

EXECUTIVE CHAMBER

CITY OF WARWICK



RHODE ISLAND

**FRANK J. PICOZZI
MAYOR**

March 29, 2021

TO THE HONORABLE STEPHEN P. MCALLISTER, COUNCIL PRESIDENT
AND
THE HONORABLE MEMBERS OF THE WARWICK CITY COUNCIL:

In accordance with the provisions of
Section 8-13 of the Warwick City Charter
Entitled

"CITY CLERK"

I hereby appoint:

Lynn D'Abrosca
5 Lancaster Avenue
Warwick, Rhode Island 02886

Ward 8

To this appointment, I respectfully request your advice and consent.

A handwritten signature in black ink, appearing to read "Frank J. Picozzi", is written over a horizontal line.

**Frank J. Picozzi
Mayor**

3-29-21

Date

Lynn D'Abrosca

Objective

To obtain the position of City Clerk for the City of Warwick and utilize my seventeen (17) years of experience working for the City of Warwick, of which fifteen (15) years have been spent specifically within the Office of the City Clerk, in order to advance the functionality of the department.

Core Qualifications

- Significant managerial and supervisory experience
- Unparalleled experience specifically in the Office of the City Clerk
- Proficient knowledge of municipal rules and regulations
- Excellent understanding of Council proceedings and committee work
- Successful record of providing highly skilled administrative support
- Competent computer, interpersonal, and verbal and written communication skills
- Expertise in processing weekly departmental payroll
- Demonstrated ability in all departmental functions of the Office of the City Clerk

Experience

Acting City Clerk - Office of the City Clerk, City of Warwick

December 17, 2018 - Present

- Acting as the custodian of the seal of the City of Warwick and of the official documents and historical records for the City of Warwick. Chief Manager of the Office of the City Clerk overseeing the day-to-day operations of the department, including a staff of 8. Direct and supervise the recordings of land evidence, vital statistics, City Council, Probate Court and Municipal Court records. Preparing weekly payroll and maintaining associated records. Preparing monthly reports and invoicing for all department functions. Maintaining a database for all City Boards and Commissions. Preparing and posting all agendas and official minutes for the City Council. Establishing and administering the budget for the department. Tracking and responding to all Access to Public Records Act ("APRA") requests served upon the City. Developed and implemented a plan for continuity of department operations during the pendency of the COVID-19 pandemic. Actively participated in the hiring process for prospective department employees. Conduct periodic staff evaluations when required and/or necessary. Serving as a back-up to staff when needed.

Deputy City Clerk - Office of the City Clerk, City of Warwick

November 1, 2017 - Present

- Under the general supervision of the City Clerk, assisted in the day-to-day operations of the Office of the City Clerk performing various managerial, administrative and operational functions of the department, overseeing a staff of eight. Acted in a supervisory capacity with respect to all department functions including, but not limited to, Municipal Court, Probate Court, Vital Records, Land Evidence and City Council functions in the absence of the City Clerk. Prepared and recorded all correspondence relative to the City Council's business and Probate Court

proceedings. Maintained the master calendar and coordinated meeting rooms in City Hall. Submitted requests for requisitions and purchase orders as well as purchased supplies for the Office. Issued certified copies of official records related to vital statistics, probate and land evidence. Provided information to the general public, officials and attorneys related to all department functions and policies, procedures and regulations related to said functions. Served as a back-up to staff when needed.

Administrative Council Clerk

May 1, 2018 - Present

Providing administrative support to the City Council and other management staff as directed.

- Coordinating and managing the scheduling of City Council and other public meetings;
- Preparing public documentation of mandatory public notice requirements for City Council and other public meetings and distribution of agendas and minutes;
- Preparing and posting legal notices associated with City Council and public meetings;
- Processing, preparing and maintaining all legislation adopted or held over by the City Council, such as any ordinance changes, resolutions, variance changes, etc., and maintain into permanent record books;
- Transcribing all minutes of meetings and maintain copies for permanent record and transmit to MIS for City website;
- Receiving and processing accordingly any requests for zoning changes, abandonments, wetlands and dredging petitions;
- Preparing monthly reports for all daily receipts received within the entire office;
- Purchasing supplies related to the City Council;
- Preparing Code supplements to be sent to Municipal Code for codification; and distribute code supplements as they are received; and
- Assisting the public on a daily basis regarding any questions or research needed pertaining to City ordinances or resolutions; and

