

MALISSA CELESTINE

Senior Coordinator, Facilities Planning

CONTACT

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Email:

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SKILLS

Growth Management

Strategic Planning

Land Use Interpretation

Written Communication

Research and Analysis

ArcGIS Applications

Public Speaking

EDUCATION

Polk State College

2019

Bachelor of Applied
Science in Supervision
and Management-
Healthcare
Administration

EXPERIENCE

Senior Coordinator

2024- Present

Liaison to municipalities, the county and other stakeholders addressing matters concerning school capacity and enrollment. Determine the impacts of proposed growth or decline in student enrollment. Review concurrency applications to verify school capacity, mitigation protocol, and associated vouchers. Represent the school board on the Development Review Committee (DRC).

Planner II

2022-2024

Conducts research and prepares staff reports for amendments to the Comprehensive Plan and Land Development Code (LDC). Presents before the Planning Commission and Land Use Hearing Officer. Review engineered site plans for compliance with the Polk County Land Development Code (LDC). Represent current planning on the Development Review Committee (DRC), serving as a liaison between planning, and citizens during face-to-face meetings.

Planning Technician

2020-2022

Assist citizens in person, email, or via telephone on land development inquiries by interpreting various Land Use Code rules, regulations, and maps to formulate recommendations. Responsible for creating agendas to discuss with department attendees. Assist in the training of new employees and have individuals' job shadow.

Secretary II

2018-2019

Aid building inspectors in power releases, and inspection issues. Inform citizens on building permits, inspections, and the permitting process. Performed preliminary review of single trade permit applications to assure compliance with the Land Development Code.