

2 **CLERK'S OFFICE**

3 **APPROVED**

4 Date: 11-26-02

Submitted by: Assembly Chair TRAINI

Prepared by: Department of Assembly

For reading: November 26, 2002

6 **ANCHORAGE, ALASKA**

7 **AR NO. 2002- 369**

8
9 **A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY APPOINTING CAROL A.**
10 **THOMPSON AS ASSISTANT MUNICIPAL CLERK/ELECTIONS COORDINATOR WITHIN THE**
11 **MUNICIPAL CLERK'S OFFICE.**
12

13 WHEREAS, given last year's promotion of Linda Heim to Deputy Clerk, the Elections Coordinator
14 position has remained vacant; and
15

16 WHEREAS, as we approach the new year and preparation for the Municipality's April 1, 2003
17 election, it is important to fill this position now; and
18

19 WHEREAS, through a competitive recruitment, we have offered this executive position to Carol A.
20 Thompson; and
21

22 WHEREAS, Ms. Thompson is presently the Region II Election Supervisor for the State Division of
23 Elections and she has spent the last 10 years coordinating State and Federal elections for the
24 Municipality of Anchorage, Matanuska-Susitna Borough and, in the past, the Kenai Peninsula Borough;
25 and
26

27 WHEREAS, Ms. Thompson has strong skills in recruiting and training election officials, reviewing
28 candidate filings, organizing and disseminating election ballots, equipment, and supplies, preparing the
29 Accu-Vote ballot tabulation system, working with absentee and questioned review boards, disbursing
30 election results, and maintaining database files.
31

32 **NOW, THEREFORE, the Anchorage Assembly resolves**

33
34 That the Assembly appoints Carol A. Thompson as Assistant Municipal Clerk/Elections
35 Coordinator within the Municipal Clerk's Office.
36

37 **PASSED AND APPROVED** by the Anchorage Municipal Assembly this 26th day of
38 November, 2002.
39

40
41 
42
43 Chair
44

45 **ATTEST.**

46
47
48 
49 Municipal Clerk
50

Carol A. Thompson

HC32 Box 6681-B4 - Wasilla, Alaska 99654
(907) 376-6998 HM – (907) 274-2303 WK/MSG
Email: rcdm@gci.net

Municipality of Anchorage Elections Coordinator

A dynamic, team-spirited, results-oriented and self-motivated individual with more than 10 years successful experience in volunteer management, organizational leadership, logistics management, community and media relations, program development and enhancement, growth leadership, budget projection/management and - long/short-term goal setting. Solid writing and presentation/public speaking skills.

AREAS OF EXPERTISE

- * Volunteer management and coordination
- * Staff/volunteer recruiting, training and team-building
- * Professional presentation skills
- * Community, media and public relations
- * Intra-department/agency cooperation
- * Policy and procedure development
- * Office and budget projection
- * Election administration
- * Computer Skills: Windows, MS Office (Word, Excel and PowerPoint), internet research, Voter Registration Election Management System, Maptitude and Email
- * Customer-service management
- * Manage multiple complex tasks effectively
- * Strategic planning and implementation
- * Organization and event coordination
- * Administrative skills
- * Verbal and written communications
- * Project assignment management
- * Time management – deadline sensitive
- * Document control – information processing

PROFESSIONAL EXPERIENCE

STATE OF ALASKA, DIVISION OF ELECTIONS, Anchorage, Alaska
Elections Supervisor, Region II

1993 to Current

Election Administration:

- Successfully conducted eight state and federal primary and general elections, one statewide special election, one incorporation election and one liquor option election.
- Organized and administered 139 polling place locations and 12 absentee voting sites.
- Administered the testing, placement and tabulation of vote counting system.
- Managed questioned and absentee ballot review following statutes, regulation, case law and policy.
- Recruited and coordinated the use of more than 151 facilities to serve as voting locations.
- Reviewed facilities to ensure that locations utilized met ADA accessibility requirements and prepared documents for pre-clearance through the U.S. Department of Justice.
- Administered and met all statutory and policy deadline requirements.
- Successfully conducted one gubernatorial recount and six legislative recounts.

Office Administration:

- Managed comprehensive day-to-day office management.
- Successful budget projections and management.
- Developed and maintained databases.
- Created, developed and maintained division wide forms, handbooks and informational handouts.
- Strong problem resolution skills; able to efficiently and effectively prioritize a broad range of responsibilities to meet statutory, policy and inter-office deadlines.
- Administered document control and information processing of 6000 plus, per month, voter registration applications, registration cancellations, deficient voter registration applications and administered the data entry of voter history.
- Administered office equipment inventory and authorized purchase of new equipment.

PROFESSIONAL EXPERIENCE CONTINUED

Volunteer Management:

- Recruited and coordinated volunteer activities of more than 900 election workers each election cycle.
- Developed training-resource materials and conducted formal presentation training of volunteers.
- Developed and maintained up-to-date database of election workers recruited, trained and served.
- Administered the payment of paid volunteers.

Human Resource Management:

- Screen prospective new employees and perform employment interviews.
- Trained and provided orientation of permanent and temporary employees.
- Prepared performance evaluations, position descriptions and reclassifications.
- Demonstrated effective leadership skills and team concepts.

Community, Agency, Media and Public Communication:

- Established working relationships with municipalities, cities and boroughs.
- Successfully maintained working relationships with the media and performed interviews on a regular basis.
- Provided public information regarding to the election process in a highly professional manner both verbally and in writing. Maintained confidential information.
- Participated in division wide task forces. Successfully served as task force chair.

Strategic Planning and Implementation:

- Successfully implemented the Accu-Vote optical scan precinct voting system in 139 voting precincts in a two-month period. Developed time line and training procedures for election workers.
- Developed, designed and prepared procedures for early voting.
- Implemented the 2002 reapportionment plan. Developed and designed precinct boundaries, reassigned voters to precinct designation and prepared legal descriptions of precinct boundaries.

STATE OF ALASKA, DIVISION OF ELECTIONS, Anchorage, Alaska

1990 to 1993

Administrative Assistant II and Elections Clerk, Region II

Experience:

- Assisted in the administration of four state and federal elections.
- Successfully executed the daily operation of clerical procedures and practices.
- Maintained accurate records, reports and performed general office filing.
- Accurately performed on-line data entry of voter registration applications and maintained elections database system.
- Assisted in the implementation of the 1992 reapportionment plan. Reassigned voters to precinct designation and prepared legal descriptions of precinct boundaries.
- Assisted in the training and orientation of permanent and temporary employees.
- Assisted in the recruitment and coordination of volunteer activities of more than 900 election workers each election cycle.

EDUCATION/TRAINING

- High School Diploma, 1981 Libby Senior High School, Montana
- Certificate in Informational Processing and Secretarial Procedures, 4.0 GPA, 1988 Alaska Computer Institute, Alaska
- General College Courses University of Alaska Anchorage, Alaska
- Skill Path Seminars: Business Writing for Basics for Professionals and The Indispensable Assistant
- Election Center Training: Introduction, Planning and Budgeting.

REFERENCES

Available upon request.

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

A22002-369

1	SUBJECT OF AGENDA DOCUMENT	DATE PREPARED 11-20-02
	<i>Appointment of Carol A. Thompson</i>	INDICATE DOCUMENTS ATTACHED
		AR
2	DEPARTMENT NAME Assembly	DIRECTOR'S NAME Dick Traini
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</i>	
6	ASSEMBLY MEETING DATE 11-26-02	7
		PUBLIC HEARING DATE REQUESTED

2002 NOV 20 PM 12:28
 CLERK'S OFFICE
 M.O.A.