

201400649 - City Clerk

Contact Information -- Person ID: 20738707

Name:	ELLA E. FAST	Address:	PO Box 411 Tiger, Georgia 30576 US
Home Phone:	2299218407	Alternate Phone:	2299218407
Email:	catella9@gmail.com	Notification Preference:	Email
Former Last Name:		Month and Day of Birth:	12/15

Personal Information

Driver's License:	Yes, Georgia , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Associate's Degree

Preferences

Minimum Compensation:	\$47.12 per hour; \$98,000.00 per year
Are you willing to relocate?	Yes We have family in Port Charlotte and have owned property there too. We would like to relocate to Florida to be closer to family.
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Evening , Night , Weekends , On Call (as needed)

Objective

To utilize my 35 years of government experience to ensure the citizens of Sarasota County are provide accurate and up to date information.

Education

Professional

Carl Vinson Institute of Government
<http://www.cviog.uga.edu/>
9/2007 - 2011
Athens, Georgia

Did you graduate: Yes
College Major/Minor: Certified Municipal Clerk
Units Completed: 125 Semester
Degree Received: Certification

College

Brewton-Parker College
<http://www.bpc.edu/>
9/1999 - 5/2001
Mount Vernon, Georgia

Did you graduate: Yes
College Major/Minor: Liberal Arts
Units Completed: 100 Semester
Degree Received: Associate's

High School

Colquitt County High School
<http://www.colquitt.k12.ga.us/>
8/1978 - 6/1981
Moultrie, Georgia

Did you graduate: Yes
Highest Level Completed: Other
Did you receive a GED? No
Degree Received: High School Diploma

Professional

University of Georgia - GLGPA
<http://www.cviog.uga.edu>
2/2017 - [Unspecified End]
Athens, Georgia

Did you graduate: No
College Major/Minor: Certified Human Resources Manager
Degree Received: Certification

Work Experience

City Clerk

8/2016 - Present

City of Sky Valley
skyvalleyga.com
3444 Hwy 246
Sky Valley , Georgia 30537
7067462204

Hours worked per week: 40
Monthly Salary: \$3,200.00
of Employees Supervised: 2
Name of Supervisor: Linda Lapeyrouse - City
Manager
May we contact this employer? No

Duties

Official Manager of City of Sky Valley seal and records, contracts, minutes and other official documents. Maintain diversified record management. Scheduling meetings, preparing agendas for all City Council meetings, press notices for all meetings including Committees. Retain resolutions and ordinances to ensure codification of municipal code annually. Including knowledge of the City's Charter.

Knowledge & processing all building permits and collection of fees.

Human Resources for all employees including payroll and benefit administration. Filing all reports for payroll liabilities. Hiring and termination of employees, creating and implementation of Employee Health & Wellness Program. Applying for grant and implement weight loss program for employees

Finance issue purchase orders to vendors and maintain budget for the entire city.

File all annual Department of Community Affairs and other State agencies

Serve as Election Qualifying Officer and maintain files for all ethics reports due from elected officials and candidates.

Reason for Leaving

We are looking to relocate to Florida.

City Clerk

8/2007 - 8/2016

City of Moultrie/City Manager's Office
www.moultriega.com
21 First Avenue NE
Moultrie, Georgia 31768
229 668 0023

Hours worked per week: 40
Monthly Salary: \$3,600.00
of Employees Supervised: 1
Name of Supervisor: Mike Scott - City
Manager
May we contact this employer? Yes

Duties

Official Manager of the City of Moultrie seal and records, contracts, minutes and other official documentation of the City of Moultrie; maintains diversified record management system governed by the State of Georgia

Prepares Agendas for all City Council meetings, press notices for all Council Meetings and Committee Meetings and Official minutes

Prepares resolutions and proclamations

Retains resolutions and ordinances to ensure codification of municipal code annually and advise appropriate staff of updates

Process alcoholic beverage license for new applicants, renewals, payments and run reports for receivables

Responds to all Open Record Request as require by state law

Serving as Election Superintendant for City since February 2001

Facilitate Capital Project Finances with various entities such as Georgia Department of Transportation and Georgia Environmental Finance Authority

Assist Finance Director with City Budget for all City Departments, maintain budget amendments and prepare all public hearings for budget proposals - Total Budget in excess of 50 Million per year

Chairman of the Board of Trustees for City of Moultrie Retirement Plan

Reason for Leaving

I retired and relocated to North Georgia.

