



Application for Appointment to Boards, Committees, and Commissions City and Borough of Sitka

Board/Commission/Committee: Citizens Task Force
 Name: Mary Magnuson Daytime Phone: 907-752-0500
 Address: 209 Mills St A Sitka Evening Phone: 907-752-0500
 Email Address: alaskadaymary@yahoo.com Fax Number: 907-747-0572
 Length of Residence in Sitka: 15 years Registered to vote in Sitka? Yes No
 Employer: Channel Club - In process purchasing VanWinkles

Organizations you belong to or participate in:

Elks, Moose, American Legion

Explain your main reason for applying: I own a home and am buying a business and would like to have input on future city costs and services.

What background, experience or credentials will you bring to the board, commission, or committee membership?
I have been a business owner, worked at many of them in town, and have been following city politics for many years.

Please disclose any potential conflicts of interest that may arise from your appointment. These may include but are not limited to:

- A substantial financial interest of \$1000 annually that could be influenced by your appointment.
- An immediate family member employed within the scope of this appointment.

- no conflicts -

Please attach a letter of interest, outline, or resume which includes your education, work, and volunteer experience that will enhance your membership.

→ (To be considered, your application must be complete AND be accompanied by one of the above supporting documents.)

Date: July 10, 2015 Signature: Mary Magnuson

Your complete application and resume should be returned to the Municipal Clerk's Office by noon on the Wednesday prior to an advertised Assembly meeting. Applications received after the deadline will be considered but will not be included in the Assembly packets for review prior to appointment.

Appointments are normally made during open session of an Assembly meeting, however, Assembly members may vote to discuss applicant(s) in closed executive session. In this case, do you wish to be present when your application is discussed? Yes No

Return to:
 Melissa Henshaw, Deputy Clerk/Records Specialist
 100 Lincoln Street
 Fax: 907-747-7403
 Email: melissa@cityofsitka.com

Having worked at the Dept of Social Services gives me insight into the poorest citizens lives, bringing an understanding of the impacts of rate and tax increases.

Mary Magnuson **209 Mills St Sitka, AK 99835** **907-752-0500**

2/28/2007 - Present

Server / Bartender

Channel Club LLC

Provide all aspects of service at a high end steak and seafood house. Duties include; taking phone reservations; setting up dining room based on reservation numbers; dinner, wine, and cocktail service, and bartending. Supervisor: Patrick O'Donnell

4/6/2012 - 4/3/2014

Office Assistant III - State of Alaska Division of Health and Social Services

Duties of an Office Assistant III include; greeting clients; registering all incoming applications in the state data base; matching incoming documentation via email or fax with pending applications; assigning interview appointments and managing the appointment calendar for the Eligibility workers; maintaining the leave and personal appointment calendar for the staff; answer all incoming calls; handling incoming and outgoing mail; maintaining office computers and machines; maintaining office inventories for state reports; ordering office supplies and forms. Supervisor: Marg Parsons

4/1/2011 - 4/5/2012

Case manager

Youth Advocates of Sitka

Case managers at Youth Advocates of Sitka (YAS) are part of an interdisciplinary team providing mental health and in school behavioral support services to youth ages 5-21. Specifically case manager duties include; scheduling client appointments for individual therapy, group therapy, and after school activities; interviewing for and preparing client status reports; and facilitating and leading treatment team meetings quarterly for each client.

04/01/2003 - 10/15/2010

Office Manager

R&B Enterprises LLC

I managed the office of R&B Enterprises, a sole source contractor to the National Cemetery Administration (NCA), managing Sitka National Cemetery; and contractor for the Sitka Cemetery Association (SCA) managing Sitka Memorial Park.

My duties included managing a grounds keeping crew of 2-5 depending on season; scheduling, payroll, background checks, employment eligibility paperwork, and Veterans Administration Privacy training compliance. I also filled in for absent groundskeepers as needed assisting with burials, maintaining turf, and plowing snow. I procured supplies, tools, and repair parts for all day to day operations.

I was also tasked with fulfilling monthly reporting requirements to National Cemetery Administration and Sitka Cemetery Association. Provided all bookkeeping for the business utilizing Quickbooks. Supervisor: Ron Conklin.

02/14/2006 - 10/30/2006

Server / Expediter

Ludvigs Bistro, Sitka

I worked a six day week for the season, one night per week serving and five night per week in the kitchen. I did the salad prep before opening, received freight, and set up the diningroom. On the line I made all of the salads as well as plating and garnishing all meals leaving the kitchen. I also plated and finished all desserts. Supervisor: Lisa Bower.

03/15/2005 - 01/14/2006

Server
Pizza Express, Sitka

I served five nights per week in a busy Mexican / Pizza restaurant. Supervisor: Juan Barragan

06/01/2003 - 12/20/2004

Night Manager / server
Bayview Restaurant, Sitka

I worked a six night week managing a busy home-style restaurant, serving American food, espresso, wine and beer. We had three kitchen employees and two additional servers on the floor. Supervisor: Pam Robertson

09/01/2000 - 03/15/2003

Owner / Operator
Duds and Suds

Owned and operated the Sitka's only full service laundromat and dry cleaner. I had 3-9 employees depending on the season. I worked day to day with my largely Pilipino workforce, building lasting relationships within the Pilipino community. The shop handled large amounts of cruise ship laundry and dry cleaning with limited time to meet deadlines. I performed all bookkeeping duties, cash management, minor machine repairs, simple alterations, advertising, and DEC reporting. The hours ranged from 40 hours per week in winter to 100 hours per week in summer. Owning the business allowed me to get to know the community at large quickly.

Additional work history prior to 2001:

I have had many types of jobs in my lifetime. My first waitress job was in 1977. My husband and I own a commercial salmon fishing boat, I fished with him for 18 seasons. During the winter months I held many jobs, including: cocktail waitress and bar tender at a neighborhood bar; waitress at a Carrows Restaurant (like a Dennys); weekend manager of a 6 bed elderly care facility; hospice care; child care; Waldenbooks sales associate; Wings of Alaska dock agent; part time at the Pelican library; cooked and bartended at Rosie's Bar and Grill in Pelican for a winter season. I also substitute taught all ages in the small village of Pelican. Just prior to permanently relocating to Sitka, I managed the offices of Pacific Marine Brokers, in Seattle year round for 3 years. We listed and sold commercial boats and permits.

Additional Information:

I spent 4 years in Officer positions at Sitka Elks Lodge (member for 14 years). I also spent several years as a volunteer cook in the lodge kitchen for Friday night dinners, breakfast and Monday Night Football; as well as volunteer bartending in the past year. Currently I am a five year Trustee. Other volunteer work has included serving several years on the Alaska Day Committee, organizing the ball one year, many memorial services at the National Cemetery; and in recent years helping to organize the schedule for the Seattle Firefighters Pipe and Drum Band. I also served approximately a two year term on the Sitka Long Range Planning and Economic Development Commission before it was eliminated by the Assembly.