



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Fahey and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Marcie Scott, Human Resources Director

DATE: December 20, 2005

SUBJECT: Introduction of New Administrative Assistant to the City Manager

RECOMMENDATION:

Staff recommends the introduction of our new Administrative Assistant to the City Manager.

FISCAL IMPLICATION:

There are no fiscal implications associated with the recommended action.

BACKGROUND:

The City has a tradition of welcoming new employees by introducing them at Council meetings. This gives new employees an opportunity to meet the Councilmembers and Department Heads and experience firsthand how Council meetings are conducted in the City.

DISCUSSION:

Sally Oliver has been hired as our new Administrative Assistant to the City Manager. Sally has a bachelor's degree in Information Systems/Business Administration and a master's degree in Public Administration. She has worked for the Los Angeles County Department of Health Services in various capacities for the last 20 years; during which time she has developed a reputation as a devoted public servant who is committed to providing a high level of service to the public, her colleagues and her supervisors. She brings to this position a very friendly demeanor and excellent knowledge and skills in administrative processes, facilitation of travel and budgetary needs, and interaction with the public and all levels of professionals, including a doctor serving on a national committee. Sally and her husband reside in Torrance.