

City of Dillingham Action Memorandum Agenda of: June 7, 2018

Action Memorandum No. 2018-05

Subject:

Approve the City Manager's appointment of Anita Fuller to the position of Finance Director / City Treasurer

City Manager: Recommend Approval

Signature: Joni Goodell, Acting City Manager

Fiscal Note: Yes No Funds Available: Yes No

Other Attachments:

Letter of Interest
Contingent Offer of Employment Letter (handout at the June 7, 2018 meeting)

Summary Statement:

The Finance Department has been working with Acting Finance Director Anita Fuller since April 26, 2018.

The finance director position has been advertised since the end of April. In that time there have been two applications received.

The City Manager has offered Anita Fuller an appointment to the position of Finance Director contingent upon the approval of the appointment by the City Council (DMC 2.30.020 A).

Ms. Fuller has been employed with the City since 2006 and has successfully served in the capacity of Finance Director during several transitions.

Anita brings twelve years of experience in municipal finance, and as a long time Dillingham resident is vested in the community, with the potential for longevity.

May 3, 2018

To: Tod Larson, City Manager and City Council

It is with deliberation and confidence I would like to submit my letter of intent to apply for the Finance Director position for the City of Dillingham. My Bachelor's Degree in Business Administration and twelve years of experience working in the Finance Department gives me a unique and beneficial perspective that will lend itself well for the City.

My employment began as the Payroll, Payables and Utility Technician. Over the years I have been able to work all positions from Accounting Technician I to Assistant Finance Director. As the Assistant Finance Director I have been responsible for training every position in the Department and also working with the four permanent and two interim Finance Directors that have worked for the City in the past twelve years. These years have provided many opportunities to work with customers and many agencies that are intricately involved with the City. I have been responsible for tasks such as internal controls, property tax assistance, emergency preparedness, technology support, human resources, reconciliations, grant reporting and much more.

Dillingham has been my home for the past twelve years. I have children who have attend both private and public school. I am a home owner, actively involved with my church and working with a program for girls. My husband has been an educator in this community for sixteen years. This is my home and where I want to invest my time to make improvements. We have no plans to leave Dillingham.

It is my desire to create a work environment that encourages career development, teamwork and a place that staff will want to work long term. I am encouraged by the current environment that is being developed by Administration and I want to be a part of that team. I am a quick learner and capable of learning what is needed to get a job done well.

Thank you for your consideration,



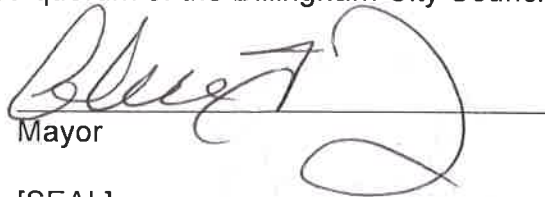
Anita Fuller

Assistant Finance Director

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Summary Statement continued:


PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council on June 7, 2018.



Mayor

ATTEST:

[SEAL]



City Clerk

Route to	Department Head	Date
	Finance Director	
X	City Clerk	