Scott Skraban

Professional Summary

Public administrative professional with over 25 years experience in local government leading multiple successful teams in progressively responsible positions. Managed several $1M+ projects leading to significant operational improvements. An MPA with strengths in urban planning & land development, Geographic Information Systems, program & project management, budgeting, information technology, business process improvement, business analysis, performance measurement, customer engagement, records management and organizational change.

Experience

Orange County Board of County Commissioners (February 1999 - Present)

Manager, Fiscal & Operational Support – PEDS (January 2017 – Present)
- Responsible for managing the Fiscal & Operational Support division of the Planning, Environmental & Development Services Department. The division consists of 80 staff in three units (Fiscal Operations, County GIS and Development Services).
- Manage the PEDS Department budget in coordination with the Office of Management and Budget.
- Serves as the Concurrency Management Official charged with enforcing the County concurrency management ordinance.
- Management oversight of the Orange County GIS program and serve on the GIS Steering Committee.
- Management oversight of the Office of Tenant Services.

Acting Manager, Fiscal & Operational Support – CEDS (June 2016 – January 2017)
- Responsible for the daily operations of the CEDS Fiscal & Operational Support Division consisting of 61 staff in 3 units (Fiscal Operations, County GIS and Development Services), including employee development, program management, strategic planning, customer service and inter-department coordination.
- Manage the CEDS Department budget in coordination with the Office of Management and Budget.
- Serves as the Concurrency Management Official charged with enforcing the County concurrency management ordinance.

Development Services Administrator - CEDS (October 2012 – January 2017)
- Responsible for the CEDS Development Services program consisting of 22 staff in 6 sections (Concurrency Management, Public Notification, Impact Fee Management, Public Records, Records Management and Information & Support), including employee development, project management, strategic planning, customer service, inter-department coordination, budgeting and special projects for management.
- Oversee Department reporting and record management activities, including performing business intelligence & trend analysis on development activity.
- Oversee CEDS Department public records activities for the 9 divisions.
- Managed the implementation of the OCFL Atlas application to enhance citizen engagement in land development.
- Oversee employee/customer feedback initiatives, including managing the CEDS Employee Surveys and Action Plans, conducting system feedback initiatives, hosting developer forums and deploying customer satisfaction surveys.

Information Systems Administrator – Growth Management/CEDS (October 2007 – Sept. 2012)
- Responsible for the Growth Management/CEDS Information Systems & Development Services programs consisting of 19-32 staff in 6 sections (Department GIS, Countywide GIS, Business

Systems, Graphics, Concurrency Management and Information & Support), including employee development, project management, strategic planning, customer service, inter-department coordination, enterprise GIS development, and special projects for management.

- Oversee Department reporting and record management activities, including performing business intelligence & trend analysis on development activity.
- Developed the One-Stop permitting implementation plan.
- Developed system vision for ALADIN, including performing business process analysis on workflows for all major land development processes and administering the Land Development Management System (LDMS) project.
- Managed the Concurrency Management System (CMS) project, including CEL process and capacity banks.
- Modernized and improved the Information Technology procurement and implementation program leading to a high degree of satisfaction from business lines.
- Oversee employee/customer feedback initiatives, including managing the ePlause employee recognition project, managing the GM/CEDS Employee Surveys and Action Plans, conducting system feedback initiatives and deploying customer satisfaction surveys.
- Administer $1.5-$4.5 million in annual technology and unit budget.
- Perform as ESF-5 emergency operations Planning/Analysis Unit administrator.

Systems Analyst/GIS Supervisor – Growth Management (October 2005 – October 2007)
- Responsible for supervising the Growth Management GIS program, which included project management, RFP development, business process analysis, land use analysis, geodatabase development/management, GIS training, GIS user technical support, inter-department coordination, emergency operations, enterprise GIS development and special projects.
- Managed Central Addressing System (CAS) project for Zoning Division.
- Managed the Central Spatial Data Repository (CSDR) project for enterprise GIS data.
- Managed the InfoMap Secure project for enterprise GIS.
- Conducted the Land Development Study to examine County development processes and produce an action plan to modernize development processes through use of technology.

