

DATE: 4-27-07

TO: City Clerk

FROM: City Representative Beto O'Rourke

ADDRESS 2 Civic Center Plaza TELEPHONE 541-4123

Please place the following item on the (Check one): CONSENT X REGULAR _____

Agenda for the Council Meeting of May 8, 2007

Item should read as follows: Delia Chavez to the Fair Housing Task Force as requested by City Representative Beto O'Rourke, District 8.

SPECIAL INSTRUCTIONS: _____

BOARD COMMITTEE/COMMISSION APPOINTMENT/REAPPOINTMENT FORM

NAME OF BOARD/COMMITTEE/COMMISSION: Fair Housing Task Force

NOMINATED BY: City Representative Beto O'Rourke DISTRICT: 8

NAME OF APPOINTEE Delia Chavez
(Please verify correct spelling of name)

BUSINESS ADDRESS: _____

CITY: El Paso ST: TX ZIP: _____ PHONE: 629-6702

HOME ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____ PHONE: _____

WHO WAS THE LAST PERSON TO HAVE HELD THIS POSITION BEFORE IT BECAME VACANT?

NAME OF INCUMBENT: David Marquez

EXPIRATION DATE OF INCUMBENT: 8/05

REASON PERSON IS NO LONGER IN OFFICE (CHECK ONE): TERM EXPIRED: X
RESIGNED _____
REMOVED _____

DATE OF APPOINTMENT: 5/08/2007

EXPIRATION DATE OF NEW APPOINTEE: 5/08/2009

PLEASE CHECK ONE OF THE FOLLOWING: 1st TERM: X
2nd TERM: _____
UNEXPIRED TERM: _____

DELIA CHAVEZ

RESUME

Work Experience:

2000 to Present – El Paso Collaborative for Community & Economic Development

Executive Director

- Manage and Supervise the overall operations of the organization
- Provide staff and board training, technical assistance for program development and implementation, and assist in obtaining financial resources.
- Develop work plans with goals, objectives, mile stones and outcomes, conduct CDC needs assessments and evaluations.
- Participate in the development of training manuals for financial management, building individual assets (IDA Program) and homeownership
- Identify and solicit financial, training and technical resources
- Prepare and present summary reports to Board of Directors and designated committee members
- Prepare a variety of program plans, budgets, and reports
- Read, evaluated, score and rate grant proposals

1988 to 2000 – City of Socorro, Texas

City Administrator/City Clerk

- Carried out all city administrative functions – Responsible for the preparation of city council agenda packets and follow up on all course of action
- Facilitate meetings when mayor and council were not available.
- Take and transcribe accurate city council meeting minutes.
- Supervise, direct, and evaluate city staff. Prioritize heavy workload and delegate accordingly.
- Maintain employee personnel files
- Develop and maintain employment policies and procedural changes
- Conduct monthly staff meetings, conduct evaluations, maintain staff training schedules
- Demonstrate leadership and commitment.
- Perform city functions requiring considerable confidentiality, discretion and specialized knowledge.
- Communicate effectively and courteously with staff and the general public
- Arrange for municipal elections.
- Compose correspondence for all levels of government and general public.

1980 to 1987 – Ferguson & Associates Accounting Firm

Staff Accountant

- Responsible for 38 individual corporate accounts. Prepared financial statements
- Process payroll, prepared quarterly reports, annual and semi-monthly tax reports
- Prepared individual, partnership, and corporate tax returns.

Education:

University of Phoenix - BA in Business Management

North Texas State University - Municipal Government 38 credit hours

El Paso Community College – Banking Courses 68 credit hours

Specialized Training & Workshops: 270 hrs

Legal hiring and firing procedures, Employee evaluations, Sexual Harassment, Employment Regulations and Legal Issues, Supervisory Skills, Make presentations effectively, Worksite Supervisor/Instructor, Managing Multiple Projects, Objectives and Deadlines, Connecting SCANS to the Real World Instructor, Budget & Accounting, Employee Assistance Program Supervisor Training, TML Record Management, Microsoft Word 2000, Excel, PowerPoint, Publisher, Peachtree, Internet, Microsoft Outlook, TaxWise, ACT

Community Involvement:

1999 – Present Member of the G.A.R.C. Committee with the Rio Grande COG
2002-Present Volunteer Income Tax Assistance (VITA)
2004-2005 Socorro Senior Missions NonProfit Board Member
2003-2005 Community Development Partnership Network Board Member
2001-2002 United Way allocation's volunteer
1998 – 2002 Vice President for Mission Trail Association
1997-2000 Co-Chairman for Mission Valley Steering Committee
1994-1997 Charter Secretary for Pride of El Paso County Lions Club

Delia Chavez

Executive Director for El Paso Collaborative for Community & Economic Development

Ms. Chavez was the Mayor's Assistant and City Administrator for the City of Socorro, Texas for over twelve years. There she was primarily responsible for the organization, compilation and evaluation of information for all City Departments. Ms. Chavez's prior background includes seven years in accounting and eight years in banking where she held the position of Junior Loan Officer. She attended El Paso Community College and North Texas State University. She is a graduate from the University of Phoenix with a Bachelors degree in Business/Management. She has completed numerous professional development and specialized training courses in zoning, housing, taxation, and public services. Ms. Chavez also serves on the Application Review Committee for the Rio Grande Council of Governments. Past affiliations include serving as Charter Secretary for the El Paso County Lions Club, Vice President for Mission Trail Association and as Co-Chair of the Mission Valley Steering Committee.