

**SEPTEMBER 20, 2021
CITY COUNCIL SPECIAL MEETING
ADDITIONAL MATERIAL/REVISIONS**

REQUESTED ADDITIONS TO THE PACKET:

<u>ACTION</u>	<u>ITEM</u>	<u>REQUESTED BY</u>
Add to item C.1.	Selection of Candidates <ul style="list-style-type: none"><li data-bbox="500 613 1154 676">• Explanation Memo, Resumes, and Corrected Cover Letter	



KENAI

City of Kenai | 210 Fidalgo Ave, Kenai, AK 99611-7794 | 907.283.7535 | www.kenai.city

MEMORANDUM

TO: Mayor Brian Gabriel and Kenai City Council
FROM: Jamie Heinz, City Clerk
DATE: September 20, 2021
SUBJECT: **City Clerk Candidate Selection – Laydown Items**

It has been brought to our attention that two candidates uploaded their resumes with their applications but for whatever reason, the resumes weren't visible to us on the administration side of the program. Human Resources has explained that the candidate's applications were timely submitted and so we may accept these resumes due to the technological glitch that happened. As such, you will find the resumes for Laura McCaleb and Michelle Saner attached.

Additionally, we received notification from Rebeca Anderson that the cover letter uploaded was an incorrect cover letter. Again, because the application was timely submitted, we can swap out the cover letter for the correct one and as such, you will find a corrected cover letter for Rebecca Anderson.

Your consideration is appreciated.

Laura J. McCaleb (Nunemann)

██████████ Palisades, NY 10964
██████████
██████████
██████████



Experienced Program Manager, with an emphasis on research administration and law. Self-motivated, efficient and detail orientated with strong organizational skills. Team player. Skilled at communication, problem solving and negotiation. Seeking an opportunity to learn new skills, expand my experience and knowledge and challenge myself.

Areas of Expertise:

- Program Management
- Pre- and Post-Award
- Budgets (creation, reconciliation, forecasting)
- Personnel Management
- Business Management
- Business Ethics

Experience

FEB 2015 – PRESENT
Division Business Manager/ Lamont-Doherty Earth Observatory, Palisades, NY
Division Business Manager, Division of Marine/Large Programs

- Direct budgetary responsibility for over \$100M of divisional research and institutional accounts with annual spending of approximately \$20M.
- Primary liaison between division PIs (Principal Investigators) and Lamont-Doherty Earth Observatory (LDEO) Administrative offices to integrate practices and procedures in accordance with University, Observatory and governmental requirements.
- Work closely with the Associate Director on projects within the division to include financial reporting.
- Responsible for the financial administration of all contracts and grants within the division.
- Monitor all monthly financial reports and advise each PI about grant and contract status and rates of expenditures.
- Identify business objectives and/or issues and set internal procedures and plans to achieve goals in both areas.
- Responsible for risk assessment and management of fiscal, technical, and scheduling issues.
- Prepare proposals and coordinate proposal submission with LDEO and Columbia administration, including project and discretionary budgets, as well as other accounting functions for the Marine Division upon request.
- Ensure correct budget data entry into the ARC budget tool and monitor budget performance on a monthly basis.
- Conduct budget analysis to maintain expenditure controls and make budget adjustments as needed.
- Develop management tracking mechanisms and establish policies and procedures as needed for preventing overdrafts and resolve budgetary issues, should they occur.
- Responsible for all financial aspects, including creating budget spreadsheets, budget analysis, forecasting, reconciliation, staffing and procurement.
- Prepare budgets and budget justifications for proposals and yearly budget plans for submission to Fastlane and RASCAL (internal to Columbia). Proposal submissions also include collecting, reviewing,

preparing, and uploading all other required documentation. RASCAL includes any required documents for the Institutional Review Board (IRB).

- Prepare subaward packages, review completed packages for accuracy, and submit to Contracts for processing, interacting with external administrative staff when necessary.
- Prepare vendor packages for purchase orders, review completed documents for accuracy and submit to Procurement for processing, interacting with external vendors when necessary.
- Review quarterly reports in ARC (Columbia's financial system) with each PI for accuracy and to stay in line with their projects' budget projections.
- Review invoices, TBERS (Columbia employee reimbursements), check requests (reimbursement of travel expenses to non-Columbia program participants) for compliance and accuracy, and then submit to Finance for processing.
- Review all approved subaward invoices for budget approval, prepare the required documentation and then submit to Finance for processing.
- Implement University initiatives, including those involving other units, divisions and departments at LDEO and Columbia.
- Coordinate annual performance reviews with Associate Director and advise on type of appointment, leaves of absences, and salary/grade level, where required.
- Inform PIs on procedures for hiring new research/support staff and draft appointment memos, and consultant paperwork.
- Supervise supporting administrative staff (1) and assign salaries (for payroll) on a timely basis, for all personnel in Large Programs.

