

Collin County Going the **Extra Mile (GEM)** Recognition Form

Honoree's Name: Tina Chandler

Honoree's Job Title: Administrative Assistant

Department: Public Works

Years of Service with the County: 22 years

Why the Honoree is receiving a GEM Award including dates:

The Public Works Front Office is a fast paced environment staffed by 2 Administrative Assistants to field phone calls, receive visitors and address requests from multiple managers. In addition, the Admins perform routine tasks such as data entry, prepare payroll and process purchase orders. During a 3 week period in late December/early January, Tina Chandler covered the front office alone due to illness and scheduled vacations of other staff. Not only did she complete all the work normally appointed to 2 individuals each day, she also accommodated some work assignments of absent staff members.

Because of her substantial contributions, the Front Office functioned normally throughout the holidays with no lapse in work flow. This required commitment, multi-tasking, and exceptional organization to balance all duties effectively for an extended period. For her diligence, accuracy, and professionalism, I nominate Tina Chandler for the GEM Award.

Approved by elected official or department head on the 9 day of Jan., 20 18



Signature of Elected Official
or Department Head



Printed Name