

June 12, 2019

Mayor Marc C. McGovern and
Members of the Cambridge City Council
795 Massachusetts Ave.
Cambridge, MA 02139

To the Honorable Mayor and Members of the City Council,

I am pleased to submit my résumé for consideration for the available position of City Clerk. Given my background in record management and my experience in effectively hiring, training, and supervising staff, I feel that I am in a great position to support the City of Cambridge. Building strong partnerships with all levels of government has been a cornerstone of my career, and I am passionate to work as a member of a team with people from different cultural backgrounds and diverse political views. Whether working in a community where I have existing relationships or coming in with a fresh perspective to a new area, I can adapt to new environments quickly. My versatile communication skills and capacity to collaborate with remote and diverse teams has been demonstrated in a variety of settings in my current position.

In my current role as Assistant City Clerk, my responsibilities include planning and managing local, state, and federal elections, promoting civic engagement, fulfilling public records requests, and maintaining vital records according to procedures established by the Commonwealth of Massachusetts and the Office of the City Clerk. In addition, I appoint and train 300 temporary election officials and appear before the Board of Election Commissioners, City Council, legislative committees, and the media to explain office procedures and election related legislation. One of my proudest professional achievements is promoting civic engagement among young adults. On an annual basis, I organize the Worcester Rising Civics Camp in partnership with the Worcester Public Schools. Through the generous time commitment and talent of many guest speakers, high school students develop an understanding of how and why civic engagement and government at all levels is essential.

As a first generation American, it was easy for me to be attracted to public service. I grew up among family members and friends that were always civically involved. So for me, local government was the place to start because it is the one place in government that communicates directly with citizens. My career in the public sector began as a young adult working in the Clerk's office in Worcester. It was a sector of local government that perfectly matched my personality. I cannot think of a more rewarding occupation than serving as the

City Clerk and managing the hub of local government. The Clerk's office serves as a direct link between city residents and their government. As Clerk, you are the city's primary record keeper and you are not only expected to understand the operation of local government, but also navigate citizens through the process of accessing this information. Whether issuing a birth certificate, solemnizing a wedding ceremony, or navigating residents through city council, the work the Clerk performs makes an imprint on the municipality.

With that said, I cannot wait to join the City of Cambridge and build on the important work that has already been done by the previous City Clerk and Deputy City Clerk. I hope to learn from the Deputy City Clerk and the rest of the City Clerk staff so I can transition quickly into this new role and work tirelessly alongside them. I believe our best days are ahead, and I appreciate the chance to be a part of this extraordinary journey in bringing some of the initiatives and programs that I have established in the City of Worcester and adapt them to Cambridge. A few of the initiatives I would like to expand in Cambridge include student engagement in local government, digitization and archival of vital records, and increased public access to historical materials. My goal as City Clerk is to make Cambridge's historical collections more accessible to the community. I believe that each person in our community should be able to benefit from an open government, and that any piece of the history of their city should be readily available to them.

I appreciate you taking the time to review my credentials and look forward to discussing my qualifications and exciting initiatives during the June 17th interview. My vision for Cambridge is based on what I see today and what we can achieve together for tomorrow. Today it is evident that Cambridge celebrates the strength of its diversity while being united by its heritage and common future and encourages growth, strong leadership, efficient government and civic pride. Together, we will work towards a Cambridge that promotes civic engagement, government transparency and accessibility.

Sincerely,

A handwritten signature in black ink, reading "Nikolai Vangjeli". The script is cursive and elegant, with a large initial 'N'.

Niko Vangjeli

NIKO VANGJELI
WORCESTER, MA 01605

March 31, 2019

Marc C. McGovern, Mayor
795 Massachusetts Ave.
Cambridge, MA 02139

Dear Mayor McGovern,

I am pleased to submit my resume for consideration for the available position of City Clerk. Given my background in vital record management, and my experience in effectively hiring, training and supervising staff I feel I am in a great position to support the City of Cambridge.

Building strong partnerships with all levels of government has been a cornerstone of my career, and I am passionate to work as a member of a team, with people of different cultural backgrounds and diverse political views. Whether working in a community where I have existing relationships or coming in with a fresh perspective to a new area, I can adapt to new environments quickly. My versatile communication skills and capacity to collaborate with remote and diverse teams has been demonstrated in a variety of settings in my current position.

Please review these points from my professional background which demonstrate the superior results and my approach to professional challenges.

