

Received 2-16-12  
KJ



Please return completed application to:  
Karen Thompson, City Secretary  
100 East Main Street, Suite 300  
P.O. Box 589 (78691)  
Pflugerville, TX 78660  
By fax 990-4364  
By email to [citysecretary@cityofpflugerville.com](mailto:citysecretary@cityofpflugerville.com)

**APPLICATION FOR APPOINTMENT TO THE  
LIBRARY BOARD**

All information provided in this application is public information pursuant to the provisions of the Texas Public Information Act.

The Library Board submits a 5-year comprehensive library plan; makes recommendations concerning library policy and procedure, programs, services, grants, and fundraising. The Library Board is composed of 7 regular members serving 2-year terms and 1 alternate member serving a 1-year term. The alternate member may vote if a regular member is absent.

Candidates are required to be registered voters of the City and to have resided within the corporate limits for at least twelve months preceding the appointment and must not be employed by or hold any other position in the City's government. All appointments are made by and at the discretion of the City Council. Because vacancies may arise before the next regular appointment period, all applications are kept on file until the next application period.

Name: Samantha Akins Telephone: \_\_\_\_\_

Residential Address: 1204 Glendalough Dr, Pflugerville, TX 78660

E-mail Address: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Resident of the City of Pflugerville for 11 years.

Are you are a registered voter of the City of Pflugerville?  Yes  No Voter Registration No. 1130372364

Have you attended a meeting of the Library Board?  Yes  No

Does any potential conflict of interest exist which may interfere or inhibit you to carry out the duties of a Library Boardmember?  Yes  No (If Yes, please explain.)

**I am not aware of any conflicts of interest.**

Why are you interested in serving on the Library Board?

**I believe that the Pflugerville Library is a valuable community resource and I would like to help the City of Pflugerville to make it the best resource it can be. The library should be a place used and valued by the whole community, which I am sure, is the goal of the Library staff and City Management and I would like to volunteer my time to help reach this goal.**

Do you have any previous board service, leadership, or volunteer experience?

**I do not have any previous board experience per se, but I did attend board meetings when I was the Webmaster for the Texas Floodplain Management Association, so I do have a general idea of how board meetings are structured. I am also a member of the International Leadership Association, I am currently a student studying Organizational Leadership, I have many years of management experience, and I have done a lot of volunteer work including a two year commitment to the AmeriCorps National Service program.**

What kinds of skills or expertise can you offer?

**I have over 15 years of leadership, management, and strategic planning, negotiation and budgeting experience. As a sampling of my experience: I have worked in the private sector as a Manager for the First American Financial Corp, in the non-profit sector as a Financial Literacy Specialist, and for the City of Austin as an Auditor in the Fire Department. This broad range of experience has given me the valuable skills I listed above.**

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How will the organization benefit from your participation?

**I am a reliable, thoughtful person who is not afraid to speak my mind while respecting the opinions of others. Over the years, I have become very adept at conflict management and strategic planning, both of which I believe would be valuable skills for the Library Board.**

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What do you expect from us so that your experience is satisfying?

**I expect the City Staff to act honestly and to be forthright / forthcoming in stating their needs, wants and goals. I also expect the meetings to start on time as to respect everyone's time and for those involved to behave in a professional and considerate manner.**

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Please provide any additional information you feel would be useful to the City Council in considering your application. Please use additional sheets as necessary. A cover letter and/or resume may also be submitted with the application.

**Please see attached resume.**

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By signing this application, I hereby affirm that I am aware of the requirements for the position and certify that I meet those requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## About Me

I am a self-motivated, honest, and dependable person who believes that a positive work environment is best developed through clear goals, active communication, and a strong focus on customer service.

## Experience

### **Administrative Specialist, Austin Fire Department/GSS, Austin TX**

June 2010 to September 2011

- Leave Audit Project

Includes retrieving leave (vacation, sick, etc.) records from multiple databases and paper files; compiling leave records into a single Excel spreadsheet for easy reference; analyzing the records to identify anomalies; researching anomalies; backing up any needed changes by scanning and attaching related documentation; emailing the audit results and files to stakeholders; meeting one-on-one with Fire Fighters to discuss audit results and any needed corrections; obtaining Fire Fighter approval/sign off on any needed changes whether they positively or negatively impact the Fire Fighters current leave balances; Utilizing Contribute 3 software to update the AFD Payroll website to reflect the audit project status; working with a Division Chief and Payroll Manager to make adjustments to the leave audit project priority list; Training fellow Payroll Associates on the leave audit process.

