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Monday Feb 13<sup>th</sup>, 2006

Human Resources, Whatcom County  
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**Subject: Supplemental Material on Application for Assistant Director, PDS**

At my interview on Friday February 10 with Director Hal Hart and two interview panelists, Mr. Hart was more specific about the priorities within the job requirements, based on further conversation that he had with County Executive Pete Kremen after the posting on the Whatcom County website.

At a summary level, the specific responsibilities of the new Assistant role will include the areas of:

**Technology:** e.g. Permit Systems and GIS plus strategic plan for Technology – specially budget  
Develop plan to upgrade Permit Management system to also include e.g. all sizes of attachments  
**Personnel:** particularly but not only front-line permit staff, interns, health inspection, fire staff etc  
**Fiscal:** Tracking and reporting systems for PDS funds including Federal, State, Institution grants  
**Budget:** Working with existing base of information, develop 5-year plans and two-year budgets,  
**Environment:** Strategic approach to the SEPA application process, particularly on major projects  
**Coordination:** Skill in working with diverse stakeholder groups, such as BIA, Realtors, residents.

In support of these specific defined areas of responsibility just defined last Friday, I would like this letter entered into my application record. Note that this uses hyperlinks, so I'm also e-mailing this. All links mentioned below are also accessible from my personal website, [www.BobAndrew.info](http://www.BobAndrew.info).

I have attached two reference letters that will complement my employer references: one from the [chair](#) of a DC Advisory Neighborhood Commission, and a Texas [lawyer](#) who has used my services as an Expert Witness.

**Technology:** I have experienced with large-scale Records Management as a contractor member of the EPA [WebGuide](#) workgroup, plus was a pro-bono advisor to DC [Department of Consumer & Regulatory Affairs](#) on solving all of the Q.A. issues of digitizing their land records. More recently at Anvil Corp here in Bellingham, I taught their staff how to use the Documentum-based tools in the global *eRTIS* system at BP, similar to what I had been Project Manager on with *GENIE* for Mobil.

In the [GIS](#) arena, I was ESRI Corporate Consultant for CSC and prior to that worked as Logistics Manager for Casey Trees, and as GIS Team lead at ICF Consulting. I'm also fluent with CAD-GIS-Surveying interactions.

**Personnel:** I have supervised groups ranging in size from four to seven to seventeen, plus have chaired multi-company work groups typically seven to ten in size. I have used mentoring, facilitation and choice ranking as techniques for groups to reach closure and move ahead. From my positive experience with 360 degree appraisals, I am used to having staff set e.g. four goals for a year: personal, group, organization, and a project.

**Fiscal:** As chair of the quarterly [PERF](#) Refinery Discussion group, I am experienced in managing funds shared in varying amounts depending on which projects individual companies bought into, either in cash or FTE's

**Budget:** Similarly within [Mobil R&D](#) in Princeton, together with two other team leads I was directly responsible for an annual budget of about \$20 million across the globe in Environmental R&D.

**Environment:** Much of my engineering career has had an [environment](#) focus, culminating in my appointment 1995-1998 to lead a "Global EH&S Information Enabler" (GENIE) Best Practices project for Mobil Global. On a pro-bono basis as President of [Foxhall Community Citizens Association](#), I also testified on two NEPA actions.

**Coordination:** I was instrumental in ensuring that Green Peace had equal access to the EPA [Technology Transfer](#) network in the early days of getting government data on the internet, working also with [Earth 911](#) to get recycling tools and safe beaches in more states as well as being a citizen-centric resource to [FirstGov](#)

Robert D. Andrew