

## Danielle Gillespie Bio:

Danielle Gillespie holds a master's degree from the Purdue University School of Business. She completed her undergraduate degree at Nyack College with high honors. She is a member of the National Omicron-Psi Honor Society.

While furthering her education she was a working professional, she spent several years working in Financial Services both in retail and commercial banking and the investment side of insurance. After leaving the financial services industry, she went to work for the City School District of Albany where she was a tireless champion for students and families. She worked to bring funding to programs, provide resources for students and faculty, and was an overall change agent and a level of support for the school community. She worked closely with the TLQP (Teacher Leader Quality Partnership) program which was a collaborative between the Montessori Magnet School and SUNY's Education Department. She worked with the school district for 15 years.

In 2017 Danielle was hired by the City of Albany to be the Director of the Bureau of Vital Statistics. She identified areas of improvement, brought in strong staff, built strong relationships with internal and external partners and strengthened the overall operation of the department. Vital Statistics under her leadership efficiently managed a vast amount of information and dealt daily with members of the public who needed such information.

In 2019 Danielle was promoted to Albany City Clerk. The City Clerk's Office serves the Mayor, Common Council, and the public, and is home to the Board of Contract and Supply and their records. The Board of Contract and Supply administers the formal bidding and processing of contracts for all purchases in excess of \$20,000 and all public works in excess of \$35,000. In addition, the Board has the responsibility for holding public auctions for all City-owned real property. During the pandemic she worked tirelessly to roll out digital BID submissions and made sure that the Board was able to meet virtually maintaining transparency and participation in Local government. The City Clerk's Office issues many municipal licenses and permits, including marriage, dog, coin-operated vending, games of chance, and special events. The Clerk's Office also accepts Freedom of Information Law (FOIL) requests on behalf of the public. The Clerk is the Records Access Officer for the City. The City Clerk is also the Registrar and oversees the Department of Vital Statistics.

Since becoming the City Clerk, Danielle has brought many innovations to the office including:

- Managed to continue services during the COVID-19 pandemic with minimal disruption.
  - Implemented credit card payment processing for key services
  - Implemented virtual marriage license issuance and ceremonies.
- Rolled out the Clerk Officiant Program to allow couples to have civil ceremonies while the courts were closed.
- Digitized the dog license application and process
  - Implemented and maintained digital filing of Special Event applications and Cabaret permits.
  - Became a certified Passport Acceptance Location, the first of its kind in the City of Albany
  - Increased process efficiency with how residential parking permits are issued and renewed, and made adjustments to the form to ensure improved readability.
  - Updated the City Clerk's fee schedule

Very importantly, the City Clerk serves as secretary to Albany's Common Council. The City Clerk, in cooperation with the Legislative Counsel and Legislative Aide, work on legislation, prepare all of the committee meetings and public hearings, transcribe and record proceedings, distribute all informative materials to the public, and attest to all Ordinances, Laws, and Resolutions passed by the Common Council.

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