



EDGEWOOD EXPERIENCE — MEET THE “A” TEAM!

August 9, 2021

INTRODUCING...



Dave Gray

Asst. City Administrator



Stephanie Goff

Accounting Manager



Jennifer Bartelson

Office Manager



Brittany Murray

Accounting/Admin. Tech



Rachel Pitzel

City Clerk/HR Director



Jill Schwerzler-Herrera

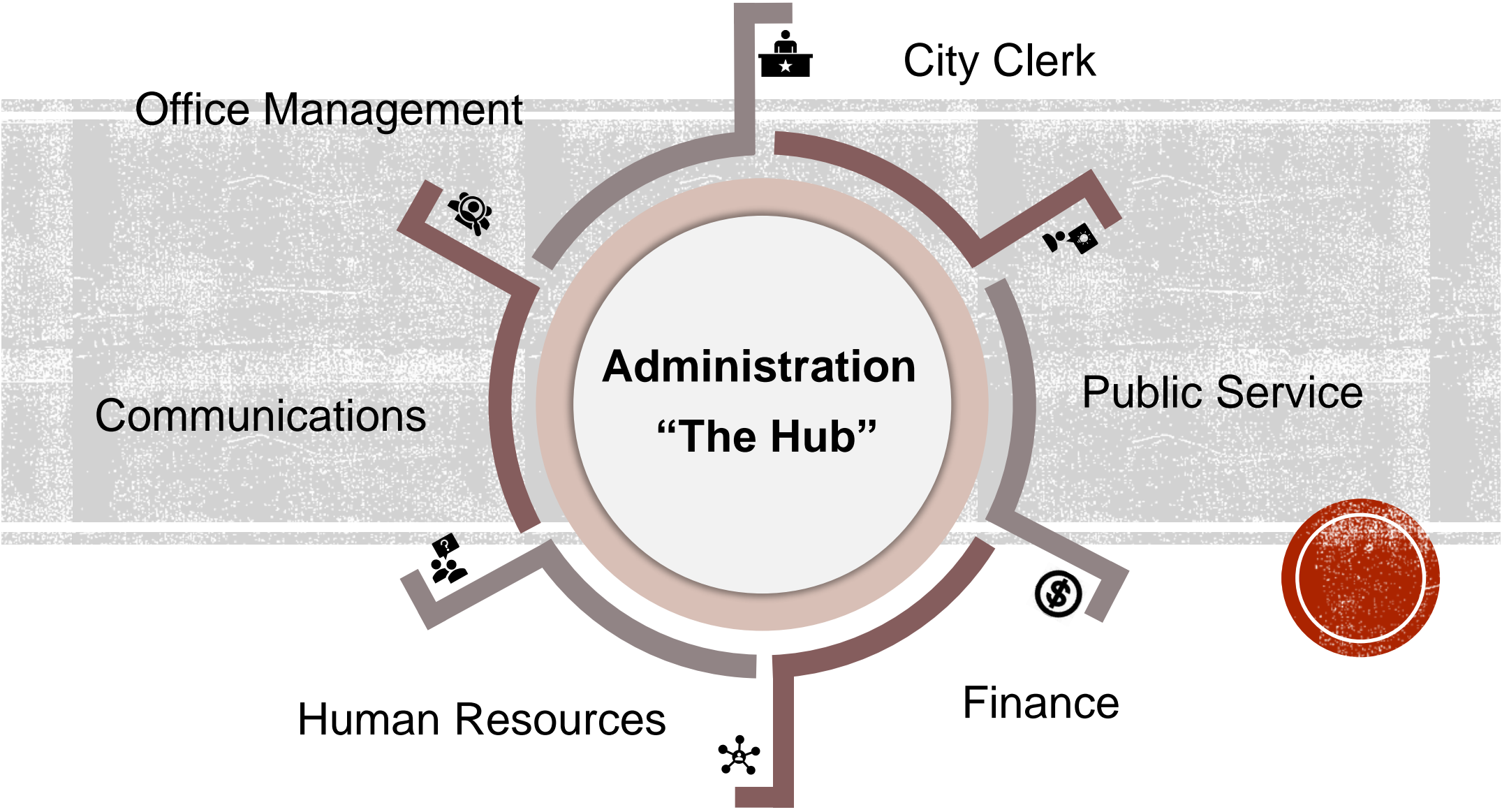
Deputy Clerk/Communications
Coordinator



Mona Sullivan

Administrative Assistant





Office Management

City Clerk

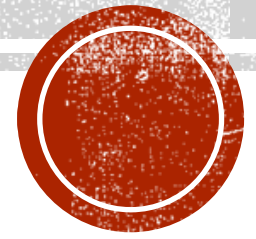
Communications

Public Service

Human Resources

Finance

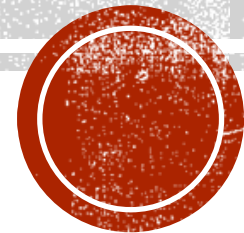
**Administration
"The Hub"**





CITY CLERK

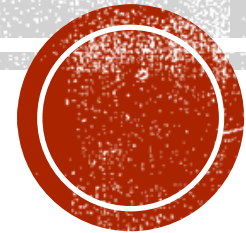
- Staff Liaison to City Council
- Maintains Record of Ordinances and Laws of City
- Public Records Officer
- Legal Notices
- Agenda Management
- Legislative Policies and Procedures
- Overseeing City Elections and Administering Oaths of Office
- Records Management
- Notary
- Claims
- Manages Contracts, RFQ's & RFP/Small Works





OFFICE MANAGEMENT

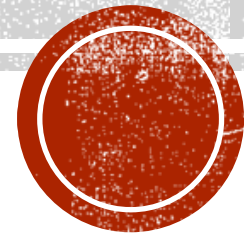
- Wellness Program
- Staff Training Coordination
- Performance and Maintenance Bond Management
- Addressing
- Business Licensing
- Project Management
- Fixed Assets
- Quarterly Team Building Events
- Emergency Management Coordination
- Staff Connectivity
- Purchasing





PUBLIC SERVICE

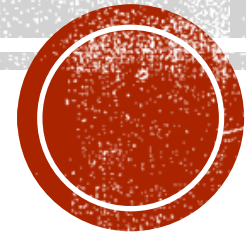
- “Face” / ”Voice” of the City
- Phone “triage”
- Public Inquiries
- Staff Engagement
- Pet Licenses
- Over the Counter Permitting
- Staff Support
- Front Counter and Telephone coverage & support
- Citizen Action Requests Coordination
- Public Works Requests and Orders Coordination
- Supply Ordering
