

VILLAGE OF HOMEWOOD



BOARD AGENDA MEMORANDUM

DATE OF MEETING: September 13, 2022

To: Village President and Board of Trustees

Through: Napoleon Haney, Village Manager

From: Dennis Bubenik, Director of Finance

Topic: Oath of Office – Full-Time Water Billing Clerk

PURPOSE

Recent staffing changes in the Finance Department required filling the full-time Water Billing Clerk position. Liza Javier was selected for this position after interviewing with the Finance Supervisor, Assistant Finance Director, and Finance Director. Liza's first day as full-time Water Billing Clerk was July 25, 2022.

PROCESS

Before joining the Village of Homewood, Liza spent the past 22 years working in the offices of Robert Morris University and Roosevelt University. In those positions, she specialized in:

- Data management
- Customer service
- Managing records
- Following internal procedures
- Communication with members of the public
- Issue resolution
- Relationship building
- Collaboration with other departments

Liza's skills from the university environment were recognized by the interview team as transferable to the job requirements of Water Billing Clerk.

Liza lives in Whiting, Indiana and lists the Chicago Bears as her favorite sports team. Liza is happily married with three young adult children, one grandson, and another on the way. She enjoys swimming and spending time with her family.

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OUTCOME

Liza Javier first day of work for the Village of Homewood was July 25, 2022.

FINANCIAL IMPACT

- **Funding Source:** 100% Water/Sewer Fund

LEGAL REVIEW

Not required

RECOMMENDED BOARD ACTION

Administer the oath of office to Liza Javier for the position of full-time Water Billing Clerk in the Finance Department.

ATTACHMENT(S)

None