ANDREW A. GHOBRIAL

April 26, 2024

Dorothy Blondiet
Director of Human Resources
Town of Natick, Town Hall
13 East Central Street
Natick, MA 01760

Dear Ms. Blondiet:

I am delighted to apply for the Town Clerk position in the Town of Natick. I have always been an avid participant in my local government—from my run for a seat on the Brookline Select Board at age 19 to advocating for the passage of a by-law to increase recycling efforts in the public realm. I have a keen understanding of municipal government and have spent countless hours reading, learning, and dedicating myself to becoming an active, informed citizen and municipal employee.

Although my professional experiences are varied, I have had the opportunity to hone my skills and learn something new in every position I held. Working for the Secretary of the Commonwealth in the Public Records Division, I helped ensure government transparency by researching, crafting and responding to appeals of public record denials. In my position, I extensively studied the public records law and became well-versed on how it is invoked. I also reviewed state agency applications for record destruction, and determined if they met retention schedules prescribed by law.

Looking to expand my municipal government knowledge and my professional skill set, I joined the City of Melrose as a Clerk of Committees. There I used the knowledge I gained from my previous position, and learned about open meeting law, and conflict of interest law. In my current role, I work as a liaison between the eleven member City Council, the Mayor's Office and all department heads. My responsibilities include overseeing the timely posting of all agendas, documenting meeting minutes, and providing oversight of Boards and Commissions to ensure they have completed all required trainings and carry out their duties as described in the City Charter. As the city's webmaster, I provide training for the Civic Plus website platform and Granicus, the program used to post agenda meeting notices and meeting minutes. In this role, I review grant applications and awards, respond to questions from City Councilors concerning the City Code of Ordinances, maintain the City Council budget, manage payroll, and manage accounts payables for programs and services. I also work with vendors and contractors to achieve city goals. In so doing, I also ensure that all expenditures meet the Procurement Law under Chapter 30B. I also oversee the entire budget process including scheduling all departments for their budget review, and all public hearings including public hearings for new common victualers etc. In an effort to support local business, I teamed up with a few others to streamline local licensing and permitting which is currently underway. I have also worked diligently on public outreach for new programs and services such as a zoning change to allow for a brewery to set up shop in Melrose. Lastly, I have worked the polls and assisted with many facets of election preparations and the process leading up to an election.

Due to my position, I have the privilege and experience of developing positive working relationships with leaders and department officials across all municipal departments to ensure smooth and timely communication and support. I have dedicated myself to help those we serve and lead by example with excellent customer service. After seeing a need from the public, I led an effort to secure software to automate the Melrose boards and commission page, and established a public facing portal.

Finally, my experience in retail helped sharpen my supervisory skills. These opportunities have afforded me the ability to lead and interact effectively with individuals and groups with a variety of identities,

cultures, backgrounds, and ideologies. As a result, I have become a better communicator, team leader, and problem-solver.

My eagerness and passion to serve and my dedication and keen interest in town government makes me an ideal candidate for this position.

Thank you for your time and consideration.

Sincerely,

Andrew Ghobrial

ANDREW A. GHOBRIAL

PROFESSIONAL PROFILE:
• Excellent understanding of the functions of each branch of government and the criminal justice system
• Excellent leadership skills
• Proficient in both Mac and Windows Operating systems
• Proficient in Microsoft Office, Microsoft Teams and Mac compatible iWork and File Maker Pro
• Proficient in Granicus software and municipal website management
• Avid and quick learner of new software and databases

CERTIFICATIONS HELD:
• Massachusetts Notary Public
• Commissioner to Qualify
• Certified in the Massachusetts Open Meeting Law
• Certified in the Massachusetts Conflict of Interest Law

RELATED WORK EXPERIENCE:
Clerk of Committees**, City of Melrose,** Melrose, MA 2021 – Present
- Liaise between City Council, the Mayor's Office and department heads
- Ensure the timely posting of meeting agendas and maintain accurate recordings via meeting minutes
- Keen understanding of the city code and Robert's Rules of Order
- Provide training to other departments on Granicus IQM2 or MinuteTraq software
- Serve as webmaster for the city and make changes/additions as requested
- Lead training sessions for board and commission chairs on their role as chair
- Ensure that board and commission members have completed all required steps and administer the oath of office
- Respond to and fulfill public record requests
- Update ordinances for publishing to the city code
- Assist the City Clerk office with vital record requests and licensure

Public Records Appeals Administrator**, Commonwealth of Massachusetts,** Boston, MA 2019 - 2021
- Ensured the release of government records under the provisions of the law
- Maintained confidentiality when reviewing *in camera* files
- Analyzed municipal and agency responses and determined if exemptions cited apply
- Drafted determination orders to facilitate a more open and transparent government
- Followed up with agencies and municipalities to ensure compliance with determinations issued and the Public Records Law
- Answered constituent inquires about public record laws and regulations
- Reviewed monthly applications for record destruction to ensure compliance with Statewide Record Retention Policy
- Assisted the Commissions division with oaths and swearing officials in by administering the oath of office

Guest Service Manager, **Target,** Boston, MA 2018 - 2021
- Supervised thirty team members
- Ensured smooth front end and customer service desk operations
- Balanced, counted and deposited cash funds
- Oversaw team member breaks
- Provided stellar customer service and assisted team members when issues would arise

COMMUNITY SERVICE:
- Ran the Boston Marathon in April 2017 to raise funds for UMass Boston's Camp Shriver, April 2017
- Servant and Member, of St. Mark's Coptic Orthodox Church and Sunday School Servant, 2010 – Present
- Candidate for Office, Ran for Selectman in the Brookline Town Elections, 2006
- Student Senator, Sat on the UMass Boston's Student Activities Committee to help fund and organize student clubs, activities and events, 2009 & 2010
- Volunteer, assisted at the debates held at the Edward M. Kennedy Institute for the senatorial debates for US Senate, October 2009 and January 2010
- Community Activist, Passed a resolution in Brookline to urge local restaurants to post caloric information, 2009
- Community Environmentalist, Passed a by-law in Brookline to help promote recycling in parks and the public ways, 2008
- Volunteer, Designed four historic neighborhood brochures for the Brookline Preservation Commission of town historic areas 2005 & 2006
- Student, Graduated the Brookline Police Citizens Police Academy, 2005

EDUCATION:
University of Massachusetts Boston, Boston, MA
• Bachelor of Arts Degree in Criminal Justice and Sociology, 2009

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REFRENCES:

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