



**2018-19 Board of Directors  
Candidate: Dorothy Hird  
Secretary**

My name is **Dorothy (Dot) Hird**. I have been in the Secretarial field since 1986, beginning with the State Disability Office as a Word Processing/Secretarial Specialist where I transcribed case determinations dictated by Examiners. Since that time I have held other secretarial positions.

In October of 1996, I was hired by Orange County Code Enforcement as their Senior Clerical Specialist. I was promoted to different positions, but spent the last couple of years as their Code Enforcement Board Clerk and Nuisance Abatement Board Secretary. My duties included preparing and distributing Agendas, Minutes, Notices of Hearings, Orders, Liens, and Release of Liens along with other duties. While with Orange County I attained my F.A.C.E. certifications in Fundamentals of Code Enforcement and Administrative Aspects of Code Enforcement.

In October of 2001, I was hired as a Code Enforcement Officer with Seminole County. I currently have my Certifications in Fundamentals, Administrative Aspects, and earned the Legal Aspects of Code Enforcement certification in April, 2002. In 2003, Code Enforcement was placed under the purview of the Seminole County Sheriff's Office where I now continue to work as a Code Enforcement Officer enforcing our Nuisance Codes/Ordinances of Seminole County.

I previously served as your Secretary for two years and as your 3<sup>rd</sup> Vice President for another two years. I also served on many committees over the years, most recently as the Secretary for the Legislative & Judicial Review Committee. I was a founding Board member of the Central Florida Code Enforcement Association (CFCEA) serving two years as Treasurer. I am presently the Secretary for the American Association of Code Enforcement (AACE).

Due to my vast secretarial experience, if elected, I will continue to uphold the high standards set by my predecessors. I will serve you and the F.A.C.E. Board to the best of my ability, having the membership's best interest in mind at all times. I am dedicated to F.A.C.E and the Code Enforcement Profession and look forward to serving again as the Secretary of this great Association.