



# ANDREW OMER TRIVETTE

## OBJECTIVE

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To obtain a leadership position within local government.

## EDUCATION

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1999-2001 University of Virginia Charlottesville, VA  
*BS/Environmental Science*

- Four year program covering the major disciplines of physical science

## WORK EXPERIENCE

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February 2003 – Current\* Acting Growth Management Division Director: Monroe County, Florida

- ❖ Supervision of 90 employees in four departments
- ❖ Write and present staff reports to county commissions
- ❖ Draft conservation planning tools and policies

January 2000 – February 2003 GIS Specialist 1: County of Albemarle Virginia

- ❖ Maintained county wide building locator system in GIS environment
- ❖ Maintained and distributed county addressing
- ❖ Created information management tools as well as custom mapping

January 2001 – February 2003 Acid Rain Data Analyst/Researcher: University of Virginia

- ❖ Constructed a single manageable dataset from various datasets and types
- ❖ Created a single document for publication in conjunction with two full professors
- ❖ Processed three final reports to be published

## SPECIAL ACCOMPLISHMENTS

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Published and Presented, *Point Sample Analysis for Mercury Contamination of the North Fork of the Holston River and Small Scale Tests of EPA Encapsulation Methods*; Virginia Water Resources Research Center South West Virginia Water Symposium.

Co-Authored, *Virginia Acid Precipitation Network Analysis of Data from Hampton, VA*; (including another for Luray and Rockbridge Virginia) University of Virginia Department of Environmental Science in conjunction with the Virginia Department of Environmental Quality

## OTHER SKILLS

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Computer: GPS, ArcGIS, Microsoft Office Suite including Access, Web Design, Mainframe, Various Project Tracking Software

\* Several positions held during this time

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Wednesday April 25, 2007

County Administrator  
Employee Services Division  
Human Resources  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040

RE: Director of Growth Management Division

Dear Mr. Willi:

I have the tremendous opportunity to serve Monroe County in the role of Acting Growth Management Division Director since January 22, 2007. During this time I have made a considerable effort to make a difference while I have the chance. I have made many strides in the direction of improving both customer service as well as public perception of the Division. I have listed below several initiatives which I have pioneered:

- Provide a firm structure of leadership throughout the Division
- Reinstate the “open door” policy within the Division for all leadership personnel
- Provide structure for reviewing and improving our current revenue streams
- Create positive relationships between Division leadership and County leadership
- Increase availability of staff to internal customers
- Provide a more approachable face to Growth Management with our many committees and teams
- Change customer service attitude from negative to positive, provide additional solutions
- Encourage staff creativity within the framework of Monroe County Code
- Provide the creative solutions required to resolve many long pending issues within the Division

I have set a course for the Division within the concept of the “Seven Seas” provided by the Sterling process. This course is a Division wide improvement campaign called “The Essential Piece”. The Division has adopted a mission statement for the campaign which reads as follows:

***Mission Statement:*** *To propel the Growth Management Division into a position of performance excellence through the creation of a stronger team in which every employee is an essential piece.*

The course will steer the Division through five essential areas of improvement. The first is team construction, which requires the creation of leadership teams within the departments and the fostering of team concepts in daily work schedules. The second is the creation of a continuous improvement program (CIP) which revolves around our qualified staff members providing employee development opportunities geared toward employee growth within the Division. Third is an intensified customer outreach program. I have created a team to serve as a customer outreach committee who are tasked with specific goals to achieve throughout the year. The fourth component of the campaign is to centralize the administration of the Division. This will allow us to recognize inefficiencies and allow us to capitalize on individual employee strengths. The final component is a

total review of our fee schedules. In this years budget preparation I initiated a different approach to looking at the numbers. I added a small visual component which, even though it seemed small, the impacts were readily apparent through the newfound departmental understanding of budget issues.

In summary, improvements are already being realized. Goals are already being achieved and the Division has embraced my ideas and welcomed the changes I have implemented. We are functioning as a team and our goal is to become a model for other Divisions.

Sincerely,

A handwritten signature in black ink, appearing to read 'AOT', with a long horizontal stroke underneath.

Andrew Omer Trivette

Enclosures:      Résumé

CC:      File

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