Program Manager, US Science Support Program (USSSP)

- Program Manager for the IODP (International Ocean Discovery Program) U.S. Science Support Program, a ten-year \$70M project, which includes over 600 subawards in the first 6 years (internal and external).
- Monitor all monthly financial reports and advise the Program Director about the project's financial status and rate of expenditures.
- Responsible for risk assessment and management of the program's fiscal, technical, and scheduling issues.
- Prepare budgets and budget justifications for proposals and yearly budget plans for submission to Fastlane and RASCAL (internal to Columbia). Proposal submissions also include collecting, reviewing, preparing, and uploading all other required documentation.
- Prepare subaward packages for external institutions, review completed packages for accuracy, and submit to Contracts for processing, interacting with external administrative staff when necessary. (To date, approximately 115 external institutions and 600 subawards for this program.)
- Prepare vendor packages for purchase orders, review completed documents for accuracy and submit to Procurement for processing, interacting with external vendors when necessary.
- Prepare quarterly and annual financial reports for the USSSP quarterly reports, broken down by task.
- Review quarterly reports in ARC (Columbia's financial system) with the Program Director for accuracy and to stay in line with the budget projections.
- Review invoices, TBERS (Columbia employee reimbursements), check requests (reimbursement of travel expenses to non-Columbia program participants) for compliance and accuracy, and then submit to Finance for processing.
- Review all approved subaward invoices for budget approval, prepare the required documentation and then submit to Finance for processing.
- Prepare budget projections, when needed, due to increased science parties or, in current times, canceled expeditions due to COVID-19.

- Work closely with USSSP staff on budgeting, purchasing, invoicing and travel questions, problems, and solutions, especially in regards to Columbia policies and the NSF award.
- Work closely with USSSP Program Director on the program budget, payments, potential financial issues or administrative issues and Columbia policy or NSF award questions.
- Monthly salary assignments for USSSP personnel.
- Supervision of Administrative Assistant (25% project), Assistant Business Manager (100% project) and Logistics Coordinator (100% project).

OCT 2007 – FEB 2015

Program Coordinator / University of Alaska Fairbanks, Fairbanks, AK

Construction of the Alaska Region Research Vessel (R/V SIKULIAQ)

- Point of contact for the ARR (Alaska Region Research Vessel) Project Office to University of Alaska (UA), University of Alaska Fairbanks (UAF), State of Alaska, the National Science Foundation (NSF), and the NSF Business System Review (BSR).
- Responsible for risk assessment and management of fiscal, technical, and scheduling issues.
- Provide financial analysis and projections to ensure fiscal compliance of the multi-million dollar NSF grants (project total of \$199.5M).
- Prepare a monthly budget showing expenditures and estimated costs.
- Prepare weekly and bi-weekly financial reports.
- Prepare monthly Earned Value Management reports for the non-ARRA funds (management) using Excel and Primavera.
- Revise budget for each phase of the ARR project based on requested program changes and/or program progress.
- Troubleshoot purchasing and contracting issues with internal UAF offices and NSF.
- Ensure timely and correct entry of accounting information into the BANNER system, to include: travel, travel reimbursement, subcontract invoices, purchases, and requisitions.
- Disseminate information regarding the progress of construction via phone, e-mail, and reports
- Maintain and update the ARR website, to include uploading photographs, using Drupal.
- Process invoices, to include review for applicability, reasonableness, budget check and approval.
- Schedule, organize, and coordinate meetings, conferences, and travel arrangements for the ARR project team, Advisory Oversight Committee (AOC) members and R/V SIKULIAQ crew.
- Prepare, review, approve and submit travel reimbursements for meeting participants and crew members.
- Proposal coordinator responsibilities specific to this project.
- P-card reconciliation for purchases up to \$10,000/day and \$100,000 a month, specific to project.
- Assist the R/V SIKULIAQ crew with outfitting (the ship) and administrative tasks, to include new employee orientation and onboarding, payroll, purchasing, receiving, in-port errands and driving crew to and from the airports. Also responsible for establishing crew housing, utilities, vehicles, and local hotel contracts prior to delivery of the vessel.

