

November 30, 2020

RE: City Manager

Dear Ms. Mathis,

Recently, I discovered that the City of Flagler Beach is searching for a new city manager. Please accept the enclosed resume for this position. I believe my experience in Commission municipal government is exactly what you are looking for.

I am currently employed by the City of Neoga, where I have been employed for the past 26 years. During those years, I have been working with the City Council, as well as local organizations to improve our City and surrounding area.

Working for the City of Neoga has given me the opportunity to broaden my knowledge of all levels of management. After reviewing your community profile, I feel that I am the candidate that you need. I have been doing the same daily activities that you are requesting, and after visiting Flagler Beach many times, I am ready for a challenge like the one you are proposing.

I would like to thank you for your consideration and would like to interview with you as soon as possible. Please feel free to contact me at

Sincerely,

Brenda Evans

Brenda Evans

bevans3486@gmail.com

Objective

To obtain a full-time challenging position in a growing community.

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
- 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

Human Resource

2002-Present

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

Deputy City Clerk

1994-2002

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)	2003
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
Neoga Jr-Sr High School	1983

Leadership / Experience

Cumberland County Development Corp. Vice-Pres.	2 years
Municipal Clerk of Illinois District Director	4 years
South Eastern Illinois Clerk Treasurer Assoc. Secretary	2 years
South Eastern Illinois Clerk Treasurer Assoc. Vice-Pres	3 years
South Eastern Illinois Clerk Treasurer Assoc. President	2 years
Chairman of Neoga Days Celebration	6 years
Chairman of "Soeeyfest" Fall Festival	3 years
President of Post Prom/Graduation	2 years
Secretary of Post Prom/Graduation	2 years
Member of Grace United Methodist Church	21 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
