



Mary Callery
HR Director

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager

FROM: Mary Callery, HR Director

DATE: August 29, 2023

SUBJECT: **MOTION RESPONSE: 05/03/2022– C. Nuon** – Req. City Mgr. List All Qualifications For All Department Heads On The City Website.

Department Head information is currently being collected. Department Heads have been asked to submit information to use in the creation of the website biography. Such information includes: Position Title, Full Name, Educational Background, Professional Licensure, Relevant Experience , Non-Work Related Information, and a Professional Photo.

Once information is submitted by the Department Head, the submission will be reviewed by the Communications Team and then compiled to be posted on the City website's leadership team page.

Approximately half of the Department Heads have submitted their information. It is anticipated that all Department Head information will be received within the coming weeks.