

Rebecca Grill

July 10, 2014

Audrey Key  
Human Resources Director  
City of West Allis  
Human Resources Division  
7525 W. Greenfield Avenue  
West Allis, WI 53214

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CITY OF WEST ALLIS  
HUMAN RESOURCES/CIVIL SERVICE

Re: City Administrator Vacancy

Ms. Key:

When I reviewed the vision and mission of the City of West Allis, I knew I had to actively pursue this opportunity. My work ethic, values and beliefs are consistent with all aspects of these statements. I have executive leadership experience, a dedication to public service and continuous improvement, and unrelenting pursuit for excellence. I strive to improve efficiency and effectiveness in all services provided by the department and other areas of the City of Milwaukee where I do not have authority but influence. I work with employees to implement, provide, and create a collaborative work environment.

In my professional capacity I have been afforded various opportunities. A sample of these are:

- Working collaboratively with Common Council members, consultants, lobbyists, industry representatives, other governmental agencies and community members.
- Using tact, diplomacy, and excellent judgment when interacting with the diverse population of internal and external customers through effective interpersonal, oral and written communication skills.
- Recognizing and dealing professionally with ethical and legal issues; expose areas of risk and propose responses and controls to minimize exposure to legal challenges.
- Formulating and ensuring adherence to \$8.5 million City Clerk Office budget.
- Creating, reviewing and revising policies and procedures in accordance with applicable laws, rules and regulations.
- Serving as project manager for software development and design of new license computer system.
- Motivating, evaluating and tactfully disciplining represented, non-represented and management employees through modeling, coaching, and performance improvement plans.
- Crafting and implementing a milestone recognition program for employees.
- Cultivating an awareness of the political environment and promote the culture of the organization.
- Setting and achieving goals, working effectively under pressure, meeting deadlines consistently, managing multiple assignments and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention.

Thank you for your time and consideration. I respectfully request confidentiality of my application for this position unless I am considered as a finalist.

I can be reached [REDACTED] I look forward to hearing from you.

Sincerely,

*Rebecca N. Grill*

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