

JESSICA B. MATTHEWS

14602 Barred Owl Way Jacksonville, FL 32259

904-881-9990

Jessmuneca4@icloud.com

AREAS OF EXPERTISE

- | | | |
|--|------------------------------------|--|
| • Strategic Planning and Leadership | • Process Improvement/Benchmarking | • Problem Solving and Critical Decision Making |
| • Increasing Productivity and Improving Efficiency | • Cross-Functional Team Leadership | • Notary Public exp. 2021 |
| • Project Planning and Execution | • Employee Development/Mentoring | • Certified State of Florida Supreme Court County Mediator exp. 2023 |

PROFESSIONAL EXPERIENCE

Chief of Legislative Services

City Council-Jacksonville, FL

2019-Present

Supervise the daily operations of the Legislative Operations of the City Council, its Committees, and Boards and Commissions functioning as an extension of the Council.

- Provides leadership to the entire Legislative Services Division and advises on problems relating to the operation and direction of the division.
- Manages the planning, development and establishment of policies and objectives in accordance with the initiatives set by the Council.
- Coordinates the Council's long range and strategic plans.
- Ensures accurate and prompt publication of all notices required by law on behalf of or for the Council.
- Oversees the handling of bills proposed for introduction into the Council and all amendments thereto.
- Oversees the preparation of the agenda for each Council and Committee meeting in accordance with the rules of the Council.
- Oversees the maintenance of all legislative files, records, dockets, subpoenas, as official records of the City.
- Oversees the petition for rezoning process for all property owners affected.
- Maintains the Journal of the Council, the Record of Ordinances and Record of Resolutions.
- Motivates, monitors, and evaluates the performance of direct reports.
- Assigns responsibility, takes corrective action, and demonstrates leadership when evaluating, developing and motivating employees.
- Supervises with facts, focuses on results, provides clear direction, and encourages innovation.

Legislative Assistant II

City Council-Jacksonville, FL

(Served as Legislative Assistant I 3/2006 – 9/2008)

2014 - 2019

Supervise the daily operations of the Legislative Assistant I and clerical staff. Provide direct support to the City Council Members and other City Council departments. Assign staff to the standing Committee and Board meetings according to meeting schedules, ensuring the meetings run smoothly. Publish notices of pending

Council action as required by law. Prepare and post official minutes of Council meetings, official records, and business correspondence. Research, prepare, and type Council and Committee agenda items for accuracy and accessibility through City website.

- Implemented SOPs to ensure current staff and new hires are performing consistently and providing the same support to the Council Members
- Created a staff newsletter to make Council members aware of staff assigned to specific committees and keep them abreast of personnel changes in the office
- Created a newsletter to Jacksonville Waterways Commission to improve communication and reduce mail clutter to the external distribution contacts

Interview and hire potential applicants to meet staffing needs. Provide training, assign and supervise and evaluate work performed by Legislative staff. Make critical decisions and resolve any staff grievances or issues. Monitor and approve timesheets, personal leave, and overtime for employees. Ensure adequate office coverage during normal operations and during critical or high profile Council events. Counsel and make recommendations on employee performance.

- Created an employee nomination award system to recognize employees – increased moral and employee performance
- Improved the training module – better training results for the staff
- Implemented a suggestion box and communication board to boost team morale, foster relationships, and improve communication
- Provide training on new hardware, software, and systems and troubleshoot errors to improve ease of use

Establish and maintain legislative files and associated records and systems. Maintain and index the Journal of the Council Committees and Committee Meetings, Record of Ordinances, and Record of Resolutions. Operate the Legislative Tracking/Indexing System. Organize and categorize certificates of need, certificates of public convenience and necessity, and other evidences of permission or authority granted by the Council. Maintain quality control of records and legislative files.

- Enhanced the record retention process and made the system more efficient – successfully completed the last Council office transition with no errors
- Collaborated with ITD to successfully implement the new scanning program – improved the records retention and indexing process

Research and respond to public inquiries. Draft letters, memorandums, meeting minutes, and various correspondence. Receive and process legislative bills and amendments for official action. Receive and process public service requests. Develop and prepare reports, charts, etc. to track and organize information. Develop and present presentations and briefings. Provide customer service to Council Members and the public.

Office Manager
Catholic Charities

12/2011- 3/2014
Baltimore, MD

Oversaw the daily operations of 4+ support staff. Provide direct support to 7 program directors at various locations. Utilize staffing agencies and answering services to meet business demands. Audit employee personnel files, medical records, I-9 documents, and training folders for state compliance.

- Implemented training protocols to administer training to staff members
- Developed checklists for staff to improve timeliness of work to develop their time management skills
- Evaluate, improve and apply best practices for the quality assurance management of clients' files.

