

Kimberly Wells

Somerville, MA 02145

November 20, 2018

City Hall Personnel Office
93 Highland Avenue
Somerville, MA 02143

To Whom It May Concern:

I am writing to express my interest in the open position for Assistant Clerk of Committees. I am well-prepared for this position through my volunteer experience serving as Secretary-Elect for the Junior League of Boston, as I am experienced in upholding parliamentary procedure, preparing meeting agendas, taking meeting minutes, and maintaining records in order to preserve the integrity of and retain the 501(c)(3) status of the organization.

My work experience as a Public Services Manager at the Edward J. Collins, Jr. Center for Public Management ("the Collins Center") also puts me in a unique position of having an understanding of the issues and challenges facing municipalities. Through this work, I have honed my skills in researching policies across municipalities, working with regional planning agencies, and partnering with other entities in helping to formulate best practices in municipal department operations. My work also involves independently managing multiple projects, including those on matters such as: data analysis; charter and ordinance changes; software implementation; departmental operations; and performance management.

I have a working knowledge of the open meeting law, researching the General Laws of the Commonwealth of Massachusetts, and finding information in the municipal code and the Rules of the Board of Aldermen. I am also familiar with using software to track legislative activities, as this was one of my duties as an intern with Charles Group Consulting.

Additionally, I have experience facilitating intra- and interdepartmental collaboration, which was enhanced through my participation in the Somerville Academy of Innovative Leadership. These skills will undoubtedly prove to be critical in managing and coordinating the interests and stakeholders of multiple committees. Further, I have strong organizational and customer service skills, as well as many years of experience directly managing the service functions in a retail setting. I am able to adeptly handle issues and complaints, and to work with others to do the same.

My broad experience, coupled with my desire to foster the culture of innovation and analytics that the City of Somerville has embraced, makes me exceptionally qualified to serve as the Assistant Clerk of Committees. As someone who will reside in this city for many years to come, I welcome the opportunity to utilize my skills and experience to serve the City of Somerville's Board of Aldermen.

Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Kimberly M. Wells