

Antoinette Evans

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PROFESSIONAL SUMMARY

I am an executive professional with more than 23 years experience working in municipal government while consistently demonstrating dedication to excellence in management, team leadership and supervisory roles. I have strong skills in various areas of communications, negotiations, government relations and regulations within challenging multitasking environments. I excel in focusing my efforts on finding innovative solutions to challenges and bringing individuals and groups together to work toward common goals and common good for the community.

OVERVIEW OF QUALIFICATIONS

- Staff training and team leadership
- Project Management
- Public relations with adept communication skills
- Strategic planning; long and short range goal setting
- Policy and procedure implementation
- Extensive Ordinance Enforcement experience
- Community Outreach
- Organizational and time management proficiencies with a proven 23-year track ability to work independently

PROFESSIONAL EXPERIENCE

THE CITY OF SOUTH SALT LAKE CORPORATION MAY 1993 - PRESENT

Code Enforcement Supervisor, June 2010 to Present

Administer administrative support to department director as well as assist with supervision of the department, primarily code enforcement officers. Facilitate the coordination and supervision of enforcement and abatement activities (Task Group), community connection assignments, and other programs established through administration such as the Utility Box Art Program and the Beautiful Yard Award Program. Administrative support includes department strategic planning and maintaining city's ultimate purpose and goal to better city infrastructure and ultimate care for city residents and businesses. Monitor day to day operations of city community relations. Active board member of Utah Ordinance Compliance Association (UOCA) for several years. Assist other departments and personnel when requested.

Code Enforcement Officer, March 1998 to June 2010

Responsible for ensuring compliance to City, County and State laws and ordinances regarding: housing, nuisances, public health, safety and welfare. Respond to city residents and businesses concerning potential code violations of which is done through: conducting field investigations, gathering evidence, meeting with owners and/or tenants to review and explain code requirements, issue warnings and correction notices or citations in order to secure code compliance while maintaining reports, records and case logs; and when necessary present and testify of these findings/records in court.

Senior Utility Billing Specialist, May 1993 to March 1998

Performed all tasks associated with monthly billing of utility accounts, which included water, sewer, and industrial waste. These tasks included: new set-ups, terminations, collections, adjustments, customer service, customer correspondence, examining pre-billing balances for accuracy, filing of water / sewer agreement application cards and extensive accounts receivable as well as balanced month end reports. Generated delinquent mailer notices and nonpayment notices. Maintained sewer averages each year reviewing November through April meter readings to ensure accurate sewer charges. Worked closely with Water Department in the dispatch of emergency water calls and work orders. Also aided Cash Receipting department when needed. Performed other duties and projects as assigned by supervisor.

EDUCATION

DIXIE HIGH SCHOOL - ST. GEORGE, UT

1989 Graduate

DIXIE COLLEGE - ST. GEORGE, UT

1989-1991 General Education