Processed payments for stipends, respite payments, travel vouchers, and vendor invoices. Monitored program expenditures and maintain receipts. Coded expense slips and charges, and submit to accountant for payment processing.

- Minimized corporate credit card use to control expenses
- Reconciled bank statements for errors such as overpayments, payments due, and delinquent accounts
- Reduced budget costs by \$6000: recouped overcharging from one vendor and switched vendors

Responsible for the technical aspects of contractor/vendor database. Perform routine tests and daily updates to ensure accuracy and authenticity. Process functions such as query, sort, creating filters, and managing field sets. Create reports from the data in the database. Train new users on accessing the database.

- Developed protocols to decrease system template rejections
- Negotiated contract database to reduce company costs and provide customers service

Scheduled weekly and monthly meetings and appointments for supervisor, program managers, and clients. Coordinated special events, travel, team projects, special projects, and program activities with local and state. Procured internal and external agencies for meeting space. Submit proposals to vendors.

EDUCATION

Master of Public Administration – State and Local Administration	2017
Nova South Eastern University	
Bachelor of Science Business Administration	2010
Nova South Eastern University	

References upon request

PUBLIC ADMINISTRATION ♦ LEADERSHIP ♦ GOVERNMENT AFFAIRS

13 years of experience in municipal operations and local government practices

- Experience in policy development, project management, and internal/external customer service
- Collaborative leader as a liaison for a municipal government and non-government entities
- Experience in business operations and effective management skills

PROFESSIONAL EXPERIENCE

ADMINISTRATIVE OFFICER

City of Topeka | Topeka, KS | March 2020 – present

- Provides complex administrative support to the City Clerk and serves as the Assistant City Clerk in the absence of the City Clerk
- Attends city council meetings once per month, records actions taken by the Governing Body, and produces council minutes
- Provides customer service support to the City Clerk, City Manager, City Council and Mayor
- Maintains Novus Electronic Agenda system by serving as the system administrator for the Novus Agenda Management Software assisting with system workflow, specific capabilities relevant to processing agendas and minutes, and serves as the direct liaison between Novus Support Team members and City employees
- Serves as City Special Events Coordinator and the event liaison between the City and event organizers, administers and monitors Special Events policy and regulations and issues special event licenses
- Assists with the license application process, responding to questions and issuing licenses
- Monitors records management policies and procedures for all city departments. Periodically reviews and maintains files according to record retention schedules. Maintains physical inventory of all documents in the City Clerk's office and off-site. Administers the document imaging system for the City Clerk's office

POLICE OFFICER (Recruit)

City of Winfield | Winfield, KS | September 2019 – January 2020

- Provided for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations
- Investigated traffic accidents and other accidents to determine causes and to determine if a crime has been committed
- Monitored, noted, reported and investigated suspicious person and situations, safety hazards, and unusual or illegal activity in patrol area
- Recorded facts to prepare reports that document incidents and activities
- Identified, pursued, and arrested suspects and perpetrators of criminal acts
- Directed traffic flow and reroute traffic in case of emergencies
- Rendered aid to accident victims and other persons requiring first aid for physical injuries
- Dealt with the public in a manner that positively promoted the image of the city and handled complaints and needs tactfully

ASSISTANT CITY CLERK

Inframark at City of Sandy Springs | Sandy Springs, GA | June 2010 – June 2019

- Provided direct assistance to the City Clerk and assumed full responsibility in the Clerk's absence

- Attended all council meetings, recorded actions taken by the Council, produced council minutes, and assisted with preparing for budget meetings
- Responsible for the timely and accurate preparation, posting, dissemination and presentation to city council of documentation relevant to council business and committee meetings; reviewed and edited all written materials that serve as the city's official record
- Responsible for coordinating, disseminating, and recording city contracts, Intergovernmental Agreements, and Memorandums of Understanding
- Responded to Open Records Requests per the Freedom of Information Act
- Assisted the City Clerk with supervising coordinating, directing and maintaining the city's records management program and records retention schedules to ensure retention schedules are up-to-date and in compliance with Federal, State and municipal requirements
- Assisted the City Clerk in the planning and conduct of all municipal elections; assists citizens with voter registration and early balloting
- Responsible for State of Georgia Purchasing Card and preparing monthly expense reports
- Responded to requests from the City Clerk, Mayor, and members of Council for various research projects and assignments; drafts recommendations and reports
- Served as a liaison to the council subcommittee on boards and commission appointments; coordinated timely and accurate updating of appointments for the Mayor's boards and commissions
- Ensured city compliance with standard operating procedures, federal and state regulations

COMPUTER SKILLS

Proficient in Microsoft Office Suite, Internet, JustFOIA, LexisNexis, ArcGIS, and Records Management Software

