

Application to Serve on the Humboldt County McKinleyville Municipal Advisory Committee (MMAC) - Submission #35994

Date Submitted: 9/11/2024

Individuals interested in serving on the McKinleyville Municipal Advisory Committee (MMAC) must complete this application form. Please be concise.

For additional questions regarding committee membership, please email COB@co.humboldt.ca.us or call 707-476-2390.

To learn more about this committee, please visit the MMAC webpage:
<https://humboldt.gov/238/McKinleyville-Municipal-Advisory-Committ>

Please note that your application is subject to the California Public Records Act and disclosure requirements.

First Name*

Suzanne

Last Name*

Lippre

Address 1*

[Redacted]

Address 2

[Redacted]

City*

McKinleyville

State*

CA

Zip*

95519

Email*

suzyhegler@gmail.com

Telephone (Home/Cell)*

[Redacted]

Telephone (Work)

[Redacted]

Fax

[Redacted]

Occupation*

Administrative Analyst, County of Humboldt

Please list your current occupation and employer.

Personal References*

Laura McClenagan, Executive Secretary, County of Humboldt Planning Department, friend/colleague, [redacted]; email: lauramcclenagan@yahoo.com. Lisa Coleman, Registered Nurse, Friend, St. Joseph Providence; Eureka. [redacted]. email: lisacoleman777@yahoo.com

Please list two references who can speak to your qualifications and ability to serve on the MMAC. Include their name, title/affiliated organization, their relationship to you, their phone number and email address.

Prior Advisory Board or Board of Directors Experience*

Yes

Select one.

Resume*

Lippre Resume.pdf

Please upload a current resume.

Why are you interested in serving on the McKinleyville Municipal Advisory Committee?*

I live in McKinleyville, so I have a vested interest in how this community gets developed. I enjoy the many businesses, trails and parks that the community has to offer. As with many communities, improvements and future plans impact not only the residents, but wildlife and the environment. If given the opportunity to serve on the MMAC, I would aim to be a positive influence for future development, a fair and balanced optimistic outlook, while not being overly strict or ominous.

Please write a brief statement describing why you are interested in serving on the MMAC.

Acknowledgement*



Confirm

By checking this box and submitting this application, I declare under penalty of perjury under laws of the State of California that the above is true and correct:

Type or Sign Your Name*

Suzanne

Date*

Lippre

Applications will be kept on file for two years.

Suzanne Lippre

[REDACTED], CA 95519

suzyhegler@ymail.com



Professional and organized administrative assistant with over ten years of experience who is able to juggle multiple priorities and meet tight deadlines without compromising quality. Self-motivated team player with great customer service and inter-personal skills.

Skills

- Exceptional customer service
- Establish and maintain effective relationships with colleagues
- Travel Coordination
- Develop desk manuals and written procedures
- Calendar management and scheduling appointments
- Ability to problem solve and sound decision making.
- Managing time and resources effectively
- Collaborate with

Experience

ADMINISTRATIVE ANALYST

County of Humboldt, Planning and Building Department, Eureka, CA

Primary contact for department of approximately 60 staff for human resources and payroll related actions, including but not limited to new hires, recruitment, scheduling interviews, separations, timesheets approvals and corrections. Assist other teams in the department with posting Requests for Proposals, executing contracts and amendments. Responsible for stocking and replenishment of office supplies and other purchases, using CalCard or Purchase Order methods. Accounts Payable invoice processing using existing County policy. Establish and maintain confidentiality within the scope of duties.

EXECUTIVE SECRETARY

County of Humboldt, Planning and Building Department, Eureka, CA

Scheduled appointments for the Director for various agencies, colleagues, and the public. Received calls and directed them, when possible, to team members prior to scheduling with the Director. Followed both State and County laws concerning public hearing noticing and agenda posting. Distributed decision packet materials and update internal database for tracking and reporting measures. Ability to communicate effectively with people from a diverse background with high attention to professionalism and respect. Led staff of an administrative services team that supports a department of over 60 staff.

SENIOR OFFICE ASSISTANT

County of Humboldt, Planning and Building Department, Eureka, CA

Followed both State and County laws concerning public hearing noticing and agenda posting. Distributed decision packet materials and update internal database for tracking and reporting measures. Ability to communicate effectively with people from a diverse background with high attention to professionalism and respect. Led staff of an administrative services team that supports a department of over 60 staff. Wrote procedures associated with Planning Commission and Zoning Administrator tasks for noticing, hearing and decision actions.

FISCAL ASSISTANT

County of Humboldt, DHHS – General Services, Eureka, CA

Followed County Purchasing Policy to order office supplies, medical supplies and other items needed by a variety of departments within the Department of Health and Human Services of the County of Humboldt. Verify and ensure orders received align with the order. Notify fiscal staff when an order had missing items or assist with facilitating returns of broken or unneeded items.

OFFICE ASSISTANT

County of Humboldt, DHHS – General Services, Eureka, CA

Vehicle scheduling and check out/check in process. Mileage logs retrieved weekly and sent to Motor Pool. Schedule and arrange routine maintenance on vehicle fleet. Assist with mail distribution and outgoing mail processes. Established and maintained professional working relationships.

Education

HIGH SCHOOL DIPLOMA / ALPS VIEW HIGH SCHOOL, WEAVERVILLE, CA

A.S. DEGREE: ADMINISTRATION OF JUSTICE, COLLEGE OF THE REDWOODS, HONORS

References available upon request.