Engineering Department Project Manager
4/2002 - 8/2007

City of Moultrie
www.moultriega.com
1108 First Street NE
Moultrie, Georgia 31768
229 668 0023

Hours worked per week: 40
Monthly Salary: \$3,300.00
of Employees Supervised: 10
Name of Supervisor: Roger Ruis - Director of Engineering
May we contact this employer? Yes

Duties

Coordinate and establish timetables for all major infrastructure and facility projects for the City of Moultrie. Maintain a direct line of communication with contractors, engineers/architects and City personnel. Establish and manage budgets on all projects from \$40,000 to \$2,500,000
Completed projects are the Moultrie Police Department. City Hall Renovations, Rails to Trails Phase III, Jim Buck Goff Complex Bathhouse, demolition of the Swift Livestock Area and road paving projects, Fourth Avenue bridge replacement, Veterans Highway high mast lighting, public water well rehabilitations and new Southwest public water well
Prepare monthly status report for the Mayor and Council to update them on projects and the progress of projects current and future developments
Synchronize the Special Purpose Local Option Sales Tax Project Allocations and Project Timelines with receipts collected by the County
Coordinate with City Manager, Department Heads and Engineers at Quarterly Infrastructure Meetings to review progress and issues with projects

Reason for Leaving

Job was eliminated and was promoted into the City Clerk position.

Secretary to the Utility Director
10/1994 - 4/2002

City of Moultrie/Utility Department
www.moultriega.com
200 First Street NE
Moultrie,, Georgia 31768
229 985 1974

Hours worked per week: 40
Monthly Salary: \$2,200.00
of Employees Supervised: 0
Name of Supervisor: Roger King - Director of Utilities
May we contact this employer? Yes

Duties

Submit request for payment on all Utility Department invoices.
Serve as assistant to the Utility Director and other department personnel as necessary
Maintain Personnel Files on employees and required certifications as necessary for specific job classifications and process Workers Compensation Claims
Manage \$15,000,000 budget for the various divisions of the Utility Department.
Maintain contact will all large commercial customers and conduct periodic utility analysis of accounts
Process request for materials from requisition to the receiving of goods and track for budgeting purposes

Reason for Leaving

Promotion to the position of Project Manager.

Retirement Plan Administrator
1/1997 - 2/2002

City of Moultrie/Utility Department
www.moultriega.com
200 First Street NE
Moultrie, Georgia 31768
229 985-1974

Hours worked per week: 40
Monthly Salary: \$250.00
of Employees Supervised: 0
Name of Supervisor: Roger King - Director of Utilities
May we contact this employer? Yes

Duties

Issue checks to current retirees and maintain records for former employees to ensure future

retirees were kept abreast of the changes with the retirement benefits
Calculate benefit amounts for prospective retirees and work closely with actuarial consultant to maximize the effectiveness of the program
Organize all quarterly meetings for the Board of Trustees and Investment Advisors

Reason for Leaving

Promotion and position was transferred to the Human Resources.

Customer Service Clerk

3/1983 - 10/1994

City of Moultrie/Finance Department
www.moultriega.com
21 First Avenue NE
Moultrie, Georgia 31768
229 985 1974

Hours worked per week: 40

Monthly Salary: \$1,500.00

of Employees Supervised: 0

Name of Supervisor: Roger King - Director of Utilities

May we contact this employer? Yes

Duties

Perform task such as entering meter readings, edit exception reports for errors and process utility billing

Collect property taxes, alcohol taxes and hotel/motel taxes

Business license were issued for all businesses with the City of Moultrie

Take request for utility cut on and cut offs

Various tasks were performed to assist customers with utility bills.

Reason for Leaving

Promotion to Utility Department Assistant.

Certificates and Licenses

Type: Clerk Certification

Number:

Issued by: The University of Georgia

Date Issued: 9 /2011 Date Expires: 9 /2024

Type: Certified Municipal Clerk

Number:

Issued by: International Institute of Municipal Clerks

Date Issued: 2 /2016 Date Expires:

Skills

Office Skills

Typing: 60

Data Entry: 18000

Additional Information

Professional Memberships

Georgia Municipal Clerks/Finance Officers Association

Currently Serving as District 2 Director

Georgia Local Government Personnel Association

Georgia Government Finance Officers Association

Professional Memberships

International Institute of Municipal Clerks

Volunteer Experience

Moultrie Federated Guild previously served as Chairperson on the International Outreach Program

