

DATE: 09/01/09

TO: City Clerk

FROM: Representative Steve Ortega

ADDRESS Two Civic Center Plaza, El Paso, TX 79901 TELEPHONE 915-541-4124

Please place the following item on the (Check one): CONSENT REGULAR

Agenda for the Council Meeting of September 8, 2009

Item should read as follows: Appointment of Jose M. Landeros to the City Plan Commission by Representative Steve Ortega, District 7.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: City Plan Commission

NOMINATED BY: Representative Steve Ortega DISTRICT: 7

NAME OF APPOINTEE Jose M. Landeros
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: _____ ST: TX ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: TX ZIP: 79903 PHONE: _____

E-mail: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Rodolfo Carlos Gallinar

EXPIRATION DATE OF INCUMBENT: 10/16/2009

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED
REMOVED _____

DATE OF APPOINTMENT: 09/08/2009

EXPIRATION DATE OF NEW APPOINTEE: 10/16/2009

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____
2nd TERM: _____
UNEXPIRED TERM:

JOSE M. LANDEROS

“What is once well done is done forever.”

OBJECTIVE

To obtain an appointment to the City of El Paso City Planning Commission.

EDUCATION

Fall 2009 to Present **University of Texas at El Paso**
Master's of Public Administration (Concentration in Urban & Regional Planning)
▪ Expected Date of Graduation: May 2011

Fall 2005 to Spring 2009 **Texas A&M University**
Bachelor's of Science: Political Science (Major), English/Chicano Studies (Minor)
▪ Graduated: May 2009

PROFESSIONAL EXPERIENCE

January 2009-Present **Community Scholars**
Program Coordinator
▪ Revised, edited and published reports from 2008 summer internship. The task included fact-checking the data presented in each of the five reports, along with editing for style, content and grammar.
▪ Formed a hiring committee and with said committee, conducted approximately 80 interviews during the month of March for the summer's internship program.
▪ Developed a set of criteria to determine which interviewees would be selected for the 2009 summer internship. Took into consideration racial and geographic diversity, as well as selecting students from pre-determined guidelines as provided by the organization's funding streams.
▪ Led the scholars' training sessions in the latter-half of May, including delivering presentations on effective writing, interview skills, research skills and other basic areas involved with the internship experience.
▪ Supervised six college supervisors and 27 high school interns during the research period. Additionally, assigned deadlines to each research group to ensure efficient delivery of paper drafts, interview questions and draft presentations.
▪ Aided in the development of a survey to help track information of individuals who participated in the program since 1998. Utilized the web-service, SurveyMonkey, to help gather and sort data received.

Oct 2008-May 2009 **TAMU Department of Residence Life**
Tour Coordinator Assistant
▪ Responsible for the Residence Hall Tour Program at Texas A&M University.
▪ Developed a routine tour schedule, working around the 11-member staff's various class schedules and other individual needs.
▪ Arranged for available tour guides to lead private tours for large groups which desired to visit the university outside of regular tour hours.
▪ Delivered tours as needed to groups (50-200) of campus visitors. Provided general information about living on campus at TAMU, as well as specific information regarding Residence Life policy for living in the halls.
▪ Maintained the quality and cleanliness of the display rooms which were a part of the residence hall tours.
▪ Reported monthly attendance numbers/suggestions to superiors using various Microsoft Office Applications.

- Evaluated and critiqued tour guides on their style, ability to effectively deliver information, congeniality and other factors that affected the overall tour experience each one delivered.

June 2006-Aug 2008 (Seasonal-Summer)

Community Scholars

Supervisor

- Facilitated and guided five groups of high school interns who conducted public policy and economic development research in the Paso del Norte Region over the past 3 summers.
- Assigned deadlines for the interns' research paper and public presentations.
- Edited and commented on the writing/organizational skills the interns presented in their research paper and public presentation.
- Conducted personal and phone interviews with various state and local government officials, including Texas Senators and county commissioners/city council representatives.
- Presented at numerous local government venues, including to the El Paso City Council, El Paso MPO and the Camino Real Regional Mobility Authority.

Feb 2008- May 2008 (Work Study)

St. Joseph's Regional Rehab Facility

Recreational Therapy Tech

- Coordinated and scheduled evening and weekend therapeutic activities for the entire inpatient therapy ward of 30 individuals.
- Developed activities that were not only recreational in nature, but also aided the patient in furthering his/her physical therapy treatment.
- Reported directly to superior through written reports. The reports generally described an activity's success level, including patient interest/attendance, as well as recommendations received from nursing staff and patients.
- Interacted with nursing and physical/occupational therapy staffs in order to determine if patients were able to participate in certain activities, as well as to what extent they could participate in these activities.

ACTIVITIES

Knights of Columbus Council #11759 (2008-2009)
 Community Scholars Board of Directors (2007-2008)
 TAMU Residence Hall Staff Council (2006-2007)
 Aggie Democrats (2005-07)
 ASPIRE Mentor and Mentee (2005-07)

VOLUNTEER EXPERIENCE

St Francis Xavier Church (El Paso, TX)
 March of Dimes
 St Joseph's Church (Bryan, TX)
 Thomason Hospital Pediatrics Ward
 La Esperanza Center for Life
 Relay for Life

REFERENCES

Veronica Escobar
El Paso County Commissioner Precinct #2

Sofia Larkin
Community Scholars Executive Director

Noor Mobeen
Texas A&M Housing Tour Coordinator