

CLERK'S OFFICE

APPROVED

Date: 6-11-02

Submitted by: Assembly Chair TRAINI
Prepared by: Department of Assembly
For reading: June 11, 2002

ANCHORAGE, ALASKA

AR NO. 2002-182

A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING LINDA HEIM AS
DEPUTY MUNICIPAL CLERK, AND APPOINTING JUDITH LERVAAG AS ELECTIONS
COORDINATOR.

WHEREAS, give the recent retirement of Vickie Cantrell, the Municipal Clerk has recommended
the following executive appointments:

Linda Heim as the new Deputy Municipal Clerk; and

Judith Lervaag as the new Elections Coordinator.

WHEREAS, Linda Heim has been a staff member of the Municipal Clerk's Office for 13 years,
serving at virtually every work station within the office – as Deputy Municipal Clerk, her overall knowledge
of the office and years of experience will be an asset to the Municipality and its citizens; and

WHEREAS, given the importance of conducting Municipal elections, especially with the new
Accu-Vote system, and given Linda Heim's departure as Elections Coordinator, finding a new Elections
Coordinator with prior experience was a top priority; and

WHEREAS, Judith Lervaag has served as Elections Regional Supervisor and Coordinator for the
State of Alaska, working all facets of elections including Accu-Vote; and she was also a staff member of
the Municipal Clerk's Office from 1980 to 1988, conducting elections, assisting with liquor licenses, and
basically filling in on any job in the office (see resume attached); and

WHEREAS, with Linda Heim's overall work experience within the Clerk's Office including
elections, and Judith Lervaag's prior work experience within the Clerk's Office and her Accu-Vote
elections experience, the Municipal Clerk's Office is well-prepared for its most important task – conducting
elections, and for continuing its efforts to improve work methods and customer service.


NOW, THEREFORE, the Anchorage Assembly resolves:

Section 1: That the Assembly appoints Linda Heim as Deputy Municipal Clerk

Section 2: That the Assembly appoints Judith Lervaag as Elections Coordinator

Section 3: That this resolution is effective upon passage and approval

PASSED AND APPROVED by the Anchorage Municipal Assembly this 11th day of
June, 2002.


Chair

ATTEST:


Municipal Clerk

Judith M. Lervaag
3401 West 88th Avenue #13 - Anchorage, Alaska 99502
H (907) 243-2669 W (907) 258-7575

Work Experience

1996- current North Star Behavioral Health System/ North Star Hospital, Anchorage, Alaska
Administrative Assistant

- General Office Administration
- Supervise and schedule reception staff
- Coordinate policy and procedures for administrative staff
- Staff support to CEO
- 1997 Employee of the Year

1995 – 1996 Chugach North Temporary Services, Anchorage, Alaska (temporary work for Alyeska Pipeline Service Co./ Prudhoe Bay and Chugach Development Corporation, King Salmon)

Administrative Assistant

- Set up, tracking and retrieval of ACT and quality control items
- Generate and distribute agenda for manager meetings
- General office administration

1993- 1995 State of Alaska, Elections Division, Anchorage, Alaska

Elections Coordinator

- Supervise and manage statewide support staff in Anchorage
- Prepare reports/ brochures from historical and technical data for public
- Supervise publication of Official Election Pamphlet (OEP)
- Recruit, hire, supervise OEP staff
- Supervise all absentee by mail voting activity
- Prepare budgets of selections supervised
- Train regional election workers
- Federal Voting Control Person

1992- 1993 State of Alaska, Governor's Office, Juneau, Alaska

Executive Secretary

- Compile/ compose drafts for Executive Proclamations
- Data entry and backup for main receptionist
- Rewrote, proofed, initialized correspondence for constituent relation
- Schedule and prepare travel itineraries

1991- 1992 Municipal and Regional Assistance Division, Anchorage, Alaska

Clerical Supervisor

- Supervision of clerical staff
- Oversaw maintenance of all geographical files and profiles on communities in Alaska
- Prepared monthly reports, all travel arrangements and all management of records

1989- 1991 State of Alaska, Elections Division, Juneau, Alaska

Elections Supervisor

- Responsible for overall supervision, management and administration of the Region I office
- Supervised, trained and set workload priorities.
- Prepared budget for all of Region I
- Coordinated all election activities with state and local agencies
- Provided input on proposed legislation or regulations that affected the division
- Analyzed precinct/district boundaries and realignment of same
- Prepared and maintained accountability of regional ballot requirements
- Chief spokesperson for the region.

1988 – 1989 State of Alaska, Elections Division, Anchorage, Alaska

Administrative Assistant II

- Responsible for all acquisition and payment of invoices
- Assist in analysis and preparation of budget
- Served as Department Fiscal Officer
- Recruitment/ training of election officials/process all voter information
- Assisted in all ballot preparation and accountability
- Worked with various departments to coordinate election functions

Education

One year and on-going coursework at UAA; Mankato Business College, Mankato Minnesota

Technical: Proficient in Word, Excel, Power Point, learner ability on Access, email and Web

Training: In Search of Excellence, Effective Public Presentation Skills, Dataspan and Records management, PC office automation, Management by Objective, The new Supervisor, Supervision I

References provided upon request.

**Municipality of Anchorage
MUNICIPAL CLERK'S OFFICE
AGENDA DOCUMENT CONTROL SHEET**

1

| | | |
|----------|--|--|
| 1 | SUBJECT OF AGENDA DOCUMENT | DATE PREPARED <i>6-5-02</i> |
| | <i>Appointments of Linda Heim and Judith Lervaag</i> | INDICATE DOCUMENTS ATTACHED |
| | | <i>AR, Attachment</i> |
| | | |
| 2 | DEPARTMENT NAME <i>Assembly</i> | DIRECTOR'S NAME <i>Dick Traini</i> |
| 3 | THE PERSON THE DOCUMENT WAS ACTUALLY PREPARED BY | HIS/HER PHONE NUMBER |
| 4 | COORDINATED WITH AND REVIEWED BY | INITIALS |
| | | DATE |
| | Mayor | |
| | Heritage Land Bank | |
| | Merrill Field Airport | |
| | Municipal Light & Power | |
| | Port of Anchorage | |
| | Solid Waste Services | |
| | Water & Wastewater Utility | |
| | Municipal Manager | |
| | Cultural & Recreational Services | |
| | Employee Relations | |
| | Finance, Chief Fiscal Officer | |
| | Fire | |
| | Health & Human Services | |
| | Office of Management and Budget | |
| | Management Information Services | |
| | Police | |
| | Planning, Development & Public Works | |
| | Development Services | |
| | Facility Management | |
| | Planning | |
| | Project Management & Engineering | |
| | Street Maintenance | |
| | Traffic | |
| | Public Transportation Department | |
| | Purchasing | |
| | Municipal Attorney | |
| | Municipal Clerk | |
| | Other | |
| 5 | SPECIAL INSTRUCTIONS/COMMENTS | |
| | <i>For Action J.B.</i> | |
| | | |
| 6 | ASSEMBLY MEETING DATE <i>6-11-02</i> | 7 |
| | | PUBLIC HEARING DATE REQUESTED <i>_____</i> |

