

Travis Jeffrey

13552 Montecito Place Jacksonville, FL 32224 | Phone: 904-662-5402 | Email: Tjeffrey40@gmail.com

PROFESSIONAL SUMMARY

- Over 25 years experience in construction encompassing federal, state, and local regulations
- Efficient and thorough initiative-taker with ability to manage multiple projects concomitantly and meet deadlines
- Effective leader and communicator with the capability of engaging teams and creating collaborative synergies to the job done

WORK HISTORY

Interim Chief – Housing & Community Development Division

April 2023 - current

- Develop and manage all operations of the division personally or through subordinate managers and supervisors. Areas of responsibility: administration, operation, and maximization of affordable housing programs; oversight of rehabilitation, conservation, and redevelopment of neighborhoods within Duval County; management of funds for affordable housing development
- Identifies and implements strategic goals and objectives for the Housing and Community Development Division
- Directs the development, coordination, and implementation of new and revised operational systems to improve efficiencies of the division's operations
- Manages and ensures compliance with the Community Development Block Grant (CDBG) program
- Ensures that the direction and distribution of resources (from local, state, and federal sources) is transparent and equitable
- Directs improvements in accountability for spending funds appropriately by ensuring timely and accurate reporting to appropriate agencies
- Develops and administers the Division's operating budget based on a thorough needs analysis that conforms to the City's budgetary guidelines
- Coaches and provides direction and support to the appointed managers in charge of managing units within the division to ensure positive outcomes and goal attainment that are responsive to customer needs
- Maintains high ethical standards and demonstrates integrity, honesty, and trustworthiness
- Communicates clear direction, manages for results, and leads organizational change
- Assigns responsibility, takes corrective action, demonstrates leadership in evaluating, developing, and motivating employees

Administrator - Affordable Housing & Community Development

Nov 2019 - current

- Manage the City's CDBG, ESG, HOPW, HOME and SHIP programs; administer and monitor program grants and loans to individuals and organizations
- Ensure the City's compliance with all federal and state regulations; oversee preparation of required periodic and annual reports
- Manage the activities, operations, and services of the Division as they relate to affordable housing and community development to ensure the City's compliance with low/mod fund expenditure regulations and housing production requirements
- Assist in planning, developing, coordinating, and administering affordable housing residential projects

- Collaborate with the Director of Finance for the Housing and Community Development Division to assist in preparation of budgets for all assigned projects and programs; assist in developing sound fiscal strategies for the effective use of funds; ensure the use of funds in the manner prescribed by the funding source and that local, state, and federal guidelines and regulations are met
- Establish positive working relationships with representatives of community organizations, state/local agencies, City Council, the Mayor's Administration, staff, and the public
- Work with City Council, various committees, commissions, and authorities, and assists in the preparation of updates to the City's zoning and land use Code
- Schedule, assign, review, and evaluate the work of assigned staff

Assistant Administrator - Affordable Housing

Sep 2016 - Nov 2019

- Planned, developed, pursued, identified, coordinated and administered affordable housing residential projects; assisted in coordinating land acquisitions and clearing, financing and construction activities in accordance with program policies and requirements; prepared requirements and specifications for redevelopment projects; ensured project compliance with grant regulations; negotiated, prepared, and administered contracts and agreements; monitored timeliness and performance requirements; managed real estate transactions and negotiated lease agreements
- Identified and collaborated with potential local housing stakeholders and community partners; Developed partnerships with housing and community providers to assist in the creation of affordable housing
- Created and implemented programs that supported the development of housing and met the City's strategic housing goals
- Outlined and refined processes specific to innovative programs to construct and operate affordable housing in the community
- Maintained knowledge of current federal, state, and local regulations and laws applicable to affordable housing and community development to ensure compliance
- Compiled data and information for reporting to meet state and federal agencies requirements

Supervisor - Housing Rehabilitation – City of Jacksonville

Oct 1998 - Sep 2016

- Reviewed, oversaw, and monitored assignments and workload of rehabilitation and new construction affordable housing activities and projects
- Met with homeowners, property owners, developers, architects, and engineers regarding construction projects
- Assigned, monitored, and reviewed the work of subordinates
- Conducted on-site inspections for compliance with Building Code, Housing Code and HUD Housing Quality Standards in accordance with State, Federal, and Local regulations
- Assisted in developing and the completion of programmatic documentation, forms, and documents as part of the project files and reporting
- Coordinated the objectives and met annual goals of the Division and with staff of various Housing Rehabilitation and Housing Code Compliance Programs
- Maintained updated information and records for all contractors and subcontractors
- Prepared and contributed to the maintenance of detailed project files including inspection reports, initial cost estimates, site plans, work write-ups, cost estimates, bid packages, construction contracts, progress payments, change orders, punch lists, and notices of completion
- Performed skilled inspection work to enforce compliance with the Uniform Housing Code, Building Code and HUD Housing Quality Standards
- Assisted in the preparation of periodic reports to government agencies
- Prepared monthly statistical reports and updates Affordable Housing Coordinator on all activities
- Investigated and responded to customer complaints and construction defect repairs
- Prepared correspondences to homeowners, property owners, developers, and contractors inclusive of preconstruction conferences

EDUCATION AND CERTIFICATIONS

- **Auto CAD Foundations:** Architecture
Florida State College at Jacksonville
- **Associate of Applied Science:** Computer Engineering Technology
National Education Center, Tampa Technical Institute
- **Federal Alliance for Safe Homes (Flash)**
- **Lead Inspector & Lead Risk Assessor**

PROFICIENCIES

- Microsoft Office Suite (Word, Excel, PowerPoint, and Visio)
- Housing Developer Pro
- Xacimate
- Integrated Disbursement and Information System (IDIS)