EDUCATION AND CERTIFICATIONS

Certified Municipal Clerk (CMC) – International Institute of Municipal Clerks	2017
Certified Georgia Clerk – University of Georgia Carl Vinson Institute of Government	2016
Master of Public Administration – Reinhardt University	2014
Bachelor of Arts in Organizational Management and Leadership – Reinhardt University	2012
Georgia Real Estate License – Barney Fletcher	2008
Associate of Science, Criminal Justice – Georgia Perimeter College	2007

MEMBERSHIPS AND AFFILIATIONS

Member of the International Institute of Municipal Clerks	
Volunteer, Humane Society of the United States	
Kansas Pet Animal Advisory Commission	2021-2024
Graduate of Leadership Sandy Springs Class of 2016	2016
Member of the Fulton County Animal Control Hearing Board	2015-2019
Associate Member of Georgia Municipal Clerks Finance Officers Association	2014-2019
Georgia State Defense Force	2012-2019



Kelly Michaels, MMC, WCPC

2708 Keri Ct
Waukesha, WI 53188
(715) 803-5648
Email: kmichaels06@gmail.com

Career Appointments:

City Clerk
City of Brookfield, 2000 N Calhoun Rd., Brookfield WI 53005

Oct 3, 2011 – Present

Responsibilities

- Perform the statutory duties of the municipal clerk:
 - Care, custody and control of the official city seal.
 - Signature attesting to and certifying city records and documents.
 - Council meeting attendance; keeping a record of official proceedings.
 - Maintain official records for retention; respond to public inquiries and requests for public records.
 - Directing the preparation and posting of legal notices.
 - Administer oaths and affirmations.
 - Submittal of federal, state, and local reports, surveys and statistical data.
- Prepare and manage multi-divisional budgets:
 - Clerk's Office, Elections, Mail Center
- Manage and maintain agreements/contracts for professional and maintenance services related to the Clerk's Office:
 - Election equipment maintenance, mail center outsourced services, licensing program maintenance, council vote system and video streaming service (Deliberator, Peg Central and Leightronix), Municipal Code, document management software services, ADA document conversion software maintenance and records retention software maintenance.
- Administer elections pursuant to federal, state and local laws:
 - Serve as the Clerk of the Board of Canvasser (certification of election results).
 - Provide Emergency Operations and Accessibility Plan for 7 Polling Locations and 1 Central Count Location.
- Recruit, hire, train, evaluate and participate in progressive discipline of
 - Office staff and seasonal staff (3 full time and 2 seasonal staff members)
 - 175-200 Election Inspectors (seasonal staff utilized 2-4 times per year)
- Direct staff administrative services for the Common Council (14 elected members):
 - Meeting minutes, agendas, notices, public hearings, resolutions and ordinances in compliance with sunshine laws and city branding standards.

- Provide information and staff recommendation to the elected body for the creation of policies and ordinances. Assist in the implementation of adopted policies.
- Public Information Officer relating to Clerk Office responsibilities and services.
 - Issue informational press releases in written, oral and e-document formats.
- Provide presentations to media, community groups, schools and other public interests.
- Serve as the Clerk of the Board of Review and other quasi-judicial hearings.
- Serve as the liaison to the US Census.
 - Lead the reapportionment process for the redistricting of precinct maps
- Direct the review and issuance of licenses and permits including alcohol, bartender, pets, door to door solicitors and special events.
- Prepare and maintain website documents and services compliant with state and federal ADA accessibility laws.
 - Responsible for ADA accessible document templates
 - Software for ADA conversion software
 - Closed captioning solutions for video posting (new)
- Present a positive professional image while working in a politically charged and ever changing environment with differing points of view.
 - Professional and positive demeanor
 - Honesty and integrity
 - Respect for diverse opinions
- Annual performance evaluation and professional development goal setting for staff.

Prior Career Appointments:

City Clerk / Personnel Director City of Stoughton, 381 E Main St., Stoughton, WI 53589	Jan 2011 – Sept 2011
City Clerk / Customer Service Supervisor City of Wausau, 407 Grant St., Wausau, WI 54403	Aug, 2001 – Dec, 2010

Educational and Professional Certifications:

ACTCP, ADA Coordinator Certification Training Program Great Plains ADA Center (Certification Completion August 2022)	Ongoing
Master Municipal Clerk Certification Certified Municipal Clerk Certification International Institute of Municipal Clerks	Oct, 2019 Aug, 2003

Master Municipal Academy Certification UW-Green Bay Master Academy for Civic and Public Affairs	July, 2019
Wisconsin Certified Professional Clerk	Nov, 2019
Wisconsin Certified Municipal Clerk	Oct, 2005
Wisconsin Municipal Clerk's Association	
Bachelor of Science, Business Management (major) Upper Iowa University - Fayette, IA (Wausau Campus) Summa Cum Laude	May, 2000