Experience: In my current role my responsibilities include planning and managing elections; maintaining vital records according to procedures established by the Commonwealth of Massachusetts and the Office of the City Clerk; personnel management and demonstrated proficiency in coordinating and liaising programs with regional, state, and federal officials.

Training: I hold a Master's in Public Administration, completing extensive coursework in Public Policy, Budget and Personnel Management. Moreover, I am a member of the Massachusetts City Clerks Association, keeping me in touch with regulatory developments and technological advances affecting municipal government. The enclosed resume provides further detail about my qualifications and background. I welcome the opportunity to further discuss how I can apply my strengths to the City of Cambridge.

I appreciate you taking the time to review my credentials and experience.

Sincerely,

Nikolin Vangjeli

Niko Vangjeli
Enc. Resume

SUMMARY

Accomplished Assistant City Clerk with demonstrated ability to deliver mission-critical results. Strong multitasking abilities in fast paced governmental environment. Extensive experience in maintaining vital records according to procedures established by the Commonwealth of Massachusetts and the Office of the City Clerk. Highly skilled in personnel management and demonstrated proficiency in coordinating programs and interacting with regional, state, and local officials.

HIGHLIGHTS

- Effectively hire, train and supervise staff.
- Ability to simplify, present and communicate complex issues.
- Proficient in team leadership towards organizational objectives.
- Budgeting/Financial Administration.
- Media relations.
- Strategic planning.
- Regulatory compliance.
- Keen understanding of local ordinances.

EXPERIENCE

2009 - 2012 City of Worcester Worcester, MA

Intern, Office of the City Clerk

- Frontline staff member designated to address resident concerns.
- Experience with data entry.
- Responsible for processing the annual street listing and the certification of nomination and petition papers.
- Provide administrative support on Election Days.

2012 - 2013 City of Worcester Worcester, MA

Intern, Office of the City Mayor

- Policy research.
- Prepared monthly reports to City Council and Mayor.
- Collect information for studies and reports, and maintain databases.
- Provide general information to constituents.
- Prepare official proclamations, press releases and support letters.

2013 - 2014 City of Worcester Worcester, MA

Principle Staff Assistant, Office of the City Clerk

- Community outreach and voter education.
- Appoint and manage 370 temporary employees.
- Manage day to day operations of the Election Commission.
- Assist and guide election candidates in legal protocols before and after elections.

2014 - 2016 City of Worcester Worcester, MA

Assistant Director of Elections, Office of the City Clerk

- Plan, organize, and coordinate the activities of the Elections Department; establishes policies, procedures and guidelines to be observed by department personnel.
- Supervise a staff of clerical and volunteers engaged in coordinating elections.
- Appear before the Board of Election Commissioners, City Council, legislative committees, court officials, citizen groups and the media to explain election results, procedures and related matters.
- Recruit, train, motivate and evaluate City Clerk's Office personnel by providing staff training, coordinating with

employees to correct deficiencies and implementing discipline and termination procedures.

- Coordinated with other divisions, departments, outside agencies and the public on behalf of City Clerk's Office; negotiated and resolved sensitive and controversial issues.
- Participated in the forecast of funds needed for staffing, equipment, materials, and supplies; monitored and approved expenditures.
- Manage digitization efforts for the Office of the City Clerk and the Election Department.

2016 – Present City of Worcester

Worcester, MA

Assistant City Clerk, Office of the City Clerk

- Review state and federal legislation, court decisions, administrative rulings, and related matters to determine if City policies and procedures are in compliance.
- Attend meetings as required, take and transcribe meeting minutes, conduct follow-up activities related to actions including the indexing and recording of documents and processing agreements.
- Provide staff support to the City Council and serve as repository for all official City records.
- Plan, organize, direct, and participate in the services and activities of the City Clerk's Office.
- Participate in the development and administration of department goals, objectives, and procedures.
- Administer Oaths or affirmations and sign and certify official City documents.
- Oversee and manage the City's records management program including developing procedures for records management, retrieval and disposal, and preserve official city documents and records, and reports in accordance with legal requirements.

EDUCATION

2009 - 2013 College of the Holy Cross

Worcester, MA

- Bachelor of Arts in Political Science

2014 - 2016 Clark University

Worcester, MA

- Master of Arts in Public Administration

LICENSES AND CERTIFICATIONS

- Commonwealth of Massachusetts Justice of the Peace (Commission expires February 22, 2024)

LANGUAGES

- Albanian