



**MUNICIPALITY OF ANCHORAGE
ASSEMBLY MEMORANDUM**

No. AM 490-2023

Meeting Date: June 20, 2023

1 **FROM: ASSEMBLY CHAIR CONSTANT**

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3 **SUBJECT: EXECUTIVE APPOINTMENT – CONFIRMATION HEARING –**
4 **JAMIE HEINZ, MUNICIPAL CLERK**

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6 Pursuant to the Municipality Charter sections 4.05 and Anchorage Municipal Code
7 sections 2.20.055 and 2.30.095B, I have appointed **Jamie Heinz, Municipal Clerk,**
8 and ask for the Assembly's confirmation. A confirmation hearing has been
9 scheduled on Friday, June 23, 2023.

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11 Ms. Heinz' resume is attached for your information.

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13 Respectfully submitted: Assembly Chair, Christopher Constant, North Anchorage

JAMIE HEINZ

OBJECTIVE

To obtain a full-time professional position within a public entity that will allow me to apply my acquired experience and knowledge as a contribution to my community.

QUALIFICATIONS

- Four years of experience serving as Records Manager including creation and administration of the record retention schedule, training record coordinators, implementation and administration of a physical record tracking system.
- Five years of experience with departmental budget creation and management.
- Seven years of experience administering elections including noticing, petition certification, logic and accuracy testing, training, security, accountability, and canvassing.
- Ten years of experience coordinating all phases of public meetings including packet preparation, open meetings act, parliamentary procedure, minutes, and follow-up.
- Thirteen years of experience understanding, interpreting, following, and explaining complex codes, statutes, and regulations.
- Over twenty years of customer service experience, effectively working with culturally diverse customers, staff, and internal and external agencies.
- Obtained Certified Municipal Clerk designation July, 2012 and Master Municipal Clerk designation February, 2021

EDUCATION

AAS, BUSINESS MANAGEMENT
Northwest Community College

9/1996 – 12/1998
Powell, WY

EMPLOYMENT HISTORY

ELECTION ADMINISTRATOR

7/2022 - Present

DEPUTY CLERK - ELECTIONS

1/2022 – 7/2022

Municipality of Anchorage

Anchorage, AK

In collaboration with and oversight from the Municipal Clerk, plan and oversee activities and operations of elections for the Municipality of Anchorage including recruitment, training, mail ballot generation, ballot processing, and final tabulation. Ensure the integrity of the process and compliance with organizational policies and local, state, and federal laws governing elections and voters' rights. Conduct and expand public education and outreach on voter registration and election participation. Ensure Municipality of Anchorage elections are fair, easy, convenient, and accessible. Assemble, train, and supervise election staff, team leads, and election workers in performing all elections for which the Municipality of Anchorage is responsible. Review timecards and approve department payroll. Maintain stringent security practices. Participate in the creation and evaluation of all election related Requests for Proposals (RFP). Participate in and document long-range planning to ensure effective use of personnel, equipment, and facilities in both day-to-day processing and the conduct of elections.

CITY CLERK

9/2017 – 12/2021

City of Kenai

Kenai, AK

Served as an officer of the City, appointed by the City Council; responsible for supervision of the staff of the City Clerk's Office, public meeting administration including recording of the official minutes and serving as parliamentarian, Open Meetings Act compliance, preparation of legislation, election administration, record management, public record requests, preparation of and management of the Clerk's Office and the City Council's budgets, business licensing, cemetery and memorial park administration, and additional duties as prescribed by state statute and City ordinances. Maintained the City's Code of Ordinances, Charter, and policies and maintained custody of the City seal. Additional responsibilities included administration of the City's website, social media account, Laserfiche software, and meeting administration software.

JAMIE HEINZ

EMPLOYMENT HISTORY CONT'D

DEPUTY CLERK

4/2015 – 9/2017

City of Kenai

Kenai, AK

Responsible for administrative, secretarial, and clerical duties directly related to the duties of the City Clerk's Office as directed by the City Clerk including, but not limited to, preparation of City Council agendas and meeting packets as well as various committee and commission agendas and packets in compliance with Open Meetings Act, website maintenance, records management, business licensing, cemetery and memorial park administration. Attended City Council meetings for the recording of the official minutes. Also attended Planning and Zoning Commission meetings to provide for parliamentary support and the recording of official minutes. Assisted the City Clerk in the planning, documentation, and implementation of special projects.

BUSINESS LICENSE OFFICIAL

9/2014 – 2/2016

Municipality of Anchorage

Anchorage, AK

Responsible for duties directly related to certain responsibilities of the Municipal Clerk's Office including, but not limited to, issuing business licenses in accordance with municipal code, coordinating liquor license reviews in accordance with Alaska statute and municipal code, records management, correspondence, notary public duties, and assistance with payroll processing and accounts payable when necessary. Attended regular meetings of the Assembly to be available for questions regarding liquor license actions. Attended the Public Safety Committee Meetings and Board of Adjustment meetings to provide clerical support, including the recording of official minutes. Drafted legislation including resolutions and ordinances, Assembly memorandums, and other documents.

LICENSING EXAMINER

5/2013 – 9/2014

State of Alaska, Department of Community, Corporations and Economic Development Division of Corporations, Business, and Professional Licensing

Anchorage, AK

Receive and respond to inquiries from persons or agencies regarding licensees, licensing programs and state requirements for licensure to engage in specific professional or commercial activities. Responses may require research into licensee files, statutes and regulations, division policies and procedures and licensing literature. Furnish licensing applications to interested parties. Review returned applications and supporting documents for completeness, legitimacy, and compliance with legal requirements. Use state statutes and regulations to determine the legal requirements for a specific applicant to qualify for licensure. Identify applicant information that requires additional scrutiny and refer these issues to other division staff for investigation.

Coordinate written and practical licensure examination for approved applicants. Notify applicants of exam deadlines, procedures, dates location and results. Ensure legal public notice of exam dates and deadlines. Coordinate the logistics of examinations. Submit the exam score sheets to the testing service for grading. Provide for applicant review of fail exams in accordance with contracts and regulations for each exam. Create and maintain files on each applicant and licensee as well as program records and archive lists. Maintain the confidentiality of legally confidential information. Serve as official custodian of the record. Develop or revise printed forms and correspondence used in the application process so the forms are effective, efficient and reflect current laws and policies. Identify the need for revision to statutes, regulations and procedures and present recommendations to supervisor. Apply program statutes and regulations to recommend approval of continuing course descriptions and associated documentation for licenser renewal credit.