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Objective: Utilize my leadership, management, and technical expertise to generate positive results and change; and remain an asset to my team, environment, and community.

Experience:
October 2021 –
Present

Deputy County Manager

Los Alamos County – Los Alamos, NM

- 3 direct reports (Administrative Services Director, Broadband Manager and Community Services Director)
- Serve as second ranking administrative officer for the county and as Acting County Manager in the County Manager's absence
- Direct and support daily administrative work relating to the full range of municipal management issues
- Provide administrative analysis and recommendations for new or ongoing initiatives
- Prepare, review and present staff reports and presentations to community members and groups, council and their boards, commission or working groups
- Assure compliance with county goals and objectives, laws, rules, and regulations within assigned areas of responsibility
- Lead or support special projects such as strategic planning or public outreach on topics with conflicting community interests
- Serve as county representative for assigned committees, boards, task forces or events; currently serving as member of the Northern New Mexico Citizen Advisory Board for Department of Energy – Environmental Management (DOE-EM) Los Alamos National Laboratory (LANL)
- Attend various forums and updates related to DOE-EM consent order and environmental clean-up related activities such as their Technical Working Group (TWG) and community clean-up forum discussions
- Participate in Energy Community Alliance (ECA), New Mexico Municipal League and New Mexico Counties conferences, round table discussions and trainings
- Participate in tribal, governmental and public education regional and local relations meetings and activities (Regional – Pueblo of San Ildefonso, City of Espanola, Rio Arriba County, Santa Fe County)(Local - LAPS, UNMLA, LANL, DOE-NNSA and EM and their contractors)
- Serve as an engaged member of Senior Management Team
- Participate and support annual budget preparation, review and hearings
- Serve on collective bargaining negotiation teams
- Review and approve expenses and personnel actions (as assigned)

November 2022 –
September 2023

Acting Administrative Services Director

Los Alamos County – Los Alamos, NM

- 3 additional direct reports (Chief Financial Officer, Chief Information Officer, and Business and ERP Manager)
- Operational areas of responsibility: Budget and Finance, Procurement, Information Management and Records Management
- Sought customer department input on areas of need from internal services
- Coordinated and problem solved on procurement and technology areas of concern
- Led recruitment of permanent Administrative Services Director
- Supported upgrade of Enterprise Resource Planning (ERP) software system

November 2019 –
October 2021

Public Works Director

Los Alamos County – Los Alamos, NM

- 139 employees, 7 direct reports
- \$38M annual operating budget plus capital project funds
- Operational areas of responsibility: administration; engineering/project management; solid waste/recycling transfer station; airport; fleet maintenance; transit, traffic/streets maintenance; facilities maintenance; and custodial/event support services
- Engaged participant of Senior Management Team
- Supported County Manager's Office and County Council on department related strategic planning and policy issues and with responses (written and verbal) to resident concerns
- Coordinated on cross-departmental issues – particularly with Community Development, Economic Development, Community Services, Public Utilities Departments and Emergency Services related to projects and maintenance
- Mentored and supported high level of customer service responsiveness and professionalism for both external and internal customers
- Implemented succession planning and recruitments of quality employees
- Provided oversight of division manager personnel, coaching, performance appraisal/recognition/discipline, training and general support needs and challenges
- Oversaw department budget planning, developing, presenting, monitoring, and compliance responsibilities for operating, capital and grant funding
- Oversaw the implementation of various grant application and administration of federal and state funding sources for airport, transit, transportation infrastructure, public facilities, and environmental sustainability initiatives
- Oversaw the planning and implementation of the department capital project's scope, schedule, and budget (planning through construction)
- Present frequently to County Council, its advisory boards and commissions, citizen committees, and at open public meetings
- Coordinate with partner agencies including NM Department of Transportation, North Central Regional Transit District, Los Alamos National Laboratory, Los Alamos Public Schools, University of Nm – Los Alamos, and many local non-profit organizations providing services for the community
- Supported and led changes necessary for Covid pandemic response both for internal operations and community wide initiatives
- Transportation Board staff liaison and Environmental Services Board/Resiliency, Energy, and Sustainability Task Force support

October 2015 –
November 2019

Community Development Director

Park City Municipal Corporation – Park City, UT

- 35 employees, 4 direct reports
- \$4.5M annual operating budget plus capital project funds
- Operational areas of responsibility: administration; planning; building and fire safety; engineering; and housing
- Led process in defining scope of Park City's area master plans and affordable housing developments including analysis on long term operational costs
- Served as the Community Development liaison representative to Park City's Sustainability, Public Works, and Public Utilities departments, and with Summit and Wasatch Counties partner functions
- Served as customer educator and advocate for Park City land use and building permit regulatory processes
- Project manager and consultant/contractor contract administrator for city area master plan and affordable housing development projects (\$2.6M - \$26M)

