

DATE: April 23, 2019

TO: City Clerk

FROM: City Representative Aleksandra Anello

ADDRESS: 300 N. Campbell TELEPHONE 915-212-0002

Please place the following item on the (Check one): CONSENT XXX REGULAR _____

Agenda for the Council Meeting of April 30th, 2019

Appointment of Celeste Varela to the Animal Shelter Advisory Committee by City

Item should read as follows: Representative Aleksandra Anello

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Animal Shelter Advisory Committee

NOMINATED BY: City Representative Aleksandra Anello DISTRICT: Two

NAME OF APPOINTEE Celeste Varela
(Please verify correct spelling of name)

E-MAIL ADDRESS: _____

BUSINESS ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

HOME ADDRESS: _____

CITY: El Paso ST: Tx ZIP: _____ PHONE: _____

DOES THE PROPOSED APPOINTEE HAVE A RELATIVE WORKING FOR THE CITY? YES: _____ NO X

IF SO, PLEASE PROVIDE HIS OR HER NAME, CITY POSITION AND RELATIONSHIP TO THE PROPOSED APPOINTEE: N/A

HAS APPOINTEE BEEN A MEMBER OF OTHER CITY BOARDS/COMMISSIONS/COMMITTEES? IF SO, PLEASE PROVIDE NAMES AND DATES: N/A

LIST ALL REAL ESTATE OWNED BY APPOINTEE IN EL PASO COUNTY (BY ADDRESS): SEE ABOVE

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: Eric Stoltz

EXPIRATION DATE OF INCUMBENT: 6/26/21

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: _____
RESIGNED _____
REMOVED X

DATE OF APPOINTMENT: 04/30/19

TERM BEGINS ON : 04/30/19

EXPIRATION DATE OF NEW APPOINTEE: 06/26/21

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: _____
2nd TERM: _____
UNEXPIRED TERM: X

Celeste Varela

EMAIL
ADDRESS

PHONE

OBJECTIVE

Public Policy Analyst with over 16 years of experience providing thorough and professional support to senior executives.

EXPERIENCE

Commissioners Court Recorder

County of El Paso
El Paso, Texas
October-2004 - December-2006

Composed, revised, proofread and posted meeting agendas and minutes for Commissioners Court public meetings. Recorded action and votes taken by the Court on items pertaining to said agendas. Managed files for County contracts, bonds and Commissioners Court meeting archives.

Administrative Assistant Senior

County of El Paso
El Paso, TX
January-2007 - October-2014

Serves as liaison between elected officials, department heads, another departments, agencies and the general public; provided assistance and follow up as needed.

Screens incoming calls and visitors to determine necessity for call or visits; screens routine correspondence for the Elected Official.

Prepares correspondence and recurring reports; creates, reads, and reviews outgoing correspondence for procedural and grammatical accuracy plus conformance to general policy to include press releases, press packets, and recurring reports; takes and transcribes a variety of complex dictation and correspondence; drafts letters, statements, narrative and statistical reports, minutes, agendas, resolutions, awards, power point presentations and maintain records of files.

Interprets Federal and State Constitution, State Statutes and county policies, procedures and regulations and stays informed of changing legislation;

Conducts special studies, projects, and drafts policies and procedures at the request of the Elected Official;

Researches, collects information and gathers materials for special studies/projects.

Monitors and verifies the status of projects and ensures all parties are kept apprised on all matters.

Establishes and maintains program, project files, and online website.

Receives and resolves or refers citizen complaints to the proper authority. Establishes and maintains working relationship with county officials, news media and the general public.

Arranges conferences or meetings and provides participants with the topics to be discussed, background information and materials needed;

Entrusted with confidential information this pertains to county matters under consideration and personnel involved;

Represents and may act on behalf of the Elected Official at public and business functions to obtain information and promote goodwill.

Assist with the coordination and implementation of various governmental and cultural projects; provides assistance and support to the Elected Official in the successful completion of these events.