MAR 2006 – DEC 2007

Proposal Coordinator / University of Alaska Fairbanks, Fairbanks, AK

School of Fisheries & Ocean Sciences (SFOS)

- Coordinate with agencies and SFOS personnel to ensure proposals are applicable, compliant, and meet the requirements of the researchers, department, institution, and funding agencies.
- Coordinate and communicate with OSP personnel on proposals, new guidelines, and clarification of rules and regulations and their application to proposals.

- Review proposals to ensure that they comply with agency guidelines (i.e. format, required information, required documentation), editing when necessary.
- Compile and computation of budgets for proposals, to include research on F&A rates, salary, fringe benefits, travel expenses (airfare, per diem, and lodging), etc.
- Revise budgets based on requests by the agency, the researcher, or UAF Office of Grants & Contract Administration.
- Prepare budget justifications based on information contained in the budget and proposal.
- Prepare mandatory federal and/or state forms.
- Prepare up to date current and pending forms for the researchers.
- Prepare signature pages for the agency, SFOS, and subrecipients (when necessary) and obtain those signatures.
- Contact subrecipients to obtain required documents and signatures and to assist, when necessary, in preparing those documents.
- Update SFOS publications on the database with information provided by the researchers.
- Answer any questions that office personnel or researchers may have and assist them in a friendly and time efficient manner.
- Provide administrative support upon request to SFOS staff or researchers.
- Research funding opportunities via the Internet and provide researchers with all applicable funding opportunities.
- Communicate via phone or e-mail with funding agencies and program when necessary for clarification or assistance.
- Proficient use of Word, Excel, BANNER, QMenus, Fastlane, grants.gov, and the Internet.
- Maintain confidentiality of salary, wages, benefit calculations, and other information contained within the budgets and the proposals.

Complete work history upon request.

Education & Certification

MAY 2011

Master's Degree in Administration of Justice (4.0) / University of Alaska Fairbanks

AUG 2007

Bachelor of Science in Occupational Education/Paralegal / Wayland Baptist University

DEC 2007

Associate Degree in Paralegal Studies/ University of Alaska Fairbanks

NOV 1991

School of Paralegal Studies / Atlanta, Georgia

APPLICABLE TRAINING AND COLLEGE COURSES:

- Concur Travel Training (September and December, 2020)
- Management Development Program Certificate (Columbia University – fall 2018)
- Certification in Administration of Sponsored Projects (Columbia University – June 2017)
- Columbia Foundations (Research Administration) (March 2016)
- Contract Law classes (ESI) (August 2010)

- Grants & Contract Training (November/December 2007)
- Roxen training (website development - December 2007)
- NSF Proposal Writing Workshop (August 2007)
- NCURA – Fundamentals of Sponsored Project Administration (July 2007)
- Authorship, collaboration and Research Misconduct Workshop (May 2007)
- NSF OIG workshop (May 2007)
- Center for Research Services – Research Support Q&A (September 2006)
- Applying Sound Research Administration Decision in Our Daily Work Lives (May 2006)
- OSP - Subawards v. Procurement Actions (March 2006)
- Graduate level management and supervisory courses
- College level computer courses (Word, Excel, Power Point, and Access)
- College level research classes (paralegal studies and general research)
- College level accounting courses
- College level economic courses
- Graduate level research and writing courses
- TypeWell transcribing (training through the University of Alaska Fairbanks March 2003)
- Transcribing (i.e. court hearings, trials, depositions, meetings, speeches, dictation)
- Court reporting (i.e. video and audio recordings on 4-channel tape and FTR Gold)
- On-the-job training in research, writing, scheduling, multi-line telephone systems, and computer programs specific to employer's field of expertise

References

Carl Brenner
Lamont-Doherty Earth Observatory

[REDACTED]

Daniel Oliver, retired
University of Alaska Fairbanks

[REDACTED]

Charles Petzel, retired
University of Alaska Fairbanks

[REDACTED]

Michelle (Shellie) M. Saner

Kenai, AK 99611

Home (Message): | Cell:

OBJECTIVE: To obtain the position of Kenai City Clerk

HIGHLIGHTS OF QUALIFICATIONS

- Certified Master Municipal Clerk, MMC
- Records Management
- Laserfiche Document Management Software
- Elections Administration
- Municipal Meeting Management
- Notary Public