- Project Manager of new Arts and Culture District creation design contracts (\$90M project budget)
- Advised Executive Team and City Council on strategic planning and policy making for planning and development related issues
- Mentored and managed staff

April 2012 –
October 2015

Community & Economic Development Director

Los Alamos County – Los Alamos, NM

- 49 employees, 10 direct reports
- \$7.4M annual operating budget plus economic development and capital project funds (\$13.2M FY16 total)
- Operational areas of responsibility: administration; capital project management; economic development; housing; building safety; planning; facilities maintenance; and custodial/event support services
- Engaged participant of Senior Management Team
- Supported County Administrator's Office and County Council on department related strategic planning and policy issues and with responses (written and verbal) to resident concerns
- Mentored and supported high level of customer service responsiveness and professionalism for both external and internal customers
- Provided oversight of division manager personnel, performance appraisal and discipline, training and general support needs and challenges
- Oversaw department budget planning, developing, presenting, monitoring, and compliance responsibilities for operating, capital and grant funding
- Completed projects: Municipal Building (\$24M); Trinity Site demolition and PCB remediation (\$3M); Fuller Lodge Phase I infrastructure improvement project (\$1.1M); North Mesa Covered Arena (\$800K); White Rock Visitor Center (\$3M and 2013 NMAIA design award recipient); Los Alamos Smart House (\$700K), Golf Course Clubhouse (\$5.4M); Nature Center (\$4.3M); and the White Rock Branch Library and Youth Activity Center (\$5.4M)
- Implemented \$1M in operating budget reductions in response to reduced GRT revenue (10% in FY14 budget and 5% in FY15 budget)
- Streamlined building permit process and implementing replacement permit software
- Finalized Historic Preservation Ordinance, Sign Code Ordinance and enhanced property maintenance Nuisance Ordinance
- Responsible for issuing solicitations for development of county-owned land
- Consulted with property owners and developers on land use and zoning issues
- Rendered administrative development code interpretations and variances
- Held informal hearings and rendered written determinations on department personnel action appeals
- Developed housing program proposal based on adopted Affordable Housing Ordinance
- Responsible for contracted services such as: National Marketing and Tourism; Los Alamos Visitor Center; Main Street Program; professional design services; and construction services
- Presented frequently to County Council, its advisory boards and commissions, citizen committees, and at open public meetings
- Generated and presented department budget annually
- Presented topics of interest to media community service groups such as Kiwanis, Rotary, and League of Women Voters as requested

February 2011 –
June 2012

Acting Deputy County Administrator & Public Works Director

Los Alamos County – Los Alamos, NM

- 138 employees, 9 direct reports
- \$20M annual operating budget
- Temporary promotion during a difficult transition in County leadership team
- Operational areas of oversight included: Public Works Department (traffic, pavement, transit, engineering, surveying, fleet maintenance); Capital Projects & Facilities Department (capital project management, facilities maintenance, and custodial services)
- County Council Leadership Team member
- Served as Acting County Administrator as assigned
- Staff liaison to North Central Regional Transit District (NCRTD).
- Leadership role at Emergency Operations Center (EOC) and Recovery Operations Center (ROC) during Las Conchas Fire

September 2008 –
April 2012

Capital Projects & Facilities Director

Los Alamos County – Los Alamos, NM

- 37 employees, 8 direct reports
- \$5M annual operating budget plus capital project funds
- Operational areas of responsibility: Capital project management; facilities maintenance; and custodial services
- Engaged participant of Senior Management Team
- Supported County Administrator's Office and County Council on department related strategic planning and policy issues and with responses (written and verbal) to resident concerns
- Mentored and supported high level of customer service responsiveness and professionalism for both external and internal customers
- Provided oversight of division manager personnel. coaching, performance appraisal/recognition/discipline, training and general support needs and challenges
- Oversaw department budget planning, developing, presenting, monitoring, and compliance responsibilities for operating, capital and grant funding
- Completed projects: Capital Improvement Program (CIP) site and scope studies (12); energy audits of all existing County facilities; facility condition assessments to plan deferred maintenance improvement program; completion of Pajarito Cliffs Site maintenance facility (\$65M) and Justice Center (\$20M); Animal Shelter - County's first design-build project (\$1.2M); ARRA grant funded solar hot water systems at the Justice Center and Animal Shelter; Numerous re-roofing and small addition/remodel projects
- Organized and led public input sessions with project management staff to gain stakeholder and community buy-in to proposed projects
- Standardized temperature controls, fire alarm, security, and electronic access systems within the County
- Presented frequently to County Council, its advisory boards and commissions, citizen committees, and at open public meetings.
- Generated and presented department budget to County Administrator and County Council annually
- Presented topics of interest to media and community service groups such as Kiwanis, Rotary, and League of Women Voters as requested

