

# RANCHO SIMI RECREATION AND PARK DISTRICT

## Interoffice Memorandum

DATE: March 1, 2007

TO: General Manager

FROM: Marketing and Community Outreach Specialist

SUBJECT: Presentation of the Employee of the Month for February 2007

### **EMPLOYEE OF THE MONTH FOR FEBRUARY 2007**

The District's employee of the month for February 2007 is Carol Odenberg. Carol has worked for the District since November 5, 2001. She works in the Administration Department as the Executive Assistant for the General Manager. This is her second nomination for Employee of the Month. The previous nomination was in February 2002.



### **NOMINATION NARRATION**

The persons who nominated Carol had this to say about her, "This person has many duties, including attending Board meetings and interacting with Board members, providing support to the General Manager, and serving as a one-person Human Resources department. She stays late, arrives early, and even comes in on weekends. Long after everyone else has left for the day, she can be found at her desk hard at work. She is constantly working with phone and in-office interruptions, and she graciously works with staff in various departments - all of whom think their request is of the highest importance! She very carefully sees to it that all the new-hire "details" are handled competently. On top of all these responsibilities, this employee has taken classes on her own to improve her knowledge and performance in her field.

It is much easier to spot a one-time "special achievement" of an employee when unusual circumstances arise, but not always easy to recognize the accomplishments of those whose hard work, dedication, and commitment to their position keep an organization running smoothly and efficiently. This person's hard work and dedication do just that, and for all these reasons, we believe this person deserves the Employee of the Month award."

### **BOARD ACTION**

Carol has been invited to attend the March 1, 2007 board meeting to receive a plaque from the board chair. She is also eligible for one day off with pay sometime in the next 60 days.

  
Colleen Janssen

Marketing and Community Outreach Specialist