

# ADMINISTRATIVE PROFESSIONAL OF THE YEAR

**S**usan Wettstein, Administrative Assistant of Garnett, Kansas has been selected as the winner of the 2012 Nancy Crain Municipal Administrative Professional of the Year award. Susan was presented the award at the AAKC Administrative Assistants of Kansas Cities (AAKC) spring conference in Newton earlier this year.

Susan has been an active member of AAKC since January, 1998. She has served AAKC well in her capacity on the Public Relations and Nominating Committees as well as co-hosting and hosting two conferences.

Susan has been with the City of Garnett for 27 years, serving 18 years as an Administrative Assistant to the City Manager. She is also the public information officer, which makes her responsible for preparing news releases on a variety of subjects. Besides helping track utility usages and costs, she prepares reports and agendas for all city advisory boards and helps the Economic Development Director with his duties.

Over the years, Susan has helped write grants for the airport, economic development, and the fire department. She is self-taught on how to create web pages and links and has completely revamped the city's websites on her own. This has saved the city money, which is very important in these tough economic times.

Susan is the Editor of *Town Talk*, the City's quarterly newsletter, and *The Prairie Spirit Express*, a quarterly newsletter for the Prairie Spirit Trail State Park. She also manages the City's Facebook page, volunteers as secretary of the Garnett Tourism Advisory Board, and spearheaded the creation of Garnett's Cornstock/Anderson County Corn Festival eight years ago, which brings several thousand people to Garnett each September.

Susan has been the President of the Lake Garnett Cruisers for 18 years; a member of the Prairie Spirit Rail Trail group for 15 years, and worked tirelessly to make sure that the biking/walking trail became a reality for Garnett, Iola, and Ottawa. She also served on the first board for Big Brothers, Big Sisters of Anderson County by writing grants to begin the program. Recently, Susan was recognized by the Garnett Area Chamber of Commerce as the volunteer of the year.

Susan is busy doing whatever she can to promote the city and county, encouraging people to get involved and be proud of what Garnett has to offer. She played an important role in the selection



of a new logo and slogan for the community, "Small, Serene, Simply Garnett."

To be eligible for this award, nominees must be a member of AAKC for five years and employed in an administrative, secretarial, clerical, or related position for at least 10 years with the same municipality. A four-member panel of judges rates the nominees based on service and contribution to the AAKC organization, contributions to their profession, contributions to their community or municipal government, and professional development, education, and training. It's quite obvious that Susan meets all the criteria!

Congratulations to Susan Wettstein for her public service, dedication the City of Garnett, and her contributions to AAKC.