Affiliations:

International Institute of Municipal Clerks (2001-Present)

Wisconsin Municipal Clerks Association (1997-Present)

- President, 2018-2019
- Board member, 2014-2020
- Chairman, Legislative Communications & Advocacy Committee

Wausau Noon Optimist (2005–2010)

- President, 2009-2010
- 2007 Optimist of the Year

Women's Business Association, Wausau (1993-2010)

- President, 1998-2001

Notable Activities:

- Welcoming and Graduation Commencement Speaker, UW-Green Bay, Clerk's Institute, July 2019
- Instructor, UW-Green Bay Clerk's Institute teaching first year clerks
 - Course: Agendas/Minutes July 2021
- Authored article on Election Administration titled "Election Day; Not Just a One- Day Affair: for the League of Wisconsin Municipalities monthly magazine "The Municipality", Jan 2020 edition.
- Successfully administered 5 elections in a pandemic, April 2020 - April 2021
- Successful in working with Wisconsin State Representative Gregory Huber to propose and get adopted state legislation allowing a hospitalized voter to register by agent creating 6.86(3)(a)2, following a situation in which an elector in Wausau was unable to obtain an absentee ballot as he was hospitalized and due to a move, was not registered at the time. 2001 Assembly Bill 589, (2001 Wisconsin Act 51 (enacted April 2, 2002)

Equipment and Software Use:

Clerk's Office Software

- Word, Excel, Powerpoint, Outlook Calendar and Email
- Internet Browsers
- Adobe Acrobat and Nuance Professional PDF Writer
- License Manager Licensing & Permit System
- Munis Budget, Financial and Payroll Software
- VLC Media Player
- Cisco Jabber

Council / Meeting Software

- Deliberator Electronic Vote System
- Leightronix and Peg Central Council Video Recording Software
- Digital Audio Recorder
- Enterprise Document Management System
- Zoom Meetings

Document Imaging and Retention Software

- CT Access Record Retention
- Fujitsu Document Scanner
- Cloud Link Creator

Election Equipment and Software

- WisVote Election Management Software, Fido Key Security
- MyVote Public Access Site
- ES&S DS200 Tabulator, Express Vote, Automark,
- DS450 High Speed Central Count Tabulator
- Dymo Label Maker, Wasp Barcode Scanner

Technologies Recording and Sound System

- Projector and Screen, Overhead Viewer, Digital Recording Software

Office Equipment

- Calculator, Computer/Keyboard, Laptop, Omni Telephone Switchboard, Multi-button Phones, Cisco Jabber, Laptops, USB Flash Drives, Printers, Fax, Panic Alarm, Cash Drawer, TDK telephone, Vault Operations, Postal Scale, and Postal Machine

Print Shop Equipment

- Electronic Three Holer, Paper Cutter, Folder and Laminator, Copier

References:

Available upon request.

MARGARET CAREY

15703 Danford Lane, Orland Park, IL 60462 · (708) 567-6784

clerkcarey@live.com

● Results Driven ● Proven Leader ● Creative & Innovative ● Strong Work Ethic ● Team Player ●

EDUCATION

DECEMBER, 2021 - ANTICIPATED

ORGANIZATIONAL LEADERSHIP, M.A., LEWIS UNIVERSITY, ROMEOVILLE, IL

DECEMBER, 2013

ORGANIZATIONAL LEADERSHIP, B.A., LEWIS UNIVERSITY, ROMEOVILLE, IL

EXPERIENCE

JANUARY, 2019 – CURRENT

DEPUTY CITY CLERK / ASSISTANT TO THE MAYOR, CITY OF PALOS HEIGHTS, IL

Administrator/Supervisor for Mayor's Office and City Clerk's Office, resolving issues and managing public relations. Supervisory duties including coaching, performance reviews, and adherence to personnel policies and procedures. Budget preparation. Research and prepare reports, correspondence, media posts, and City newsletter. Process licenses including liquor and special event. Prepare meeting agendas and packets, in compliance with the Open Meetings Act. Process legal notices and bid advertising. Process City Council action items. Maintain all City records and oversee retention/destruction. Election administration. City website administrator. City's FOIA Officer. Coordinator for City special events and programs. 2020 Census program administrator.

SEPTEMBER, 2014 – JANUARY, 2019

DEPUTY CITY CLERK, CITY OF COUNTRYSIDE, IL

Managed the Clerk's Office, supervising a staff of 2 fulltime employees and 1 intern. Managed the department budget. Prepared all meeting agendas and packets, in compliance with the Open Meetings Act. Collected and processed City payments (water bills, permits, etc.) Participated in collective bargaining agreement discussions. Processed all City licenses (liquor, business, special event). Coordinated all election activities. Prepared the department's annual budget. City website and social media administrator. City's FOIA Officer. Records custodian and retention administrator. Staff coordinator for Citywide special events, including the annual St. Patrick's Day Parade.