WORK HISTORY

City Clerk	Clerk's Office	City of Soldotna	Soldotna, AK	2013 – Current
Deputy Clerk	Clerk's Office	Kenai Peninsula Borough	Soldotna, AK	2008 – 2013
Admin Asst.	Clerk's Office	Kenai Peninsula Borough	Soldotna, AK	2007 – 2008
Coordinator	Sleep Lab	Peninsula Sleep Diagnostics	Soldotna, AK	2005 – 2006
Credit Analyst	Credit Dept.	Medical Specialties	Stoughton, MA	2003 – 2005
Cash Admin.	Credit Dept.	Medical Specialties	Stoughton, MA	2002 – 2003
Collector	Collections	Medicenter	Kenai, AK	2001 – 2002

WORK EXPERIENCE / RESPONSIBILITIES

City Clerk, City of Soldotna, Clerk's Office

- Department Director
 - Direction of department staff, to include hiring, training, discipline and evaluations.
 - Develop and assign work priorities.
 - Develop and implement standard operating procedures to ensure consistent handling of responsibilities of the City Clerk's Office.
- Municipal Meeting Management
 - Compose ordinances, resolutions, action items and proclamations.
 - Oversees the preparation of agendas and packets for Council Meetings.
 - Assures compliance with legal requirements for all public meetings of the Council, Commissions, Boards and Committees.
 - Attends Council Meetings and acts as parliamentary advisor.
 - Trains Council, Commission, and Board members related to meetings, meeting etiquette, parliamentary procedures and actions of the body.
- Records Management
 - Manages and directs the City Records Management Program in accordance with Federal, State and Municipal Law.
 - Develop and maintain the retention schedule.
 - Implements procedures for inventory, storage and destruction of obsolete records.
 - Provides departmental training for proper handling of city records.
 - Administers public records requests in accordance with the Freedom of Information Act.
- Elections
 - Administers all aspects of City Elections, to include initiative, referendum and recall. This includes the administrations employee elections related to policies or representation. Assuring all elections are compliant with all applicable Federal, State and Municipal Law.
 - Coordinate joint governmental election procedures with the Kenai Peninsula Borough and State of Alaska.

- Other
 - Ensures elected and appointed officials remain compliant with the Alaska Public Offices Commissions, financial disclosure requirements.
 - Maintains record of appointments to boards, commissions and committees. Managing resignations, recruitment, term expiring notifications and the historical record of appointees.
 - Administer appeal and arbitration hearing procedures; receives appeals, prepares notices, compiles record and notifies parties. Serves as Clerk during the hearings.
 - Administers the interment and disinterment activities within the memorial park, maintaining all official records and managing the availability and assignment of plots.
 - Administers the procedures for Special Assessment Districts.
 - Develops, administers and maintains the operating budget for Mayor/Council and Clerks Office to include Elections and Records Management.
 - Develops and maintains website content management for City Council, City Elections, Public Records and Clerk's Office. Assists other departments with web content as needed.
- Highlight of Major Accomplishments
 - Complete re-write of the Election Code, and new code provisions regarding Records Management and Public Records Requests.
 - Adoption of a comprehensive records retention schedule specific to the needs of the city.
 - Identified a change in process related to employee representation and developed and implemented an employee election process for electing employee representation to the Employee Relations Board.
 - Developed and implemented training program for boards and commissions.
 - Transitioned Council and Planning Commission to paperless meetings.
 - Active participated in three cemetery expansion projects.
 - Administered a citizen's initiative driven Charter Commission Election.
 - Drafted the base framework of a municipal charter for attorney review, Charter Commission amendments and final approval by the commission for submission to the voters.
 - Served as the Clerk for the Charter Commission ensuring compliance with all legal requirements. Ensured sections of existing code were amended to comply with the new Charter as ratified by the voters.
 - Complete re-write of the Memorial Park Policy to be submitted for review and recommendations to the Parks & Recreation Advisory Board with final approval by the Council.
 - Developed and administered a tracking system for name placement on the memorial wall.
 - At the Direction of Council developed and or assisted in the development of the Student Representative Policy, Mobile Device Policy, Social Media Policy and Mini Grant Policy.
 - Administered four elections in one year, to include campaign reporting with the Alaska Public Office Commission.
 - Attained designation as a Master Municipal Clerk (MMC).

