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MEMORANDUM

TO: HONORABLE MAYOR &
CITY COUNCIL

FROM: Sabrina B. Landreth

SUBJECT: City Administrator's Weekly Report

DATE: February 14, 2020

INFORMATION

Following are the key activities to be highlighted this week:

Upcoming City of Oakland Job Announcements – During the week of February 17, the Human Resources Management Department (HRM) anticipates posting job announcement(s) for the following position(s):

- Gardner II
- Gardner Crew Leader
- Housing Development Coordinator III
- Administrative Assistant I
- Administrative Assistant II
- Supervising Civil Engineer

For the most up-to-date information on City jobs, please view the Employment Information page on our website at <http://agency.governmentjobs.com/oaklandca/default.cfm>. The Employment Information page also contains information on minimum qualifications of specific job classifications, how to apply for a job on-line and how to submit a job interest card for positions not currently posted. For more information, please contact the Human Resources Management Receptionist at (510) 238-3112.

Want to Work with the Census? Find Out How at the Lakeview Library – On Saturday, February 15, 12–2pm, come to the Lakeview Branch Library (550 El Embarcadero) to find out about upcoming jobs working for the US 2020 Census. The Census Bureau is currently hiring field representatives in the San Francisco Bay area. Drop in for a free information session; interviews for qualifying candidates will follow. Requirement for the job are: must be at least 18 years old; must be a US citizen; must have a vehicle and valid driver's license (no automobile required for San Francisco county resident); high school diploma or customer service experience preferred (but not required). The Census Bureau is filling temporary part-time positions, some of which can lead to permanent part-time work, depending on performance. The hours are 25–40 hours per week and

the hourly pay rate is \$22.50–\$27.50. The Bureau of the Census does not discriminate on the basis of race, color, religion, national origin, marital status, age, or any non-disqualifying physical handicap. This agency provides reasonable accommodations to applicants with disabilities. For more information see Field Representative GG-0303-04/05 Duties and Qualifications Recruiting Bulletin 18-3200-039 available at: www.census.gov/fieldjobs.

For information, contact Xochilt Gavidia, Branch Manager, at xgavidia@oaklandlibrary.org or (510) 238-7344.

Celebrate African American History at West Oakland Library Read-In for Families – On Saturday, February 15, 10am–4pm, come to the West Oakland Branch Library (1801 Adeline Street) to read books celebrating African American children and families as part of the National African American Read-In. Books will be on display for families to enjoy together, for ages 0 to 12. The National African American Read-In is the nation's first and oldest event dedicated to diversity in literature. It was established in 1990 by the Black Caucus of the National Council of Teachers of English to make literacy a significant part of Black History Month. More than 6 million people around the world have participated in the Read-In!

For information, contact Susy Moorhead, Branch Manager, at smoorhead@oaklandlibrary.org or (510) 238-7352.

Learn about and Discuss the Expanded Travel at Temescal Library – On Saturday, February 15, 1pm, elders and experts from Eritrea and other countries will be on hand at the Temescal Branch Library (5205 Telegraph Avenue) to discuss the original travel ban as well as the recent expansion. This meeting is open to the public. Please join us.

For information, contact Brian Boies, Branch Manager, at bboies@oaklandlibrary.org or (510) 597-5049.

Storyteller Kirk Waller Coming to Elmhurst Library – On Saturday, February 15, 2pm, kids and families are invited to join local storyteller Kirk Waller at the Elmhurst Branch Library (1427 88th Avenue). Mr. Waller will be telling both well-known and unknown stories. You'll love his engaging and musical storytelling style. Kirk Waller is winner of the National Storytelling Network's JJ Reneaux Emerging Artist Award, and winner of Parent's Choice Gold for his CD, "But Why?"

For information, contact Remy Timbrook, Children's Services Librarian, at rtimbroom@oaklandlibrary.org or (510) 615-5727.

Oakland History Center Presents Local Stories of Negro Leagues Baseball – On Wednesday, February 19, 6pm, the Oakland History Center presents master storyteller Ben Tucker, a member of Stagebridge storytelling troupe, who will share exciting stories from the heyday of Negro League Baseball. The East Bay was home to a number of Negro League baseball teams, including the Oakland Larks and the Berkeley-based California Eagles. This event will take place in the Main Library's Bradley C. Walters Auditorium (125 14th Street). Mr. Tucker will have copies of his sports memoir, *A Good Run*, on sale at this event. For information, contact Dorothy Lazard, Librarian II, at dlazard@oaklandlibrary.org or (510) 238-3222.

Community Drum Circle at the Dimond Library – On Saturday, February 8, 2pm, the Dimond Branch Library (3565 Fruitvale Avenue) welcomes families for an afternoon drum circle led by Rosetta Saunders. This is the first program of a five part series called "Who's Your Neighbor?: Creating Community at the Library." We'll learn a song, dance and drum rhythm together. Children 8 and older are welcome to join the circle. For information, contact Sarah Hodgson, Branch Manager, at shodgson@oaklandlibrary.org or (510) 482-7844.

Alexa Jeffress Named Economic & Workforce Development Director – On Monday, January 27, City Administrator Sabrina Landreth announced she had appointed Alexa Jeffress as the new Director of the Economic & Workforce Development Department. Ms. Jeffress had been serving as the Interim Director since late September and assumed the permanent role effective immediately. Ms. Jeffress is an affordable housing professional and attorney with extensive private and public-sector experience. She is a seasoned public administrator with nearly two decades of experience leading cross-functional teams and brings a demonstrated track record of building partnerships at the local, state, and federal level.

Ms. Jeffress had previously served as the City of Oakland's Real Estate Managing Director, then the Interim Director of the department, where she led a departmental staff of approximately 52 professionals engaged in six divisions: Business Development, Cultural Affairs, Real Estate Asset Management, Public Private Development, Workforce Development and Administration with a \$15 million budget. Prior to coming to the City, Ms. Jeffress was Vice President of Real Estate Development at BRIDGE Housing, where she oversaw the development of affordable and mixed-income real estate projects in the East Bay and San Francisco.

To learn more, please [read the media release](#) announcing Alexa's appointment.

Respectfully submitted,

/s/

SABRINA B. LANDRETH
City Administrator