

ADMINISTRATIVE PROFESSIONAL OF THE YEAR

2022 Nancy Crain

MUNICIPAL ADMINISTRATIVE PROFESSIONAL OF THE YEAR



Jennie Hiatt

*Administrative Assistant
Public Works | City of Abilene*

Jennie Hiatt is the recipient of the 2022 Nancy Crain Administrative Professional of the Year Award. This past April, at the Administrative Assistant of Kansas Cities Spring Conference (AAKC), Jennie was given the award in El Dorado, Kansas. Nominees must be a member of AAKC for five years and be employed in an administrative, secretarial, clerical or related position for at least ten years with the same municipality.

Jennie has been an active member of AAKC since September 2008, having attended every conference held in that time. From the start of her membership, she has been an asset to AAKC by serving as chair of the Member Relations/Public Affairs Committee, secretary for two years, along with two terms as the AAKC President, as well as serving on the AAKC logo selection committee. Jennie has hosted two AAKC Conferences, one in the Spring of 2010 and the second one in the Spring of 2017. She has organized the booth and attended League of Kansas Municipalities conferences, as well as CCMFOA Conferences on behalf of AAKC to promote becoming a member to fellow administrative assistants around the state of Kansas.

Jennie has served the City of Abilene, Kansas since 2006. She began her career as the Administrative Assistant for the Community Development, Inspection and Code Enforcement Department. This position came with different types of duties, and she often absorbed other duties above her normal job expectations. In 2018, Jennie switched departments and became the first Administrative Assistant to work for the Public Works Department. She also oversees the City of Abilene Tree Board.

Jennie has put in several hours enhancing her professional development. In 2003, she received her bachelor's degree from Friends University. She completed the 2008 Leadership Dickinson County followed by Emerging Leaders in 2012 and Effective Supervisory Skill Building in 2013. Since Jennie went through all the training and conferences, this helped her earn the Certified Municipal Assistant in 2014, a certification through AAKC.

Outside of her professional career, Jennie served as secretary, treasurer, vice president, and president of Junior League of Abilene. She served several years as a Dickinson County Arts Council board member and was part of the 2008 Leadership Dickinson County class that helped set up funding for the Food for Kids Program in Dickinson County.

Thank you to Jennie for her public service and dedication to the City of Abilene, along with her many contributions to AAKC. Congratulations on this honor

