's NeoCity Vision.
- Lead compliance review planner for all Osceola County Public Schools.
- Lead project manager and report author for new Community Redevelopment Areas.
- Researched, analyzed, and provided planning recommendations in support of County goals and objectives.
- Reviews applications and requests for compliance and consistency with County regulations and policy.
- Participating member of County Administrative Design Review Committee for NeoCity project.
- Planned, delegated, scheduled, reviewed, and edited work products produced by division staff.
- Supervised, assisted, and coordinated the work-product of lower-level Planners & Community Development staff on assignments and special projects.
- Prepared and presented research findings and staff reports in public meetings and community meetings.

CALVERT COUNTY, MARYLAND

PLANNING COMMISSION ADMINISTRATOR & DEVELOPMENT REVIEW SUPERVISOR

2020 - 2022

- Served as County Administrator for the Calvert County Planning Commission.
- Oversaw all aspects Maryland Open Meetings Act compliance.
- Supervise and leads the staff of the Development Review sub-division of the Planning and Zoning Department.
- Collaborated with citizens and County staff on factors of sustainability in review of commercial projects and residential subdivisions.
- Responsible for all applications and final permit reviews of commercial development within the County, prior to public hearings.
- United elected and appointed officials, department directors, staff, and the public to implement positive and sustainable changes.
- Work with members of the development community to facilitate the review of planning and zoning, and development proposals.
- Formulated and recommended policies relative to development, growth, and land use.

Pennington County – Rapid City, SD

2013 - 2020

PLANNING & ZONING DIRECTOR 2014-2020 & PLANNING & ZONING ASSISTANT DIRECTOR 2013-2014

- Oversaw all aspects of planning and zoning operations including code enforcement, stormwater pollution prevention, flood plain management, and smart growth throughout Pennington County.
- Initiated special community meetings and established sub-committees to facilitate collaborative planning efforts.
- Administered damage and loss prevention operations through Special Flood Hazard Area Floodplain Prevention Techniques to encourage sustainable development and growth.
- Prepared, maintained, and oversaw proper documentation for projects, budgets, reports, ordinances, rezoning, plats, conditional use permits, variances, resolutions, studies, maps, charts, and reviewed and approved all building permits (residential and commercial) and wastewater disposal permits. Additionally, reviewed all other permit and application submittals prior to public hearings.
- Advised County Commission and Planning Commission meeting protocol.
- Lead interpreter and administrator of the County's Comprehensive Plan, Zoning Ordinance, Subdivision Regulations Ordinance, Flood Damage Prevention Ordinance, Sustainability Initiatives, and Nuisance Ordinance.

Rocking Tree Landscapes, Inc. – Sturgis, SD**2012 to 2013****LANDSCAPING & IRRIGATION FOREMAN**

- Interfaced with customer to provide excellent landscaping and irrigation service on residential and commercial projects.
- Supervise field staff of eight spread throughout multiple job sites.
- Performs site visits, draft landscape improvement projects, create project budgets, and maintain exceptional customer service.

ARIZONA CITY GOVERNMENT**2002 - 2013**

City of Chandler, AZ – Community Service Department- RECREATION COORDINATOR | CITY ASSISTANT NATURALIST | FACILITY & PARK MANAGER; *Planned, orchestrated, and directed recreational and nature based educational activities, allocated financial and human resources for events, and assessed program effectiveness. Coordinated with vendors and sponsors to acquire resources and monitored all contracts. Led a team of six, handled employee evaluations, reviewing timesheets, conducting training, fielded concerns and problems, and implemented discipline measures. Directed administrative tasks, including program registration and fee collection and monitored budgets and expenditures, reviewed invoices, and equipment purchases. Developed manuals, rules, and regulations governing and supervised implementation and enforcement of risk management and safety protocols. Managed major physical facilities, conducting regular inspections of equipment, facility, and grounds, ensuring a safe environment.*

MANAGEMENT ASSISTANT II | City of Phoenix, AZ – Office of the City Manager, Office of Cultural Affairs, & Office of International Relations; *Handled key high-level administrative operations for The Mayor and City Council Members, including office staff recruitment and supervision, budgetary development and analysis, contract development and overview, website creation and maintenance, program development, customer service, and public relations. Oversaw international competitions and student programs to promote a positive image for the city, coordinated City-Wide signature events, and liaised with board and commission sub-committee members.*

- Recognized by the City of Calgary, Canada, for enhancing international relations through the Phoenix-Calgary Sister Cities Initiatives, receiving Special Appreciation Award in 2010.
- Nominated in 2009 for Employee Excellence Award for program coordination with international, federal, state, and local entities.
- Awarded Supervisors Class Act Award in 2008.

RECREATION COORDINATOR III | City of Phoenix, AZ – Parks & Recreation Department; *Planned, coordinated, directed, and evaluated citywide services and nature educational programs; served as point of contact for community needs and resource coordination; and prepared budgets for facility, staff, and programming. Managed 10,000+ square foot environmental education and training facility, supervised full and part time staff – including 80+ volunteers and coordinated teams to deliver two signature nature based special events, the City of Phoenix National Trail Trek and the City of Phoenix - Summit Challenge.*

- Awarded Employee Excellence Award in 2007 (an award received by less than 1% of employees each year).
- Awarded Supervisors Class Act Award in 2007.
- Awarded honorary title, “Friend of Phoenix”, from Phoenix Mayor, in 2011 for outstanding work implementing, programming, and coordinating special public events, community and economic development meetings and programs.

PARK RANGER III SUPERVISOR / PARK RANGER II | City of Phoenix, AZ – Parks and Recreation Department; *Preserved and protected natural park habitat and physical facilities in mountain parks; served as Law Enforcement Ranger Supervisor within mountain parks; and maintained historical facilities and trails. Planned and executed educational and interpretive programs, community service events, construction and destruction projects, trail building, and Boy Scout Eagle Projects and Girl Scout Gold, Silver and Bronze Projects. Supervised full time, part-time, and volunteer staff; identified challenges, developed strategic solutions, and implemented problem-solving strategies.*

EDUCATION / CREDENTIALS / LEADERSHIP

Master of Science- Community Resources & Development Department, Arizona State University

Bachelor of Science in Psychology, Minors in Communication and Education, University of Pittsburgh

Certified Floodplain Manager (CFM), Association of State Floodplain Managers

Future Leaders Academy, Advanced Supervisory Academy, Supervisory Training Initiative & Leadership Program, City of Phoenix, AZ

Supervisors Academy & Future Leaders Training, City of Chandler, AZ / Supervisors and Leadership Training, Pennington County, SD

AFFILIATIONS, MEMBERSHIPS, & COMMUNITY INVOLVEMENT

AMERICAN PLANNING ASSOCIATION | 2013-PRESENT

ASSOCIATION OF STATE FLOODPLAIN MANAGER | MEMBER 2015 – PRESENT

PHI DELTA THETA INTERNATIONAL FRATERNITY | APPOINTED LIFETIME AMBASSADOR

ORDER OF OMEGA HONORS SOCIETY | LEADERSHIP RECOGNITION | MEMBER

ALPHA PHI OMEGA | SERVICE FRATERNITY

ARIZONA PARKS & RECREATION ASSOCIATION | WEST REGIONAL DIRECTOR – 2006 TO 2009 & 2011 TO 2012