### **Financial Literacy Specialist, AmeriCorps/Goodwill, Austin TX**

January 2009 to September 2010

- One-on-One Coaching

Includes meeting with clients in a one-on-one setting, creating a trust/bond with my clients, ascertaining my client's needs, and working with my clients to develop tailored financial improvement plans that help to change financial behaviors as well as expanding their financial skill set.

- Events

Includes attending a variety of community events as a representative of Goodwill and its Financial Coaching Program, and selling the program to potential clients, customers, and donors. Also includes the planning, and implementation of public events such as Public Financial Literacy Classes, and the Goodwill Financial Fitness Fair, which acted as a host for 25 vendors, 6 classes and approximately 150 attendees in 2009 and 2010.

- Financial Classes/Public Speaking

Includes the organizing, development, and implementation of personal finance classes including the marketing, promotion, tracking, and creation of class materials when needed. Also includes speaking at various events, and classes around Austin.

### **Realtor, Self Employed/Keller Williams Realty, Austin TX**

September 2006 to December 2008

- Customer Relations

Includes creating a trust and bond with my clients, ascertaining a clients needs, pro-actively communicating with clients, and keeping my clients best interest in the fore front of every transaction.

- Research

Includes thorough examination of desired property markets, running potential Profit and Loss numbers for investors, and finding new avenues of available property inventories.

- Marketing

Includes the development and implementation of marketing plans, promotions/promotional items, and advertising.

- Coordinating the Home Sales & Purchase Process

Includes acting as a fiduciary for my clients, cooperating with real estate related professionals, and development/implementation of transaction timelines.

## **First American Flood Data Services, Austin TX**

May 1996 to June 2006

- **Operations Supervisor (2001 – 2006)**  
Managed teams of 20+ people. Duties included interviewing, hiring, coaching, motivating, employee performance actions, monthly and annual reviews, full budgeting processes, project management, conducting department-wide and company-wide meetings, client interaction, and conducting employee training in classroom and one-on-one settings
- **Quality Control Coordinator (1999 – 2000)**  
Lead Coordinator for a team of 8 people. Duties included coaching, interviewing, performing quality audits for all departments/product lines, project management including cost benefit analysis, and presenting audits results with suggested solutions to upper management, and client interaction.
- **Life of Loan Researcher (1996 – 1998)**  
Progressed from entry level Researcher to Lead Researcher within 1 year. Duties included determining the correct level of flood risk for properties, client interaction, database maintenance, creating employee production and accuracy guidelines, creating training materials, training of new hires, and conducting department meetings.

## **Previous Jobs Summary**

1991 to 1996, Various Companies

- **Bar & Restaurant Management – Customer Relations, Budgeting, Marketing, Promotions, Hiring, Firing, Training, Scheduling, Payroll and Bookkeeping**
- **Retail Sales – Customer Relations, Money Handling, Inventory Control, and Housekeeping duties like cleaning and organizing.**
- **Bartender & Waitress – Customer Relations, Money Handling, Accurate and timely delivery of customer orders, Housekeeping**
- **Cashier – Customer Relations, Money Handling, Basic Accounting**
- **After School Counselor – Assist students with homework, monitor student behavior, report on student progress and discuss findings with School Director and Parents.**
- **Classroom Manager – Assist with Students with Questions, Conduct Class when Teacher was called away, and Assist Teachers with lesson plans and grading papers**
- **Office Assistant – Answer Phones, File Papers, and Assist Walk-Ins**

## **Education**

### **St. Edward's University, Austin, TX**

- Currently Attending, Degree Candidate 2012
- B.A. in Organizational Leadership

### **Austin Institute of Real Estate, Austin, TX**

- Obtained a Real Estate Professional License in 2006

### **Austin Community College, Austin TX**

- General Studies Classes, 1992 to 1993
- Business Management Classes, 1999 to 2003

### **The American International School, Mallorca Spain**

- Diploma in 1991, Head Master's Award 1991

## **Interests**

Interior Design, Feng Shui, Architecture, Reading, Writing, Photography, Jewelry Making, and Volunteer Work

## **References**

Tim Ragan, Colleague from First American, 512-587-3055  
Courtney Johnson, Colleague from AmeriCorps, 806-681-0836  
Jan Zavala, Colleague from AFD, 915-474-1105  
Dan Pryor, Professor at St Edward's University, 512-358-0056  
Ronnie Burchett, Friend, 512-968-3324