References

Professional
King, Roger
Director of Utilities-Retired
2 Twelfth Avenue SE
Moultrie, Georgia 31768
229-985-0034

Professional
McDaniel, Gary
Finance Director
3891 US Highway 319 South
Thomasville, Georgia 31792
(229) 403-2648
gary.mcdaniel@moultriega.com

Professional
Lawson, Melissa
County Clerk
319 Incognito Lane
Thomasville, Georgia 31757
229-873-1949

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Ella Fast Resume May 2018.docx	Ella Fast Resume May 2018.docx	Resume	Job Seeker
Ella Walden Fast Cover Letter City of North Port.docx	Ella Walden Fast Cover Letter City of North Port.docx	Cover Letter	Job Seeker

Agency-Wide Questions

1. Q: Have you ever worked for the City of North Port?

A: No

2. Q: Where did you hear about this opportunity?

A: Government Jobs.com

3. Q: Have you ever been convicted or plead "no contest" to a crime? A "yes" answer to these questions will not necessarily bar you from employment. Each case will be judged on its own merit, with respect to time, circumstances, and seriousness as it may relate to the position for which you are applying.

A: No

4. Q: If yes, provide the following details: date, charge(s), and probation status.

A:

5. Q: Do you have any relatives currently working for the City of North Port?

A: No

6. Q: If yes, list name, department and relationship to you.

A:

7. Q: Check the appropriate block if you are claiming veterans' preference. Documentation substantiating your claim must be furnished at the time of application. Note: Under

Florida law, veterans' preference in employment is not uniformly applicable to all positions in the police department, therefore, further information may be obtained from the Division of Veterans Affairs, P.O. Box 1437, St. Petersburg, Florida 33731.

A: Not Applicable: Not a veteran

Ella Walden Fast
Post Office Box 411
Tiger, Georgia 30576
(229) 921-8407
catella9@gmail.com

August 3, 2018

Christine McDade, Human Resources Director
City of North Port
4970 City Hall Boulevard
North Port, Florida 34286

Reference: City Clerk

Dear Ms. McDade:

My résumé with three professional references for the position of City Clerk with the City of North Port, Florida.

My previous work experience with project management, personnel, accounting, grant experience and city clerk qualifications offer 35 years of expanded knowledge of policies and procedures. The ability to coordinate and manage others in all aspects of management provides me with experience and knowledge that would make me an asset to City of North Port. We are looking to relocate to Florida and I am currently seeking employment.

I would appreciate the opportunity to expand upon my qualifications for the position of City Clerk. If you have any questions or need additional information please call me at (229) 921-8407.

Sincerely,
Ella Fast

499 MARCUS CIRCLE- POST OFFICE BOX 411
•TIGER, GEORGIA 30576 PHONE (229) 921-8407
• E-MAIL CATELLA9@GMAIL.COM

ELLA WALDEN FAST

EDUCATION

September 2007 to Present Carl Vinson Institute of Government
Clerk Certification – September 12, 2011

- Classes to become certified as required by State Law
- Completed Masters Certification Classes
- 2014-2015 Clerk of the Year – Georgia Municipal Clerk/ Finance Officer Association – June 29, 2015
- International Institute of Municipal Clerks – Certified Municipal Clerk – February 29, 2016
- Currently Enrolled pursuing my Certified Human Resources Manager Program – completed seven of the thirteen classes

September 1999 to May 2001 Brewton-Parker College
Associates of Liberal Arts Degree

- Attended class at night while working full time

August 1978 to June 1981 Colquitt County High School
High School Diploma

- Attended class for twelve years without missing a day of school

PROFESSIONAL EXPERIENCE

August 2016 to Present City of Sky Valley/City Hall
City Clerk-Human Resources-Finance-Elections

- Official Manager of the City of Sky Valley seal and records, contracts, minutes and other official documentation of the City of Sky Valley; maintains diversified record management system governed by the State of Georgia
- Scheduling Meetings, Preparing Agendas for all City Council meetings, press notices for all Council Meetings and Committee Meetings and Official minutes
- Retains resolutions and ordinances to ensure codification of municipal code annually and advise appropriate staff of updates- Including knowledge of city's charter
- Prepares Payroll including tax payments and filing reports,
- Benefit Administration managing benefits for all employees
- Filing Annual Reports with Department of Community Affairs and other State agencies
- Budget Maintenance including processing requisition request for all city departments and tracking budgets

