

LaTonya R. Rufus

OBJECTIVE

To obtain a position that utilizes and enhances my administrative skills as well as provides professional growth and development.

EDUCATION

Ashworth College
February 2016, Property Management Program
Governors State University **University Park, Illinois**
April 2002, Masters of Public Administration
Iowa State University **Ames, Iowa**
August 1997, Bachelor of Science
Major: Community and Regional Planning
Minors: Human Development and Family Studies and Speech Communication

RELATED COURSES

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|--------------------------------------|----------------------------|
| Affordable Housing | Planning Law |
| Environmental Law | Public Budgeting |
| Housing for the Elderly and Disabled | Public/Private Development |
| Housing Laws and Policies | Transportation Planning |
| Human Resource Development | Urban Economics |
| Neighborhood Development | Urban Revitalization |

CERTIFICATIONS

ICC Certified Property Maintenance and Housing Inspector
ICC Certified Zoning Inspector

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Access, Publisher)
Microsoft Project
Microsoft Illustrator

EXPERIENCE

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| | TRU Planning Consultants, Inc. Chesterton, Indiana Consultant |
| Sept. 2017- present | Responsibilities: Manage all economic development projects for clients; provide organizational structure to the client's business; provide professional training and development; establish 501c(3); review zoning laws prior to business relocation and development; perform Human Resource Management for clients, oversee business revitalization process; conduct inspections; grant writing; facilitate meetings with clients and public officials; draft development agreements; and perform any and all duties to ensure that the client's businesses are operating efficiently. |
| | City of Harvey Harvey, Illinois Director of Planning and Development |
| May 2008 – Sept. 2017 | Responsibilities: Manage all planning, zoning and new development projects; facilitate meetings with developers regarding redevelopment projects; promote economic development and housing revitalization, TIF and EZ administration; review applications for variances, rezoning and special use permits; handle all flood plain and storm water management projects and development in the flood plain as well as oversee the NFIP for the City; provided staff recommendations and assistance to the Planning Commission, Zoning Board of Appeals, General Services Council Committee, and the Economic Development Council Committee; supervise all building and inspectional services (i.e. inspectors, code enforcement and plan review) and train department employees. |
| | Village of Round Lake Round Lake, Illinois Director of Community Development |
| June 2007 – May 2008 | Responsibilities: Managed all planning, zoning and new development projects; facilitate meetings with developers regarding redevelopment projects; promote economic development and housing revitalization, provided staff recommendations and assistance to the Planning Commission, Zoning Board of Appeals, and supervised all building and inspectional services (i.e. inspectors, code enforcement and plan review) and train department employees. |

**City of Harvey
Consultant**

Harvey, Illinois

Aug. 2006 – June 2007
Responsibilities: Managed and provided oversight for all economic development and property acquisition projects.

Director of Planning and Development

Oct. 2003 – Aug. 2006
Responsibilities: Managed all planning, zoning and new development projects; facilitate meetings with developers regarding redevelopment projects; promote economic development and housing revitalization, TIF and EZ administration; review applications for variances, rezoning and special use permits; handle all flood plain and storm water management projects and development in the flood plain as well as oversee the NFIP for the City; provided staff recommendations and assistance to the Planning Commission, Zoning Board of Appeals, General Services Council Committee, and the Economic Development Council Committee; supervise all building and inspectional services (i.e. inspectors, code enforcement and plan review) and train department employees.

**Regional Redevelopment Corporation
Director of Economic Development**

Chicago, Illinois

Oct. 2001-Oct. 2003
Responsibilities: Promoted economic development activities in the Old Riverdale neighborhood; served as staff liaison to the Economic Development Ad-hoc Committee and Senior Commission; stayed abreast of City of Chicago Development, Building, and Zoning Codes; established development plans for TIF district extension; learned administration guidelines for CDBG, HOPE VI, and HOME grants; and prepared grant applications.

**Village of Robbins
Building and Zoning Administrator**

Robbins, Illinois

July-Dec. 2001
Responsibilities: Oversaw all planning, zoning and new development projects; promoted economic development; supervise the building and code enforcement departments; created and administered the Housing Redevelopment Program; provided staff recommendations and assistance to the Plan Commission, Zoning Board of Appeals, Economic Development Board Committee; Building and Zoning Board Committee, and Health Board Committee.

**City of Country Club Hills
Asst. Director of Community Development**

Country Club Hills, Illinois

Aug. 1999-April 2001
Responsibilities: Managed all planning, zoning and new development projects; facilitated meeting with developers regarding redevelopment projects; promoted economic development, (TIF projects); reviewed applications for rezoning and special use permits; generated information for Public Notice for proposed developments and projects; handled all flood plain and storm water management; analyzing census data; CRS Coordinator; transportation planning; wrote and updated the City's comprehensive plan; scheduled building inspections; issued Certificates of Occupancy and Transfer Tax Stamps; provided staff recommendations and assistance to the Planning Commission, Zoning Board of Appeals, Economic Development Commission, Planning, Zoning and Development Council Committee, and the Economic Development Council Committee; prepared grant applications; assisted with updating, revising and implementing the Community Development Department's budget; and trained department interns.

**Village of Mount Prospect
Environmental Health Inspector**

Mount Prospect, Illinois

April 1998-Aug. 1999
Responsibilities: Inspected multifamily and single-family homes for property maintenance violations and enforced the property maintenance and zoning codes; assisted community groups and property owners with neighborhood redevelopment and trained department's interns.

PROFESSIONAL ORGANIZATIONS

American Association of Code Enforcement
American Planning Association
Delta Sigma Theta Sorority Incorporated
Illinois Association of Code Enforcement
Illinois Association of Floodplain and Storm Water Management
Illinois Planning Association
International Economic Development Council
National Forum of Black Public Administrators
Order of Eastern Star