Deputy Borough Clerk, Kenai Peninsula Borough (KPB), Clerk's Office

- Municipal Meeting Management
 - Assist with preparation of agendas, legislation, packets and minutes.
 - Maintaining the record (minutes) during Assembly meetings.
 - Assure all meetings were advertised in accordance with the AS 44.62.310.
- Records Management
 - Supervise two employees.
 - Prepare annual budget and performance measures for the department.
 - Created the user manual for an obsolete software used to manage borough records.
 - Provided individual training for new users of the records management software.
 - Maintain the inventory of borough records and provide for the disposal of obsolete records.
 - Review records and determine the appropriate media in which records should be stored.
 - Report annually to the Assembly the numbers of obsolete records destroyed.

- Election Administration
 - Assisted with all aspects of administering Borough Elections, to include initiative, referendum and recall.
 - Recruitment and training of more than 100 election workers, to include precinct chairs, canvass board and absentee voting officials.
 - Reserve all polling site locations for the election, scheduled delivery and pick up of election equipment to all twenty-two polling locations.
 - Preparation of ballots and memory cards.
- Other
 - Codification. Verified the accuracy of all legislation prior to codification, performing a quarterly audit of code ensuring codification was correct.
 - Community Meetings. Coordinated and conducted thirteen community meetings annually, meeting the scheduling needs of the Mayor, Assembly Representative, Grants Manager and Community. Worked with the community after the meeting to complete the appropriate forms related to the funding priorities of each community.
 - State Funding Priorities. Compiled all State Funding priorities of the KPB into a single book form for final Assembly approval. After Assembly approval, entry of each priority into the State of Alaska Capital Project Submission and information system (CAPSIS).
 - Federal Funding Priorities. Created a single form representing the funding questions asked by the KPB Congressional delegation. Compiled all KPB Federal Funding priorities into a single book form for final Assembly approval. After approval transmit final priorities to each Congressional delegate in the format as required by the delegate.
 - Website. Assure the Assembly Clerk web pages were kept current using Microsoft Office Frontpage and Joomla.
 - Board of Equalization & Board of Adjustment. Assists with the acceptance of appeals, prepare notices, compile record and notifies parties. Serves as the recording clerk during the hearings.
 - Full Notary
- Highlight of Major Accomplishments
 - Developed a comprehensive user manual for an obsolete records management software.
 - Assessed procedures, risk and costs associated with recovery of over 500 frozen diazo film copies. Determined and administered the most cost effective, least risk recovery method. All diazo film copies were recovered with no damage.
 - Transitioned the destruction method for obsolete records from landfill burial to shred/recycle.
 - Attained designation as a Certified Municipal Clerk (CMC).

Administrative Assistant, Kenai Peninsula Borough, Clerk's Office

- Meeting Management
 - After receipt of all legislation reformat and prepare for packet. Compile meeting packet.
 - Prepare agenda and committee schedules as per instructed by Assembly President.
 - Prepare notice of agenda and meeting for publication in newspaper.
 - Assure all legislation, agendas and schedules were posted on the website.
- Records Coordinator
 - Records Coordinator for the Clerk's Office. Prepares records for final archival in accordance with the records retention schedule.
- Election
 - Format and proofing election notices for publication in newspapers.
 - Accepting voter registration and candidate filings.
 - Preparing precinct supply boxes, ensuring each polling location would have the supplies needed to administer the polling location on election day.

- Other
 - Budget. Working within the GEM's financial software, managing budget expenditures and processing payment requests.
 - Public Records Requests. Acceptance and routing of public records requests. Preparing notification to the requestor if additional time is needed to fill the request or if any costs will be incurred.
 - In the absence of the Clerk or Deputy Clerk
 - Verify all enacted legislation is accurate prior to sending to codification vendor.
 - Maintaining the record during Assembly meetings.
 - Assure that all meeting documents of relevance are provided to Assembly Members and Staff.
 - Limited Notary.

Coordinator, Peninsula Sleep Diagnostics

- Process referrals
 - Contacting and scheduling patient.
 - Verifying Insurance.
- Maintain Database
 - Patient and coordination doctor information.
 - Diagnosis and prescriptions.
- Provide Study Details to Billing
 - Medical transcription.
 - Diagnosis code verification.
- Administrative
 - Maintaining the schedules for janitorial, laundry and catering services.
 - Knowledge of insurance laws.
 - Focus and flexibility to maintain a proper flow of events within the sleep laboratory.