- Knowledge & processing all building permits, collection of fees
- New hire and termination processing
- Creating and implementation of Employee Health & Wellness Program- Applied for grant & currently implementing weight loss program for employees
- Qualifying candidates for annual city election

August 2007 to August 2016 City of Moultrie/City Manager's Office
City Clerk *Retired with Thirty-three years of Service*

- Official Manager of the City of Moultrie seal and records, contracts, minutes and other official documentation of the City of Moultrie; maintains diversified record management system governed by the State of Georgia
- Prepares Agendas for all City Council meetings, press notices for all Council Meetings and Committee Meetings and Official minutes
- Prepares resolutions and proclamations
- Retains resolutions and ordinances to ensure codification of municipal code annually and advise appropriate staff of updates
- Process alcoholic beverage license for new applicants, renewals, payments and run reports for receivables
- Responds to all Open Record Request as require by state law
- Serving as Election Superintendent for City since February 2001
- Facilitate Capital Project Finances with various entities such as Georgia Department of Transportation and Georgia Environmental Finance Authority
- Assist Finance Director with City Budget for all City Departments, maintain budget amendments and prepare all public hearings for budget proposals – Total Budget in excess of 50 Million per year
- Chairman of the Board of Trustees for City of Moultrie Retirement Plan

April 2002 to August 2007 City of Moultrie/Engineering Department
Project Manager

- Coordinate and establish timetables for all major infrastructure and facility projects for the City of Moultrie. Maintain a direct line of communication with contractors, engineers/architects and City personnel. Establish and manage budgets on all projects from \$40,000 to \$2,500,000
- Completed projects are the Moultrie Police Department. City Hall Renovations, Rails to Trails Phase III, Jim Buck Goff Complex Bathhouse, demolition of the Swift Livestock Area and road paving projects, Fourth Avenue bridge replacement, Veterans Highway high mast lighting, public water well rehabilitations and new Southwest public water well
- Prepare monthly status report for the Mayor and Council to

update them on projects and the progress of projects current and future developments

- Synchronize the Special Purpose Local Option Sales Tax Project Allocations and Project Timelines with receipts collected by the County
- Coordinate with City Manager, Department Heads and Engineers at Quarterly Infrastructure Meetings to review progress and issues with projects

October 1994 to April 2002 City of Moultrie/Utility Department

Secretary to the Utility Director

- Submit request for payment on all Utility Department invoices
- Serve as assistant to the Utility Director and other department personnel as necessary
- Dispatching various departments with service calls, including outages, etc.
- Maintain Personnel Files on employees and required certifications as necessary for specific job classifications and process Workers Compensation Claims
- Manage \$15,000,000 budget for the various divisions of the Utility Department.
- Maintain contact with all large commercial customers and conduct periodic utility analysis of accounts
- Process request for materials from requisition to the receiving of goods and track for budgeting purposes

January 1997 to February 2002 City of Moultrie/Administration

Retirement Plan Administrator

- Issue checks to current retirees and maintain records for former employees to ensure future retirees were kept abreast of the changes with the retirement benefits
- Calculate benefit amounts for prospective retirees and work closely with actuarial consultant to maximize the effectiveness of the program
- Organize all quarterly meetings for the Board of Trustees and Investment Advisors

March 1983 to October 1994 City of Moultrie/Finance Department

Customer Service /Billing Clerk

- Perform task such as entering meter readings, edit exception reports for errors and process utility billing
- Collect property taxes, alcohol taxes and hotel/motel taxes
- Business license were issued for all businesses with the City of Moultrie
- Dispatching calls to service workers
- Take request for utility cut on and cut offs
- Various tasks were performed to assist customers

REFERENCES

Roger B. King, Retired, #2 Twelfth Avenue Southeast, Moultrie, GA 31768, (229) 985-0034

Gary D. McDaniel, City of Moultrie- Finance Director, 3891 US Highway South, Thomasville, GA 31792, (229) 403-2648

Melissa Lawson, Colquitt County Clerk, 319 Incognito Lane, Thomasville, GA 31757, (229) 873-1949

COMMUNITY SERVICE

Past Member of the Moultrie Federated Guild served as Chairperson on the International Outreach Program

Member of the International Institute of Municipal Clerks

Georgia Municipal Clerk/Finance Officer Association
Served as District 10 Director and Education Committee Member
Served as Hospitality Committee Chairperson
Currently serving as District 2 Director

Member of the Georgia Local Government Personnel Association