

Steve Neratko

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SUMMARY OF QUALIFICATIONS

Highly motivated, innovative and versatile individual with a background in planning; real property acquisition and management; transportation and utility corridor planning, housing and land development, design, and construction. Energetic self-starter with excellent research, analytical, communication and creative skills. Able to envision alternatives to the physical and social environments in which we live. In depth experience working with a wide range of municipal and governmental agencies, non profit organizations, consultants, business and industry leaders, and the public as a whole.

EDUCATION

Pennsylvania State University, World Campus - In Progress - Master's of Community and Economic Development

SUNY Fredonia, Fredonia, NY — Bachelors of Arts - Political Science (Magna Cum Laude) - 2005
Studied Public and Environmental Law and Policy, Geography, Communications

Jamestown Community College, Jamestown, NY — Associates of Science - Math and Science - 2003
Studied Engineering, Drafting, Calculus, Humanities

Westfield Academy and Central Schools, Westfield, NY — Regents Diploma - 1997
Studied Math, Science, Art, Architecture. Loyal Order of the Moose #118 Scholarship.

SKILLS

- Knowledge of municipal and governmental agencies, policies and procedures.
- In depth experience with grant writing; housing, community and economic development; land use, site planning and permitting; zoning and urban design theories, principles, policies and practices.
- Adept at consensus building; able to communicate and work with a variety of people.
- Understanding of public and environmental planning, policy, and analysis; project management and permitting, political and environmental surveys; public relations, communications and politics.
- Extensive background in math, statistical analysis, engineering, land surveying and drafting.
- Knowledge of technology, PC and Mac computers, networks, database management and website design; able to quickly and efficiently learn new technologies, ability to type 70+ words per minute.
- In depth experience with geospatial technologies, including geographic information systems, remote sensing, and the global positioning system and how it relates to municipal planning processes.
- Proficient at reading plans and blueprints as well as comprehending complex codes, laws and policies.
- Member of the American Planning Association and the USGS National Map Corps.
- Willing to continue education; completed the FEMA Emergency Management Institute's Professional Development Series and Planetizen's 'Introduction to Smart Growth' classes.

EXPERIENCE

Director, City of Dunkirk Planning and Economic Development; Dunkirk, NY — 2012 - Current

- Lead planning and economic development efforts for the City of Dunkirk.
- Work closely with state and federal representatives to bring projects to fruition.
- Determine long range planning issues and policies, and develop alternatives.
- Manage planning and development staff, consultants and others assisting on planning and development projects.
- Promote the city to potential investors, residents, consumers and tourists.
- Chairman, Dunkirk Local Development Corporation and Dunkirk Industrial Development Agency.
- Member of the Board, Chadwick Bay Regional Development Corporation, Chautauqua County Land Bank and Dunkirk Chamber of Commerce.

Planner, Cayuga County Planning and Economic Development; Auburn, NY — 2008 - 2011

- Participate in community planning and economic development processes.
- Assist in the recruitment of new industry and the retention and expansion of existing employers.
- Author applications for state, federal and private grant programs.
- Manage community and economic development grant and loan programs, including housing and downtown rehabilitation programs; small business programs; community development block grants; and environmental and watershed protection programs.

- Staff person of the Industrial Development Agency and Agriculture & Farmland Protection Board.
- Consult with towns, residents and developers in regards to planning, zoning, and code regulations.
- Support municipalities and assist communities in planning related activities.
- Administer, manage and conduct a variety of alternative and renewable energy projects and studies.
- Oversee staff and interns on energy, transportation and community development related projects.
- Compile data and produce quality documentation, reports, presentations and figures.
- Assist with strategic, comprehensive, recreational and farmland protection plans and studies.

GIS Project Consultant, Civil & Environmental Consultants; Pittsburgh, PA — 2007 - 2008

- Worked extensively on infrastructure and energy projects relevant to coal, gas and oil extraction, pipelines, transportation corridors electrical transmission lines and other industrial power facilities.
- Prepared geographic analysis for siting of transportation and utility line projects.
- Worked closely with municipalities, governmental agencies, consultants and property owners regarding transportation, infrastructure, energy and utility projects.
- Coordinated, managed and participated in field work activities including researching, surveying, locating and mapping of parcel boundaries, streams, wetlands, habitats and other environmental concerns.
- Created, populated and maintained databases and geo-databases.
- Researched, organized and maintained title reports, deeds, plats and other records.
- Compiled and analyzed data to create reports regarding parcel, title, deed and lease information.
- Generated parcel geometry from title reports and deeds for mineral, rights and surface holdings
- Produced quality documentation and maps for internal and external clients
- Calculated impact of proposed projects and their alternatives.

Environmental Analyst/Scientist, Northern Ecological Associates; Fredonia, NY — 2005 - 2007

- Worked extensively on policy analysis, permitting, siting and environmental impact analysis of transportation and utility projects such as gas pipelines and industrial wind farms.
- Project siting and alternative analysis; compiled, analyzed and geo-processed geographical, social, cultural and ecological data.
- Researched and reviewed local, state and federal regulations for industrial infrastructure projects.
- Utilized GIS software, GPS systems and CAD programs for mapping and figure production, geospatial analysis and remote sensing.
- Surveyed and mapped sensitive environmental, archaeological and wetland areas.
- Collected, analyzed and provided graphical representations of environmental data sets in the form of maps and figures related to transportation corridor siting, wetland and stream determinations; mitigation and restorations; pipeline, transmission line and wind farm permitting; and plant surveys and landowner determinations.

Land Surveying, David Laird Associates; Erie, PA — 2005

- Operated survey instruments, such as total stations, data collectors, transits, GPS.
- Completed ALTA, boundary, physical, topographical surveys.
- Performed construction surveys and site staking.
- Assisted with subdivision layout and surveys.

Public Policy Intern, Chautauqua County Chamber of Commerce; Dunkirk, NY — Fall 2005

- Developed and orchestrated a marketing plan against Proposal One (2005), the New York State Runaway Spending Amendment, which was defeated by a margin 4-to-1 within the county, the largest margin in the state.
- Surveyed and interviewed local politicians on issues prior to election for newspaper articles.
- Composed weekly Chamber of Commerce column in local paper.

Land Development, Maintenance and Management of Rental Units and Real Estate, General Labor N & W Development, Self Employed; Westfield, NY — 1995-2007

- Participated in the planning, design and development of a subdivision including construction, land development, utilities installation and landscaping design.
- Reviewed subdivision and land development plans for conformance with local plans and ordinances.
- Maintained an apartment complex individual apartment buildings and land property.
- Operated industrial equipment such as dump trucks, tractors and backhoes.
- Cut and sold locust posts to local grape farmers.
- Successfully managed and operated a summer fruit and vegetable stand.
- Produced custom aerial photography utilizing radio control aircraft.