Coordinate participation at meetings, boards, special events, speaking engagements, and participation on different County and community events and committees.

Exercises total discretion and judgement in making non-official decisions in the absence of the Elected Official.

Attends meetings, presents and obtains pertinent information in the absence of the Elected Official.

Prepares notes and summaries of meeting as requested;

Makes travel arrangements, prepares itinerary and travel budget, completes expenses report and submits travel vouchers to the County Auditor.

Maintains Elected Official's appointment calendar;

As directed prepares and submits annual budget requests on behalf of the Elected Official's office and maintains records of office budget throughout the fiscal year.

Keeps and maintains inventory of office equipment and supplies and submits an annual report of the inventory.

Purchases and tracks supplies for office through appropriate computer system;

Keeps and maintains records of office payroll and time reports

Commits self to providing excellent customer service and demonstrate commitment through cooperative team and individual efforts; and

Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills.

Executive Assistant

County of El Paso

El Paso, Texas

October-2014 - December-2018

All duties and responsibilities of the Administrative Assistant-Senior to include the following:

Researches and gathers materials to conduct special studies and projects; drafts policies and procedures at the request of the County Judge; organizes and maintains various administrative, reference, and follow up files;

Gathers, organizes, and summarizes information for special projects; prepares various routine and complex reports, tables, graphs and statistical summaries; monitors and verifies the status of projects and ensures all parties are kept apprised on all matters;

Maintains the County Judge's appointment calendar; arranges conferences or meetings and provides participants with the topics to be discussed, background information, and materials needed; prepares notes and summaries of meeting as requested;

Maintains confidentiality as directed and necessary;

Assists with the coordination and implementation of various governmental and cultural projects; provides assistance and support to the elected official/department head in the successful completion of these events;

Maintains records for membership of the County in various organizations; submits Commissioners Court agenda items for renewals and payments of memberships;

Obtains the County Judge's signature on all County contracts and ensures that the documents signed are the appropriate and approved versions of the contracts;

Prepares and posts agendas for Commissioners Court special meetings;

Distributes the annual salary notice to elected officials as per state statute within the required deadlines; coordinates salary grievance meetings if necessary;

Processes protests from the Texas Alcoholic Beverage Commission; schedules hearing dates for protests with Commissioners Court; prepares and notifies all parties of hearing date and final court order;

Exercises total discretion and judgment in making non-official decisions in the absence of the County Judge as directed;

Makes travel arrangements; prepares itineraries; prepares and submits travel items for approval; processes and submits timely travel vouchers with corresponding receipt documentation for payment;

Purchases and maintains inventory of office equipment and supplies; maintains contracts for the maintenance of office equipment; reports any equipment maintenance needs for appropriate action;

Schedules document/record archive and disposal;

Performs mail runs to County's mail room and delivers correspondence to various departments as needed.

Public Policy Analyst

County of El Paso

El Paso, Texas

December-2018 - Currently

Works in a supervisory capacity to the office staff to ensure all administrative duties are performed in an efficient and professional manner.

Independently responsible for the coordination, status reporting, stability, and completion of moderately complex public policy and special project oriented work efforts.

Manages one or more projects simultaneously.

Follows established project management processes and methodologies to support the activities and operations of the County Judge to ensure projects are delivered on time, within budget, adhere to high quality standards and meet expectations.

Responsible for policy analysis, project planning, tracking key project milestones, adjusting policy and project plans and resources to meet needs and reasons for the execution and delivery of such efforts.

EDUCATION

Texas Tech University
Lubbock, Texas

Attended Texas Tech University for the Fall and Spring Semesters in 1992-93.

University of Texas at El Paso
El Paso, Texas

Attended UTEP for the Fall and Spring Semesters in 1993-1994.

SKILLS

- Proficient in Munis, Kronos, NOVUS, Cobblsetone contract management
- efficient time manager
- skilled in conflict resolution and constituent service

LANGUAGES

French
Advanced