OCTOBER, 2007 - SEPTEMBER, 2014

ASSISTANT TO THE POLICE CHIEF, CITY OF COUNTRYSIDE, IL

Assisted the Chief and command staff with operational objectives by developing information, making recommendations, and resolving problems. Prepared correspondence and reports. Accomplished human resource objectives by maintaining personnel files, processing compensation actions and performance evaluations, and updating policies. Assisted with budget preparation, tracking expenses, and negotiating with vendors, while adhering to the purchasing policy. Produced the annual report, updated the website, and promoted department programs.

MAY, 2004 – AUGUST, 2006

CLIENT SERVICES COORDINATOR, ACOSTA SALES & MARKETING, LOMBARD, IL

Assisted the Senior Vice President of Client Services, at this company of over 30,000 employees, to achieve business goals. Coordinated client meetings, special events, and travel. Prepared correspondence, reports, and presentations. Served clients with integrity and enthusiasm. Promoted corporate culture by serving as the Chairperson for the Chicago area Culture Committee.

JULY, 2002 – MAY, 2004

OFFICE MANAGER, WORLD TITLE GUARANTY, INC., ELMHURST, IL

Worked closely with the President to implement action plans and to evaluate productivity and efficiency of processes. Resolved problems and implemented change. Supervised clerical staff; counseling and coaching and delivering performance evaluations. Met tight deadlines in a fast-paced industry.

JULY, 1997 – JUNE, 2002

RECRUITING COORDINATOR & OPERATIONS ASST., FRANK LYNN & ASSOCIATES, CHICAGO, IL

Assisted the President of this boutique marketing firm in meeting business goals by contributing information and recommendations for consulting projects; interacted with clients, prepared proposals and presentations; coordinated project tasks with team; resolved issues. Met recruiting objectives by coordinating with colleges, scheduling interviews, and processing new employee paperwork. Developed a new consultant handbook and a formal training program.

MARCH, 1996 – JUNE, 1997

ADMINISTRATIVE ASSISTANT – CLIENT SERVICES, CARGILL INVESTOR SERVICES, CHICAGO, IL

Supported the Operations Manager and Operations Group to achieve division goals, preparing client proposals and presentations; interacting with clients for specific needs. Managed updates to monthly calendar and company Intranet. Coordinated special events and employee service projects, including: United Way campaign, and the Chicago Cares Serve-a-Thon.

SKILLS

- Municipal Government Administration
- Website and Social Media
- Client Interaction and Problem Solving
- Human Resources
- Election Administration
- Leadership
- Budgeting
- Project Planning

ACTIVITIES

- Vice President – South & West Suburban Cook County Municipal Clerks Association, 2014 – Present
- Member, Municipal Clerks of Illinois, 2014 – Present
- Member, International Institute of Municipal Clerks, 2014-Present
- Girl Scouts of America, Troop Leader, 2009-2012

CERTIFICATIONS/COMMISSIONS

- Certified Municipal Clerk, IIMC, 2017
- Notary Public

AWARDS

- Recipient of the Program Excellence in Governance Award from the International Institute of Municipal Clerks (IIMC), at the Annual Conference in Montreal Canada, 2017

MICHELE MARTIN

PO Box 1542
Nederland, CO 80466

303-810-4484

dmmartin7000@gmail.com

PROFESSIONAL SUMMARY

25+ years of Executive Administrative Support
18+ years of Government Experience
10+ years of Municipal Clerk Experience

5+ years of Project/Program Management
5+ years of Supervisory Responsibilities
Certified Municipal Clerk since 2015

