



# Leadership Profile:

Laura Burbridge, City Clerk

## **Employed Since 2019**

### **What have you enjoyed about working here?**

I have enjoyed the variety of work I am able to do and the ability to continue to learn and expand within my position. We have amazing staff and I enjoy collaborating with different departments and staff members to complete projects.

### **I am responsible for...**

Record keeping, City Council preparation and activities, elections, contracts, managing the Municipal Code and updates, Sunshine Law Requests and compliance, administering oaths, and a variety of other administrative tasks.

### **I interact with...**

Everyone - staff, citizens, Council, and other government entities.

### **If I were to describe my leadership style in 3 words, it would be...**

1. Collaborative – I love bringing different perspectives to the table to solve problems and/or improve processes.
2. Supportive – I am an encourager and will do my best to motivate others and remind them of the value and skills they bring. I will contribute to any project as needed to make it successful.
3. Motivated – I love a good challenge-need me to find a document-challenge accepted. Need someone to step up and handle a project-done!! I value efficient work and love to learn new things and mark a project as done.

## **If I were to predict the future of my position for the next 5 years...**

I hope there is less paper and more digital but I am pretty confident most of the processes in this department will have changed because I am always looking at ways to improve, speed up, or simplify my processes.