- Payment Receipting





FINANCE

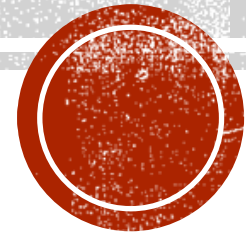
- Budget
- Accounts Payables/Receivables
- Payroll
- Financial Statements
- Grant Coordination
- Capital Project Coordination
- LID Management
- Annual Reporting
- Audit
- Banking and Bank Reconciliations
- Debt Management
- Task Order Management





HUMAN RESOURCES

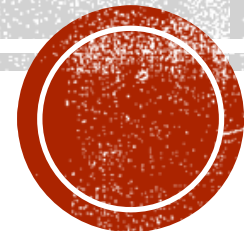
- Planning for Staffing Needs
- Employee Compensation & Benefits
- Employee Training & Performance
- Employee Engagement
- Employee Recruitment and Selection
- Employee Separation
- Policy and Procedures





COMMUNICATIONS

- Social Media Content
- Website Formulation/Content
- Edgewood Magazine
- Press Releases
- Community Engagement
- Emergency Management System
- Recruitment & Promotional Brochures
- City Event Promotion





QUESTIONS FOR THE TEAM?

**NEXT UP...
CITY CLERK'S OFFICE &
HUMAN RESOURCES**



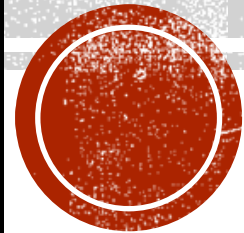


**EDGEWOOD
EXPERIENCE —
CLERK'S OFFICE**



CITY CLERK

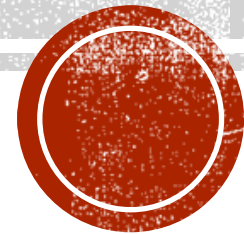
Clerks Week





CITY CLERK

- Early Beginnings
- The Hub
- Should I become a Municipal Clerk?
- Rachel and Jill's story





**EDGEWOOD
EXPERIENCE —
HUMAN RESOURCES
DEPARTMENT**

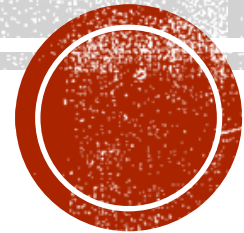


HUMAN RESOURCES

HOW TO BECOME AN

HR MANAGER

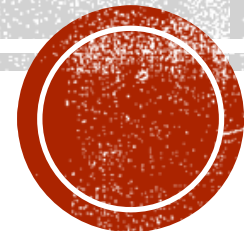
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HUMAN RESOURCES

- What is Human Resource Management
- Role of Human Resources
 - Staffing
 - Development of Workplace Policies
 - Compensations & Benefits Administration
 - Retention
 - Training & Development
- Dealing with Laws Affecting Employment
- Worker Protection
- Communication





QUESTIONS?