City of Black Hawk, Black Hawk, Colorado Deputy City Clerk

9/2014-present

- Serves as Deputy City Clerk to the City Council; prepares all agendas and packets for Council, attends meetings, processes approved documents, and generates minutes.
- Coordinates all regular and special elections as per the City Charter and Colorado Revised Statutes.
- Maintains the Historical Preservation Commission minutes and membership.
- Sends all legal and public hearing notices for publication, processes invoices for payment.
- Records all necessary legal documents with the Gilpin County Clerk and Recorder's office.
- Sends appropriate legal documents to the State Department of Revenue, Colorado Department of Local Affairs, and Colorado State Division of Homeland Security and Emergency Management, as needed.
- Coordinates all yearly ordinances for annual codification.
- Custodian of all City records, fills all Colorado Open Records requests, follows Colorado Municipal Records Retention Schedule for record retention and destruction, collects all Record of Destruction forms and Certificate of Disposal documents, and coordinates annual onsite purging event.
- Administers Oaths of Office to all newly hired Police Officers and Oaths of Confidentiality to new employees.
- Assists in the development of the annual City Clerk department budget of \$951,362 and monitors expenses.
- Maintains the City Clerk and Mayor and City Council's homepages on the City's website.
- Processes all licenses and permits and holds public hearings as required (liquor, marijuana, business, contractor, special events, and Promotional Associations).
- Reads, understands, interprets, and stays current on new laws, Municipal Code, Liquor and Marijuana Rules and Codes, and State Statutes.
- Collaborates with all City departments, state contacts, and fellow clerks to maintain good working relationships and open communication.
- Serves as Colorado State Notary Public.
- Major Accomplishments include:
 - Initiated and reviewed the entire Municipal Code to create Black Hawk's first fee schedule, now online.
 - Reviewed and updated chapters of Municipal Code related to occupational tax and licensing to clean up inconsistencies and contradictory errors and help define a clearer licensing process. \$20,877 of renewal license fees and occupational taxes were collected in the first month of 2015 by merely enforcing what had always been in the Code and modernizing Business License fees.
 - Drafted and prepared for award an RFP for a Content Management System to streamline processes and increase efficiencies.

Town of Nederland, Nederland, Colorado Town Clerk, 2/2013 – 9/2014

11/2011-9/2014

- Clerk to the Board of Trustees, coordinated the agenda and packet, attended and recorded the meetings, prepared the minutes, posted public notices, and recorded ordinances, agreements, and all land use agreements with the County.
- Issued new and renewal licenses (liquor, marijuana, and business) and held public hearings, as necessary.
- Maintained records of appointment and terms of office for six advisory boards, managed Town website, CIRSA VAMP, and CSWAMP forms and audits, and processed and issued all special event permits.

- Codified ordinances.
- Oversaw the NedWEB Economic Development Grant Fund program and submitted reports to County grantor.
- Served as the Designated Election Official for all regular and special elections. Coordinated and held polling place elections and coordinated elections with Boulder County as per State Statutes.
- Responsible for the Clerk's department budget of \$152,038, knowledgeable of Government Fund Accounting.
- Responsible for Records Management.
- Filled Open Records Requests.
- Acted as communications liaison for emergency management and incident response.
- Supervisor to the Deputy Town Clerk.
- Interfaced with the public on a daily basis.

Deputy Clerk, 11/2011-4/2013

- Responsible for processing all Land Use applications and public notices.
- Processed and issued all Building Permits and worked with SAFEbuilt, the Town's building inspector.
- Clerk to the Planning Commission and Board of Zoning Adjustment, attended and recorded meetings, and prepared minutes.

Pre-2011 Employment

- **MWH Constructors – Office Manager/Executive Assistant**
 - Supervision, executive support, and administrative duties.
- **Human Resource Services, Inc. – Executive Assistant**
 - Executive support and administrative duties.
- **Kyocera Wireless, Corp. – Project Analyst and then promoted to Program Manager**
 - Team Lead and project management.
- **IBM, Corp. – Administrator Analyst and then promoted to Executive Administrative Assistant**
 - Administrative duties and executive support.
- **Martin's Automotive Service – Co-Owner/Corporate Secretary**
 - Supervision, Personnel/HR Manager, and administrative duties.

EDUCATION

- Bachelor of Science, Business Management, University of Phoenix, 2007
- Master Certificate in Applied Project Management, Villanova University, 2004
- Associate of Science, Mercer County Community College, 1992

PROFESSIONAL DEVELOPMENT

- Certified Municipal Clerk Certification, 2015-current
- CIRSA Loss Control Standards Certificates of Training – annual
- Colorado Notary Public expires 3/25/2023
- Heartsaver First Aid CPR AED certified
- FEMA NIMS IS-00700.a Certificate of Achievement, 2015
- FEMA ICS-100 (IS-00100.b) Certificate of Achievement, 2015
- EEOC Training Certificate of Completion, 2015
- Colorado Municipal Clerks Institute 2013 -2015
- International Institute of Municipal Clerks, member since 2012
- Colorado Municipal Clerk's Association, member since 2012

Lena R. Legge

Assistant City Clerk

Contact

10000 Carbondale St
Bakersfield CA 93314
661-859-4854
Lenarose1921@yahoo.com

Education

CSU, Bakersfield
Master's in Public Administration

CSU, Bakersfield
BA, Political Science, Sociology

CSUB, Extended University
Attorney Assistant

CA Public Notary
Commission Expires- May 2025

CMC pending completion August 2021

Key Skills

- Management of multi-million-dollar department and Elections budgets
- Liaison for Elected and City officials
- Contract Negotiations and management
- Contract administration
- Conduct municipal elections
- Knowledge of The Brown Act
- PRA management
- Retention schedule management.