Probate Specialist - Office of the City Clerk, City of Warwick

August 11, 2015 - November 1, 2017

- Attend Probate Court hearings, maintaining case files from inception to closure, research all probate cases for follow-up and timely filings, enter all decrees ordered by the Court, prepare all certified copies of decrees, certificates and appointments, process all inventories, bonds and petitions to be placed on Court docket, advertising and docketing each Court session, updating computer programs, process daily mail records, fee collections and deposits, prepare monthly billing to the State of Rhode Island Division of Taxation, assist title examiners in their search for estates and death records, perform detailed and time-sensitive tasks, prepare and record all business correspondence from other City Departments and the general public, and provide telephone and counter assistance to customers.

Assessment Specialist - Office of the Tax Assessor, City of Warwick

October 1, 2012 - August 10, 2015

- Responsible for the day-to-day operations of the tax assessors public counter, provided customer service to the general public via telephone, in-person and electronic mail regarding tax assessor procedures and functions, processed all real estate deed transfers and updated the computer, log book and title cards as needed, assisted in processing and filing of various exemption paperwork, processed weekly payroll as needed, and attended Board of Review meetings and recorded minutes.

Administrative Council Clerk - Office of the City Clerk, City of Warwick

February 1, 2010- September 30, 2012

- Assisted in the day-to-day administration of the City Council, provided administrative support to the City Council, coordinated City Council and other public meetings, attended City Council meetings and recorded

minutes, roll call, and all voting results, reviewed and processed public requests and correspondence, prepared public documents for mandatory public meetings, posted notice of all meetings on the Secretary of State's website, prepared and distributed agendas, supporting documents and minutes twice a month for Council members, prepared and posted legal notices to the Warwick Beacon, processed and prepared all legislation adopted or held by the City Council and maintained said legislation in permanent record books, received and processed all requests for zone changes, abandonments and wetland petitions, prepared all Resolutions of Congratulations and Condolences, maintained database for boards and commissions, issued certified records of Resolutions, Ordinances, and Zone Changes, prepared monthly reports for all departments within the City Clerk's Office and prepared weekly payroll as needed.

General Clerk - Office of the City Clerk, City of Warwick **December 25, 2006 - January 31, 2010**

- Provided daily support to the Land Evidence, Vital Records, City Council, and Probate clerks performing all duties and processing daily receipts for these departments.

Vital Records Specialist - Office of the City Clerk, City of Warwick **January 17, 2005 - December 24, 2006**

- Responsible for recording, issuing, filing, and maintaining vital records including birth, death, and marriage certificates, issued fishing and hunting licenses, assisted funeral homes and the general public, maintained the "Vitals" email for outside requests submitted through the City of Warwick website, sorted daily mail, processed mail requests and correspondence, generated daily reports, balanced the cash register, generated monthly tax report, submitted original death certificates and returned marriage certificates to the Department of Health twice a month and transmitted billing invoices to funeral homes.

Records Control Clerk - Office of the City Clerk, City of Warwick **September 15, 2003 - January 16, 2005**

- Recorded and indexed Land Evidence records, issued certified Land Evidence records, provided guidance to customers searching through public records, took payments, balanced the register daily, and prepared mail for recording and returning original documents to customers.

Education

Eastern Gateway Community College	<i>Attended</i>	11/2017
Community College of Rhode Island	<i>Associates Degree, Secretarial Science</i>	1985
Toll Gate High School	<i>Diploma</i>	1982

Certifications and Courses

- Rhode Island Notary Public (Commission Expires October, 2024)
- Rhode Island Access to Public Records Act (Certified through December, 2021)
- Rhode Island Office of Attorney General Open Government Summit: Training on the Open Meetings Act and Access to Public Records Act (July, 2020)
- Roger Williams University Leadership Institute and The Trust Supervisor Management Institute (May, 2019)
- Microsoft Excel, Computer Course (April 11, 2016 and April 18, 2016)

- Transforming Customer Service Into Engagement Workshop – Roger Williams University (June 6, 2016)
- Grant Writing Seminar (January 2015)
- Rhode Island Property Tax Law and Administration (February 11, 2014)

References Available Upon Request