DATE ISSUED:        October 22, 2001                    REPORT NO: 01-230 Revised No.

ATTENTION: Honorable Mayor and City Council

SUBJECT:            Appointment of Executive Assistant to the City Manager

SUMMARY

THIS IS AN INFORMATION ITEM ONLY.  NO ACTION IS REQUIRED ON THE PART OF
THE MAYOR AND CITY COUNCIL.

I am pleased to announce that Lidia Simms has been appointed to the position of Executive
Assistant to the City Manager.   She will begin her new position on November 13, 2001.

The recruitment process was very competitive.  We received 225 resumes from throughout the
United States. Twenty four candidates were invited to participate in a skills assessment center.

As the Executive Assistant to the City Manager, some of her duties will include scheduling,
liaison between the City Manager, Mayor and Council Offices, City departments, City staff, and
the public.  She will be handling citizen inquiries and complaints, and performing highly
responsible and complex administrative work in the City Manager's Office.

Ms. Simms has worked for the City of La Mesa for 15 years.  Currently, she works for the City
of La Mesa as the Administrative Office Manager in the Community Development Department
and the Public Works-Engineering Department. She provides administrative support to nine
divisions, three directors and four managers.  Ms. Simms is fluent in both English and Spanish.
During the assessment process and interviews, she proved to have exceptional interpersonal
skills, a genuine interest in public service, extensive experience in customer service and a wide
variety of administrative office management skills. She has received very high recommendations
especially in her quality of customer service.  Lidia conducted customer service training at the

City of La Mesa.  She has completed four years of college in Industrial Relations at the Instituto
Tecnologico de Tijuana.

Lidia, her husband John, and two children live in Spring Valley.

Please join me in welcoming Lidia to the City of San Diego.

Respectfully submitted,



Michael T. Uberuaga
City Manager