Credit, Collections, and Billing Analyst, Medical Specialties Distributors

- Client Account Responsibilities
 - Perform credit check on new customer accounts and annual credit review on existing accounts.
- Customer Account Management
 - Regular review of credit line, collection calls on past due accounts.
 - Managing accounts by placing holds on orders when an account is past due to include research and resolve of past due disputed invoices.
- Maximize Cash Flow
 - Make at least 30 collection calls per day and maintain all accounts within the assigned credit limit.
- Collections
 - Monitoring accounts being administered by collection agencies or attorney to maximize recovery of accounts written off to bad debt.
 - Negotiate settlements with customers within the management approved guidelines.
 - Familiarize with collection laws in multiple states.
- Billing
 - Process special billing projects as they develop.
 - Initiate quality control procedures for billing process.
 - Analyze billing procedures and determine the best possible procedures.

Cash Administrator, Medical Specialties Distributors

- Payment Process
 - Posting payments to the correct accounts and invoice and preparing bank deposits.
- Budget
 - Balance the cash account and general ledger accounts affected by payments.
 - Audit unapplied cash reports.
- Record Archival
 - Filing all payment information in accordance with the applicable records retention schedule.

Collections & Billing Representative, Mediacenter

- Medical Billing/Claims
 - ICD9 and CPT coding, application of modifiers when required.
 - Submit electronic and paper claims.
 - Appeal insurance claim denials.
 - Posting explanation of benefits to patient accounts
- Collections
 - Collection calls to patients.
 - Negotiate payment plans with patients.
 - Hardship cases, submit facts to Manager for possible write off.
 - Uncollectable accounts turned over to collection agency.
 - Collection calls to insurance companies.
- Administrative
 - Answer telephones.
 - Check in patients.
 - Assure the proper flow of events with in the medical office.

ORGANIZATION COMMITMENT

Alaska Association of Municipal Clerks:

Membership Committee, Member 2008 – 2012
Membership Committee, Chair 2013 – 2014
Election Committee, Member 2008 – 2013
Election Committee, Chair 2013 – 2017
Scholarship Committee, Member 2015 – 2018
Scholarship Committee, Chair 2019 – Current
Conference Planning Committee, Member 2015 – 2016
Conference Planning Committee, Chair 2016 - 2017
Executive Board, Second Vice President 2015 - 2016
Executive Board, First Vice President 2016 – 2017
Executive Board, President 2017 – 2018
Executive Board, Past President 2018 – 2019

Project Homeless Connect:

Coordinator of the Comfort Care Packages 2018 & 2019

PERSONAL REFERENCES

Johni Blankenship

[REDACTED]

[REDACTED]

Brenda Ahlberg

[REDACTED]

[REDACTED]

Carol Freas

[REDACTED]

[REDACTED]

Jamie Newman

[REDACTED]

[REDACTED]

From: [Rebecca Anderson](#)
To: [Jamie Heinz](#)
Subject: City Clerk Candidate Amended Cover Letter
Date: Sunday, September 19, 2021 5:58:36 PM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

City of Kenai:

I have reviewed the position requirements for the City Clerk and realized I made an error in the cover letter of the application. I sent an old cover letter for an entirely different position but sent it to the City of Kenai for the City Clerk position. This was an embarrassing error I do not believe can be rectified with this simple letter, but I still wish to make the correction.

Upon reviewing the position, I found it quite interesting and even exciting because I have lived in the City of Kenai for about 20 years and love being part of this community. Working to add value to the lives of other residents and doing so by ensuring the office works efficiently and well would mean drawing on previous experiences in corporations in California as well as non-profit and sole proprietorships in Alaska, where I returned to live and rear my now-grown children.

I have no actual experience with either of the programs mentioned in the job description, but I have worked with others who have. I also did some research and learned these are programs I believe do add value. I have experience in all previous positions with learning new things, and I am confident of knowing how to seek and find help as needed.

The majority of my experience in Alaska was working in various positions at the local domestic violence and sexual assault shelter. I mention this again because of the value of the experience of completing accurate and timely documentation with viral records. The importance of the accuracy of the data was crucial because of the financial components. With this state holding records in such high levels of domestic violence and especially violence against women, particularly women native to indigenous communities, I have been glad to continue to work here in my hometown. I want to be part of ensuring the residents of this community that I hold so dear can continue to live peacefully and safely with the positive experience of being part life in this municipality.

I do hold the required experience including working in environments of keeping minutes and following rules of order as understood and expected. I have been part of the hiring and training processes of new staff and am confident in my abilities.

Thank you for considering me for the City Clerk. I am eager to use the skills I haven't been using lately, and especially working with and for my beloved Kenai.

Sincerely,

Rebecca Anderson