Sr. Application Systems Analyst/GIS Supervisor – Growth Management (March 2005 – October 2005)
- Responsible for establishing and supervising the Growth Management GIS program, which included geodatabase development/management, GIS training, Object Model Diagram (land use) development, base layer creation and implementation, GIS user technical support, inter-department coordination, emergency operations GIS unit administrator, enterprise GIS development.
- Managed the RFP for the $1.2M CAS/CSDR project.

Application Systems Analyst – Public Works (April 2001 – February 2005)
- Responsible for GIS staff supervision, ArcGIS application development, geodatabase development/management, GIS mapping and data formulation, software benchmark and evaluation, GIS training, Object Model Diagram (transportation) development, base layer creation and implementation, GPS based attribute collection, GUI customization, SQL Server database management, data scripting, EDM process and procedures, GIS user technical support, inter-department data coordination.
- Conducted special projects, including Comprehensive Planning mapping, traffic concurrency analysis, emergency management support, crash analysis, and Mobility 20/20.
- Developed and implemented the County roads base layer, including intersections, surface type and maintenance designation.

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- Developed and coded the Flood Permit application.

Mapping and Graphics Technician – Public Works (July 2000 - April 2001)
- Provided GIS mapping and data formulation, attribute mapping/editing, spatial analysis, application development, Public Works base layer development, dynamic segmentation, GUI customization.
- Assisted with the traffic sign field collection project.

Computer Cartographer III – Zoning (July 1999 - July 2000)
- Provided GIS mapping and data formulation, graphic media preparation, data conversion and projection, spatial analysis, land use analysis, data organization and distribution, GIS training, GUI customization, data quality assessment, environmental analysis, attribute mapping/editing.

Planning and Development Assistant – Planning (February 1999 - July 1999)
- Assisted planners in preparation of the Comprehensive Policy Plan, including information acquisition and preparation, assisted the public regarding zoning and planning issues, prepared GIS maps for documents and hearings/meetings, conducted public notification, and analyzed development trends.
- Co-managed the CPP 1999-1 cycle.

Education

University of Central Florida (Orlando, FL)
Bachelor of Arts – History, 1996
Bachelor of Arts – Political Science, 1998
Graduate Certificate in Crime Analysis, 2002
Graduate Certificate in Urban and Regional Planning, 2004
Master of Arts – Public Administration, 2008

Additional Coursework:
University of Florida, School of Architecture, 1991-1992
Florida State University, College of Business, 2008-2009

Specific Training

- Orange County Mayor's Executive Leadership Program graduate 2023
- Visionary Series leadership graduate 2014
- Leadership 2000 – Rollins College
- AIIM International – Foundations of Intelligent Information Management; Change Management
- BPM Institute – Organizational Change Management; Process Measurement and Metrics; Operational Excellence; Process Modeling, Analysis and Design
- SHRM Essentials of Human Resource Management Certificate Program
- Project Management Fundamentals
- FEMA IS-1, IS-100, IS-200, IS-300, IS-400, IS-500, IS-600, IS-700, IS-800, IS-900
- Esri – Fundamentals of ArcGIS Desktop (95 hours)
- Esri – GIS Data Production & Editing (124 hours)
- Esri – GIS Analysis (107 hours)
- Esri – Geodatabase Management (96 hours)
- Professional development in communication, management & leadership (120 hours)

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Certifications

- Certified Geographic Information Systems Professional (GISP)
- Certified Information Professional (CIP) (AIIM)
- Modern Records Management Master (MRMm) (AIIM)
- Business Process Management Master (BPMm) (AIIM)
- Essentials of Records and Information Management (ERIM) Certificate (ARMA International)

Activities/Awards/Committees

- Pi Alpha Alpha - National Honors Society for Public Affairs & Administration
- Heart of Florida United Way – Leadership Level Contributor
- United Arts of Central Florida contributor
- AIIM International member
- Mayor Demings' Customer-First Development Services initiative
- Orange County Public Records Requests Taskforce – 2013
- Orange County Web Redesign Committee – 2011
- Orange County Emergency Management - ESF-5 (Planning and Information)
- Employee Choice Award – January 2007
- National Association of Counties (NaCO) Achievement Award 2006 – InfoMap Secure
- Certificate of Commendation – 2001 – Orange County Sheriff's Office
- Public Works Department Award – GIS Mapping 2001
- Sigma Phi Epsilon Alumni Board – Treasurer/Comptroller (July 1998 – July 2000)