Overview

Strategic-minded, goal-focused, and performance-driven professional with over eight years of experience in public service, legal support, contract negotiations and five years' experience fulfilling public records requests. Accompanied by five years as an Adjunct Professor. Posses exceptional understanding of business objectives and working toward council goals. Articulate communicator and presenter, excel at liaising with legal and government personnel including mayor, councilmembers, county supervisors, attorneys, judges, clients, and vendors.

Areas of Expertise

- Legal Analysis & Research
- Contract Negotiation
- Attention-to-Detail
- PRA
- Department Budget
- Interpersonal Communication
- Action Minutes
- Reports & Documentations
- Recruiting & Leadership

Experience

04/2019-Current

Assistant City Clerk • City of Bakersfield

Lead all facets of the division, serve as Clerk's Office Supervisor and manage a multi-million-dollar budget. Coordinate and lead city annual events. Develop and approve City Council meeting agendas, clerk council and commission meetings, prepare and disseminate information to city council and upper management, survey California cities and quantify data for reporting, negotiated contracts on behalf of the City and ensured decision compliance in accordance with cities strategic plan and Council goals, records retention and management. Manage and recruit for the cities 30 commission and committees. Prepare City Council and Commission meeting minutes.

- *Report directly to the City Clerk and the City Manager.*
- *Division budget preparation and management.*
- *Acted as liaison for elected officials, clerking for council meetings, and supporting the conduction of municipal elections.*
- *Played a significant role in executing and training all city staff regarding new software systems.*
- *Clerk and Administer Code Enforcement Hearings*

06/2017-04/2019

Deputy Public Administrator • Kern County Sheriff's Office

Acted as the office lead DPA. Negotiated and administered contracts, conducted complex financial and asset investigations, investigated properties, prepared and filed complex legal documents and reports, conducted intricately searched, and formulated family trees and reports. Determined heirship percentage for asset distribution, records management, and retention schedule for destruction of records and property. Conducted profit/loss analysis.

- *Functioned as Probate Law Specialists and directed legal analysis and research, estate management, asset investigation, and financial analysis.*
- *Department budget preparation and management.*
- *Worked collaboratively with ICE, Police Departments and State Agencies to execute warrants and court orders.*

- *Reduced divisions backlog by 62% in 12 months.*
- *Responded to Subpoenas and Public Records Requests*

06/2016-06/2019

Adjunct Professor • Santa Barbara Business College/ Taft Community College

Planned curriculum, lectures, and assignments regarding Political Science, Sociology Research Methods, Family Law, Advanced Family Law, Bankruptcy Law, Probate Law, Employment Law, Workers Compensation Law, Civil Procedures, knowledge of Brown Act, Torts, and Contract Law.

- *Achieved 100% attendance rate for students for six consecutive quarters.*
- *Received "Student Assistance Recognition" award in 2016 and "Staff Excellence" award in 2017.*

04/2015-06/2017

Paralegal • Kern County Child Support

Delivered exceptional legal assistance to nine-line Attorneys, Supervising Attorney, and Chief Attorney. Utilized Quasi Attorney to negotiate and litigate at the local Workers Compensation Board and enforce liens on claims resulting in the collection of \$1.5 million dollars in support arrears. Drafted letters and correspondence to attorneys and State and local agencies. Organized legal documents, points, and legal reports. Conducted detailed asset investigation, researched code section and interpreting laws, sustained multiple spreadsheets, and utilized software systems.

- *Designed and implemented Child Support Budgeting Project.*
- *Conducted in depth and complex financial audits and asset investigations.*
- *Worked in collaboration with the Kern County District Attorney and Department of human Services to issue warrants.*
- *Reported directly to Chief Attorney regarding outcomes, spearheaded a team of supporting staff, and drafted motions, pleadings, and briefs by utilizing written as well as communication skills.*
- *Negotiated and implemented contracts, evaluated interviews of case participants, generated case audits, conducted administrative research of departmental policies and organized in-depth reports.*
- *Received 'Customer Service Recognition' award in 2015 and 'Customer Service of the Year' award in 2016.*
- *Superseded Department Performance Measure for Collection of Arrears as a result of contract negotiations and management.*
- *Respond to subpoenas and public records requests.*

01/2014-04/2015

Paralegal- Law Office of Dawn Bittleston

Supported client interviews for financial and asset investigations and served as focal point of contact between attorney and clients. Effectively formulated correspondence, motions, and legal memorandums. Conducted legal research, maintained employee timecards, and coordinated daily office coverage.

