

**Name**

Jacky Takakura

**Address**

[REDACTED]  
Wailuku, HI 96793-9316  
US

**WORK EXPERIENCE**

• **Company/Agency**

County of Maui Department of Planning

**Address**

2200 Main Street, Suite 601  
Wailuku, HI 96793  
US

**Position**

Long Range Division Planning Program Administrator

**Hours/Week**

40

**Employees Supervised**

12

**Dates**

January 2023 - Present

**Supervisor**

Ana Lillis, Deputy Director

**Reason For Leaving**

I was asked to serve as Director of Planning

**May we contact this employer?**

Yes

**Duties Summary**

Manage Long Range Division, including the General Plan which includes the Countywide Policy Plan, Maui Island Plan and community plans, and administer special planning and cultural resource projects. Also supervise the GIS section which analyzes land development data and prepares digital maps.

• **Company/Agency**

County of Maui Department of Planning

**Address**

2200 Main Street, Suite 315  
Wailuku, HI 96793  
US

**Position**

Deputy Director

**Hours/Week**

40

**Employees Supervised**

85

**Dates**

July 2022 - December 2022

**Supervisor**

Michele McLean, AICP, Director

**Reason For Leaving**

Appointed position.

**May we contact this employer?**

Yes

**Duties Summary**

Manage Planning Department, including but not limited to supervision of all divisions of the department; provide technical advice to the Mayor, County Council and commissions; propose zoning legislation; assist with update process for the South Maui Community Plan; assist with reports and recommendations on development proposals; and oversee programs on cultural resources, GIS, permits, other special projects and permits, and human resources.

- **Company/Agency**

County of Maui Department of Planning

**Address**

2200 Main Street, Suite 335

Wailuku, HI 96793

US

**Position**

Temporary Assignment ZAED Planning Program Administrator

**Hours/Week**

40

**Employees Supervised**

25

**Dates**

October 2021 - June 2022

**Supervisor**

Jordan Hart, Deputy Director

**Reason For Leaving**

Position filled by permanent hire.

**May we contact this employer?**

Yes

**Duties Summary**

Supervised the Zoning Administration and Enforcement Division, which includes administering the enforcement of State and County land use laws, rules, codes, regulations, and the general and community plans; administered the interpretation and application of codes, ordinances, decision and orders, and other matters of enforcement.

- **Company/Agency**

County of Maui Department of Planning

**Address**

2200 Main Street, Suite 335

Wailuku, HI 96793

US

**Position**

Administrative Planning Officer

**Hours/Week**

40

**Employees Supervised**

7

**Dates**

April 2019 - October 2021

**Supervisor**

John Rapacz, ZAED Planning Program Administrator

**Reason For Leaving**

Accepted Temporary Assignment to Administrator position.

**May we contact this employer?**

Yes

**Duties Summary**

Supervise plans review team; process bills for ordinance from drafting to final approval (Maui County Code); resolve issues that arise within ZAED; research and respond to public inquiries; assist planners, plans reviewers, administration, and inspectors to administer zoning code and resolve land use issues; prepare department policy memos; prepare division budget, performance measures, and annual report; assist with division reports and data preparation; research land use for properties; coordinate with county council, administration, planning commissions, corporation counsel, and other agencies, departments and divisions to resolve land use issues; investigations; website updates, including MAPPS preparation; assist/advise division chief regarding personnel matters; and many other related duties. Temporary assignment to Planning Program Administrator position when incumbent is absent.

- **Company/Agency**

County of Maui Department of Water Supply

**Address**

200 S. High Street, 5th Floor

Wailuku, HI 96793

US

**Position**

Administrative Officer, Departmental Information Specialist, Administrative Assistant

**Hours/Week**

40

**Employees Supervised**

2

**Dates**

November 1998 - April 2019

**Supervisor**

Jeff Pearson, Director of Water Supply

**Reason For Leaving**

Employed November 1998 to October 2014 and January 2018 to April 2019; accepted promotional opportunity at Planning Department (ZAED APO).

**May we contact this employer?**

Yes

**Duties Summary**

Assist in all areas of department management; research and summarize statistics, financial data, rules, policies and practices for presentations and reports; manage DWS human resources including compliance with DPS policies, civil service rules, and union contracts; recruitment and interviews; investigations of personnel issues and recommendations to management for resolution; research, contract interpretation, interviews, and correspondence for personnel grievances; prepare information for public release – presentations, press releases, correspondence, advertisements, magazine articles, website; prepare annual report and other reports; independent research and report preparation on issues such as water resources and planning, water quality, operations, conservation, and other topics; evaluation, analysis, and interpretation of DWS, EPA and Department of Health rules and regulations for the public and media; and many other duties.

- **Company/Agency**

County of Maui Department of Planning

**Address**

2200 Main Street, Suite 315

Wailuku, HI 96793

US

**Position**

Administrative Officer

**Hours/Week**

40

**Employees Supervised**

2

**Dates**

October 2014 - December 2017

**Supervisor**

Michele McLean, Director of Planning

**Reason For Leaving**

Return to previous department

**May we contact this employer?**

Yes

## **Duties Summary**

Participate and assist all divisions in organization and personnel management, public outreach, research, meetings, digital zoning map implementation, policies and procedures review, including zoning and permit intake processes and procedures, and forms and process updates for approximately 60 permit types; process mapping for all permit processes in preparation for MAPPS; prepare fiscal year budget for the department, annual report and other reports; oversee human resources and website management; assist with fiscal management and oversee day to day fiscal operations; assist Deputy Director with department operations; special projects for Director and Deputy Director; board & commission orientations; implement new plans and procedures (Inovah cashiering system, scanning documents project, board agendas online, AX implementation, etc.); coordinate grants management; and many other duties.

## **Prior work experience**

Ernst & Young Telecommunication Consulting, Seattle WA 1992-1994

JTB Hawaii 1996-2001

## **EDUCATION**

- **School Name**

University of Hawaii - Manoa

**Type**

Professional

**Address**

Honolulu, HI

US

**Website**

<https://durp.manoa.hawaii.edu/>

**Major/Minor**

Urban and Regional Planning

**Degree**

Certification

**Units Completed**

5

**Unit Type**

Semester

**Dates**

August 2019 - December 2021

**Did you graduate?**

Yes

- **School Name**

University of Washington

**Type**

College/University

**Address**

Seattle, WA

US

**Website**

<https://www.washington.edu/>

**Major/Minor**

Business Administration and also Japanese Language and Literature

**Degree**

Bachelor's

**Units Completed**

257

**Unit Type**

Quarter

**Dates**

September 1986 - June 1991

**Did you graduate?**

Yes

- **School Name**

H. P. Baldwin High School

**Type**

High School

**Address**

Wailuku, HI

US

**Website**

<https://www.baldwin.k12.hi.us/>

**High School Highest Education Level**

12

**Degree**

High School Diploma

**Dates**

September 1982 - May 1986

**Did you graduate?**

Yes

**OTHER**

- **Type**

Honors & Awards

**Description**

County of Maui DWS employee of the year 2003

Hawaii Water Works Association Bill Thompson award 2003

County of Maui Planning Dept. manager of the year 2016

County of Maui Planning Dept. team of the year 2018

- **Type**

Professional Memberships

**Description**

American Planning Association and APA-HI

University of Washington Alumni Association