July 2005 –
June 2008

Studio Manager/Project Leader/Architect

ProgressiveAE - Grand Rapids, MI

- Managed team of 16 architects, interior designers and mechanical engineers including workload, priorities, goals, and performance

- Managed project teams including plus outside specialty consultants
- Maintained client relations
- Authored project proposals and led interview teams
- Drafted and managed client and consultant contracts
- Generated and managed project budgets
- Led programming process to determine project scope and priorities
- Forecasted project and staff schedules
- Met studio profit goals
- Completed projects: Burton Elementary renovations and addition (\$30M); Harrison Park Elementary renovations and addition (\$25M); Steelcase WorkLab

May 2004 –
July 2005

Facilities Manager

Interurban Transit Partnership, The Rapid - Grand Rapids, MI

- Directed and supervised all activity relating to servicing and maintenance Interurban Transit Partnership buildings, land, and facility equipment
- Identified projects and costs; determined project priorities; developed annual budgets (operating and capital) for all facility maintenance needs
- Conducted on-site inspections and researched information for needed repairs. Prepared written reports of inspections and material required to correct them
- Trained, supervised, and directed facility maintenance work. Provided discipline and quarterly evaluation for employee work performance
- Responsible for construction work performed by outside contractors for conformance with plans and specifications
- Recommended and implemented procedures for effective and cost efficient facility operation practices
- Oversight of: Bus shelter maintenance; bus stop sign placement/replacement; bike racks; on-street amenities; and all other areas frequented by customers
- Acquired and maintained all licenses and permits for facilities and facilities equipment in accordance with local, state, and federal governmental requirements

October 1999 –
May 2004

Project Leader/Architect

ProgressiveAE - Grand Rapids, MI

- Managed customer contracts
- Oversaw project budget development and management
- Developed project scope in concert with customer priorities
- Provided code research, review, and coordination of required plan submittals
- Led communication and management of internal design/engineering teams
- Fostered positive customer relations
- Completed projects: Interurban Transit Partnership Surface Transportation Center; Kent Intermediate School District Education Center and Transition Center renovation; Ovid-Elsie Area Schools bond work; Reeths-Puffer Schools bond work; Steelcase Corporate Development Center third floor renovation

February 1998 –
September 1999

Project Manager/Designer

The Orcutt/Winslow Partnership - Phoenix, AZ

- Managed customer contracts
- Developed project scope in concert with customer priorities
- Generated presentation drawings
- Led communication and management of assigned projects (internal and external)
- Oversaw construction document development
- Led public bidding implementation
- Represented architect of record for construction administration including progress meetings, field inspections and review of change orders

- Fostered positive customer relations
- Completed projects: Cave Creek Unified School District bond work (Desert Sun Elementary, High School addition, and Middle School renovation)

July 1996 –
February 1998

Recreation Planner II

Arizona State Parks - Phoenix, AZ

- Master plan development for 27 State Parks Facilitated stakeholder/public meeting for master plans
- Management of multiple design and construction projects with consultant architects and engineers, including new buildings, historic building rehabilitation and expansion, roadway and parking improvements, and general infrastructure and utility upgrades
- Prepared Requests for Proposals
- Implemented internal CAD system upgrade

Education:

University of Colorado Denver – Denver, CO

- Master of Public Administration, 2018

Rhode Island School of Design - Providence, RI

- Bachelor of Fine Arts, 1995
- Bachelor of Architecture, 1995
- European Honors Program (Rome, Italy 1994–1995)

**Community
Involvement:**

Juvenile Diabetes Research Foundation (JDRF) parent patron and advocate
Church and school volunteer
Girl Scouts troop leader

**Professional
Affiliations &
Trainings:**

International City Managers Association (ICMA) member

Certified Project Management Professional (PMP) and Project Management Institute (PMI) member

Certified Economic Developer (CEcD)

American Institute of Architects (AIA) member

State of NM Registered Architect #4778; State of UT Registered Architect #9634509-0301; formerly registered in State of Michigan, 2002 - 2008

Leadership in Energy and Environmental Design Accredited Professional (LEED AP) certified, June 2008

FEMA Emergency Management Institute Incident Command System (ICS) classes 100, 200, 300, 400, 700 and 800, completed in 2016/2017

Leadership Training: Leadership Los Alamos, 2010; Los Alamos County (LAC) Leadership Academy, March 2015; University of Virginia Weldon Cooper Center for Public Service LEAD for government leadership, March 2016; National Association of Counties (NACo) High Performance Leadership Academy, 2020