

Wilma Lee



Experience



Information Systems Librarian

San Bruno Public Library

Jul 2007 - Present (15 years 7 months)

Administrative and technology support, includes: Represent library system/City technology committees. Recommend technology policies/procedures. Gather statistics for reports. Procure/administer Library grants for programs/services. Training coordinator/trainer. Library tech support/budget management. Webmaster. Vendor evaluation/selection/purchasing. Social media manager.



Support to City of San Bruno's City Clerk Department

City of San Bruno

Apr 2021 - Present (1 year 10 months)

Assist City Clerk with the ability to lead City staff from top to bottom for timely compiling/posting of City Council agendas; primary person for technical support and administration of agenda management software.



Support to City of San Bruno's Information Technology Department

City of San Bruno

Apr 2020 - Jun 2022 (2 years 3 months)

Assisted City IT with technical/administrative support. Assisted in budget preparation/management of 1.4 million budget, along with CIP/budget enhancements. Vendor evaluation/selection. Negotiated/managed copier contracts.



Adjunct Librarian Faculty

College of San Mateo

Dec 2004 - May 2015 (10 years 6 months)

Planned and developed Library website, including content organization and user interface design. Collaborated regularly with stakeholders to determine content.



Assistant to City Manager

City of Brisbane, California

Sep 2009 - Dec 2009 (4 months)

Management talent exchange program participant tasked with core services analysis project assignment for the City. Created staff surveys to determine, define and categorize the City's core services. Collaborated with staff to determine the next steps in the future for the project. Compiled results into a report in which the information was to be used as a working baseline in identifying future potential areas for budget cuts.

Education



San Jose State University

M.L.I.S., Library and Information Science

2002 - 2004



San Francisco State University

B.A., Psychology

1992 - 1997