
DE NELSON

CITY OF WICHITA

ADMINISTRATIVE PROFESSIONAL
OF THE YEAR



De Nelson began her career with the City of Wichita in January of 2002 as the Executive Assistant for the City Manager. She is a member of the management and professional staff of the City Manager's Office and supervises two administrative positions. She coordinates closely with the City Council administrative staff in an effort to improve the efficiency and performance of administrative duties as well as to improve the communication between the Council and CMO staff. In her position, De works as a liaison between the City Manager and Department Directors, the Mayor, and Council. She has regular contact with local business leaders, government officials, non-profit organizations, the media, and citizens. De's responsibilities involve strict confidentiality and professionalism which is important to the integrity of the City Manager's Office. Administrative support and assistance to the City Manager is a primary responsibility as well as organizing meetings, conferences, social events and special projects as assigned. She is also responsible for the coordination of City Council workshops on a monthly basis.

De is a native Kansan, graduating from Central Business College – Wichita in 1974. She attended classes at Wichita State University and has completed numerous training courses provided by her former employer and the City of Wichita. She also completed the MiniMPA Public Administration course at WSU – Hugo Wall School. Prior to accepting her position with the City of Wichita in 2002, De was Administrative Assistant to the Executive Director/Chairman of the Board & President of KGE (Westar Energy) in the Wichita office. De was employed at KGE for 25 years in administrative support to executive management, serving in various departments within that organization.

Projects De has assisted with the coordination of interviews, search committees, accommodations, agendas, minutes, and media notification for the hiring process of the City Manager as well as some Department Head positions. She has hosted special events and receptions for officials and visitors, such as the State of the City, Kansas League of Municipalities conferences and Sister City events. Since her employment with the City of Wichita, De has originated and organized an annual Administrative Professionals Seminar for approximately 200 front-line administrative support staff. This fun event shows appreciation to employees and encourages them to strive for improvement and professionalism as well as building teamwork across departmental lines. Trainer for Transforming Wichita initiative in 2007. She has been a board member of Executive Women International - Wichita Chapter and a past president and member of Administrative Assistants of Kansas Cities (AAKC).