- *Collaborated with founding partner and delivered administrative as well as legal support to organization's four attorneys.*
- *Asset investigation*
- *Contract management*

Additional Experience as Paralegal, Law Office of Gabriel Godinez

VANESSA M. MUTCHNIK

(561) 239-3605

vmutchnik1980@gmail.com

Administrative Director with over 16 years experience in municipal government management. Dedicated civil servant with the ability to multi-task and handle several projects at once. I have a strong desire to civil service and working in local municipal government.

WORK EXPERIENCE:

Town Clerk/Human Resources Manager

Town of Jupiter Island, Florida 03/2018 – 12/2020

- Streamlined employee recruitment for the Town by hiring and retaining over 50 employees within 2 years of employment and facilitated their enrollment by overseeing all background checks, drug screenings and credit checks.
- Administered and guided employee benefits (medical, dental, vision, 401K and 457 plans, short- and long-term disability), worker's compensation claims, FMLA request, short- and long-term disability claims and Town policies and procedures.
- Worked closely with the Town's Labor Attorney on the development of the Town's Statements of Understanding and COVID Statement of Understanding in regards to the COVID-19 CARES ACT.
- Managed the Town's property and liability insurance conducting yearly review and renewals, resulting in a 10% reduction in the insurance premium.
- Performed the statutory duties of Town Clerk pursuant the Town Charter by certifying and attesting all Town documents, kept the "Town Seal", completed public records request, coordinated records retention, legal notification and bid openings, in accordance with Florida State law.
- Oversaw the day-to-day functions of the Town Clerk's office and the 14 Town Boards and Commissions by preparing dockets, attending all meetings, transcribing minutes, drafting resolutions, ordinances and proclamation and researching agenda items.
- Served as the Election Supervisor for the Town, facilitating the Town's municipal election, certifying the results, and swearing in new elected officials.

Town Clerk

Town of Juno Beach, Florida 01/2008 – 03/2018

- Oversaw the day-to-day functions of the Town Clerk's office by supervising both the executive secretary and front desk receptionist, prepared and attended all Council and Board meetings, transcribed the minutes, drafted resolutions and ordinance for the Town Council to approve, attested all Town documents, maintained an accurate up-to-date filing system, managed the Town's records department, prepared the yearly budget for my department, facilitated the ethics training for elected officials and facilitated all public records request in accordance with Florida state law.
- Served as the Town's Elections Supervisor for 8 municipal elections by preparing and providing the necessary documentation for residents to run for an open position and ensured that the candidates and the Town were in compliance the State of Florida Election Code.
- Maintained relationships with Local and State Representatives as well as County Commissioners and other Municipal Representatives, including communication between the Town Council, their constituents, and various media outlets.
- Facilitated in the development of the Town website, making it easier for the public to access information and managed the social media for the Town, ensuring the Town's social media pages were up-to-date and informed the public with accurate important information.
- Public Information Officer (PIO) for the Town under the National Incident Management Systems (NIMS) during a national disaster.

- Coordinated the yearly community events for the Town by contacting vendors, applying for permits and effectively advertising the event.
- Implemented the “Juno Beach Contact Program”, a welfare check service for residents of Juno Beach.

Town Clerk/Assistant to the Town Manager

Town of South Palm Beach, Florida 01/2004 – 01/2008

- Responsible for all the Town human resources functions, including hiring, training and supervising of administrative support staff as well as performed all the accounts payable duties and the bi-weekly payroll.
- Oversaw the day-to-day functions of the Town Clerk’s office by maintaining an accurate up-to-date filing system, drafted resolutions and ordinances, prepared and attended all Town Council and Board meetings, transcribed minutes, certified and attested all Town documents, facilitated public records request and was the records retention coordinator for the Town as well as the Town’s Election Supervisor.
- Supervised Building Department by assisting with permit applications and business occupational licenses and assisted with the Finance Department, working closely with the Town Manager to prepare yearly budget, making sure all departments were fiscally equipped to operate at the highest efficiency.
- Point of contact person between the elected Town Council Members, their constituents and various media outlets.

EDUCATION:

Florida State University, Tallahassee, FL

Master of Science in Applied American Politics, 2003

Florida State University, Tallahassee, FL

Bachelor Degree in Political Science, 2002

CERTIFICATIONS:

- *Master Municipal Clerk, February 2013*
- *Certified Municipal Clerk, September 2010*

TECHNOLOGY SUMMARY:

- *MS Office (Word, Excel, PowerPoint, Publisher)*
- *Laserfiche Records Management,*
- *Optiview Records Management*
- *BS&A Software*

PROFESSIONAL AFFILIATIONS:

- *International Institute of Municipal Clerks,*
- *Florida Association of City Clerks*
- *Palm Beach County Municipal Clerks Association*