



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

Board/Commission/Committee: Library Commission

Name: Nalani Natise-Durden James Daytime Phone: [REDACTED]

Address: [REDACTED] Evening Phone: [REDACTED]

Email Address: [REDACTED] Fax Number: [REDACTED]

Length of Residence in Sitka: 1 1/2 years Registered to vote in Sitka? ☒ Yes ☐ No

Employer: SEARCH / Sitka Farmers Market

Organizations you belong to or participate in:

Sitka Farmers Market, Sitka School district, Hoops for Life, Sitka Tribe of Alaska, Sitka Youth Soccer, and Sitka Library.

Explain your main reason for applying:

I visit the library frequently with our children and was offered the opportunity via recommendation to apply through children's librarian Maite. I believe she sees my spirit for community I offer in all facets of my being.

The background experience I feel I offer to being a library board member is my diversity experience with cultural engagement among tribal youth & Elders, educational support for public schools, community involvement and all endeavors with youth.

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.

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: 2/2/2020 Signature: Nalani James

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.

Please note: all information submitted will be made public and published online. 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.henshaw@cityofsitka.org

NALANI JAMES

Summary

Personable and dedicated Customer Service Representative with extensive experience in community-based industry. Solid team player with upbeat, positive attitude and proven skills in establishing rapport with clients. Motivated to maintain customer satisfaction and contribute to company success. Specialize in quality, speed and process optimization. Articulate, enthusiastic and results-oriented with demonstrated passion for building relationships, cultivating partnerships and growing businesses.

Skills

- Organization and efficiency
- Deadline-oriented
- Event coordination
- Confidential document control
- Staff training and development
- Organizational strengths
- MS Office proficient
- Superior communication skills
- Loss prevention
- Effective team player

Experience

Paraprofessional | Sitka School District - Sitka, AK | 09/2018 - 05/2019

Supported students in developing strategies for individual needs and classroom group dynamics.

- Helped prepare and execute daily plans for activities and lessons
- Planned and led activities to develop students' physical, emotional and social growth
- Promoted language development skills through reading and storytelling
- Conducted special assessments and tutoring sessions to support individual student needs
- Prepared visual aids, equipment and classroom displays
- Performed diverse tasks for teachers, including clerical support, classroom management and document coordination

Warehouse Supervisor | United Parcel Service - Farmington, NM | 09/2015 - 05/2018

- Participated in meetings with upper management to roll out initiatives and procedures that met benchmarks for production, quality and safety
- Complied with all standards and protocol requirements regarding warehouse operations, shipping and receiving and material handling
- Identified production problems through careful assessment of quality control system deficiencies
- Supervised scheduling for freight and package shipments and managed return and transfer procedures
- Assessed employee performance and facilitated commendations and discipline as necessary
- Increased productivity through cross-training and thorough training of both current employees and new hires

Healthcare Assistant | State Of California | 11/2008 - 06/2014

- Helped examine and treat patients by assisting with instruments, injections and suture removal
- Maintained all confidential personnel files, licensing and CPR compliance records
- Oversaw implementation of patient management plans
- Ran errands for clients and transported to appointments to maintain wellness and support daily living needs
- Dressed, groomed and fed patients with limited physical abilities to efficiently handle basic needs

PTO President | Farmington School District - Farmington , NM | 05/2017 - 05/2018

- Trained and coordinated parent volunteers and provided information on volunteer opportunities within the school and community
- Fostered relationships with parents and community to create a safe and effective academic environment conducive to student learning
- Assisted with the development of family-focused events, programs and workshops
- Informed parents of school procedures, instructional programs, Title I funding and roles of administrators and staff
- Secured new funding from private resources through grant writing
- Coordinated vendors, timelines and budgets for events
- Organized corporate luncheons, dinners, conferences and special events
- Oversaw volunteer logistics, including schedule, inventory and transportation management
- Developed and published monthly citizen newsletter

Education and Training

University of Hawaii - West Oahu | Kapolei, HI

Associate of Arts: Liberal Arts

University of Alaska Southeast | Sitka, Alaska

Youth Mental Health Management Certification

Sitka School District | Sitka, Alaska

Crisis Prevention Training / Certification

C.P.R. & B.L.S. Certification | Sitka, Alaska



LIBRARY COMMISSION

NAME	CONTACT NUMBERS	TERM STARTS	EXPIRES	CATEGORY
NICOLE FILIPEK PO Box 251	206-769-3685 nicolefilipek@gmail.com	2/14/17	2/14/20	Chair
DARRYL REHKOPF 210 Observatory Street	738-5629 darrylrehkopf@hotmail.com	8/22/17 5/14/19	4/12/19 5/14/22	Vice Chair
DANIEL GUNN 204 Marine Street	738-0738 danielforestgunn@gmail.com	1/23/18 1/8/19	1/12/19 1/8/22	Secretary
PAUL BAHNA 3001 Barker Street	747-7749 623-0945 bnbahna@alaska.edu	7/24/18	6/13/20	Eidler/Litman's term
STEPHEN MORSE 314 Tilson Street	509-607-7327 stephen_morse@hotmail.com	4/24/18 2/26/19	1/26/19 2/26/22	
SANDRA FONTAINE PO Box 2114	623-0444 thimbleberrysam@gmail.com	1/28/20	1/28/23	
JOSHUA THOMAS PO Box 473	817-471-6054 Josh0417@att.net	9/13/16 8/27/19	9/13/19 8/27/22	Resigned 12/4/19
Thor Christianson 500 Lincoln Street A9	738-2491 assemblychristianson@cityofsitka.org			Assembly Liaison
Elizabeth O'Donnell				Emeritus Member
Alice Johnstone				Emeritus Member

7 Members from Public 3-year terms

Established by Ordinance 72-50, Ord. 03-1730 added 2 more members

First Wednesday of the Month, 6:00 p.m. at Harrigan Centennial Hall, 330 Harbor Drive

OATH OF OFFICE REQUIRED

Revised: January 29, 2020