

**Brenda Evans**  
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### **Objective / Summary**

To obtain a full-time challenging position in a growing community. After 29 years in municipal government, I have management experience in every department, including, but not limited to, economic development, human resources, utilities, retirement programs, risk management, finance, team leadership with other department heads and working directly with the City Council.

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### **Experience**

**City of Neoga**

**Nov. 94 - Present**

**City Administrator**

**2003-Present**

- Chief Administrative Officer
- Budget Officer
- Economic Development
- Direct, supervise, and coordinate department heads
- Code Enforcer for city ordinances
- Employ, discipline, suspend, and terminate employees
- Prepare and submit annual budget/appropriations
- Prepare and submit tax levy
- Work side by side with engineers
- Personnel policies and procedures
- HR - Personnel records
- Grant writing and administrating

**City Clerk**

**2003-Present**

- Keeper of the City Seal
- Freedom Of Information Act Officer
- Record Retention
- Council Agendas & Minutes
- Ordinances & Resolutions
- Risk Management Coordinator
- Office Manager

## Experience (cont.)

### Human Resource

2002-Present

- Payroll
- Insurance
- Retirement
- Deferred Comp
- Personnel Records
- Work Comp Reports - Injury Reporting

### Deputy City Clerk

1994-2002

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## Education, Certifications, and Training

International Institute of Municipal Clerks	2007
• Certified Municipal Clerk Certificate	
Illinois Municipal Clerks Association	2007
• Registered Municipal Clerk Certificate	
Bioterrorism/Emergency Response Team	2006
FEMA Certificate	2006
Illinois Municipal Retirement Fund	2003
• Authorized Agent Certificate	
Freedom of Information Act Training (Yearly)	2020
Economic Development Grant Seminar	2003
Parliamentary Procedure Seminar	2005
Overtime Requirement Seminar	2004
HIPAA Training	2003
Microsoft Word Certificate	2003
Increase Writing Seminar	2003
LOCIS Annual Training	2003
Lake Land College	1984
Neoga Jr-Sr High School	1983

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## Leadership / Experience

Cumberland County Development Corp. President	1 year
Cumberland County Development Corp. Vice-Pres.	2 years
Municipal Clerks of Illinois Vice-President	1 year
Municipal Clerks of Illinois District Director	6 years
Southeastern Illinois Clerk Treasurer Assoc. Secretary	2 years
Southeastern Illinois Clerk Treasurer Assoc. Vice-President	3 years
Southeastern Illinois Clerk Treasurer Assoc. President	4 years
Chairman of Neoga Days Celebration	6 years
Chairman of "Sooeyst" Fall Festival	3 years
President of Post Prom/Graduation	2 years
Secretary of Post Prom/Graduation	2 years
Member of Grace United Methodist Church	29 years
Board member of Grace United Methodist Church	9 years
Volunteer at Heartland Christian Village	10 years
Student of the Month Committee	8 years
Chairman of Neoga Sesquicentennial	1 year

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