

## **NANCY BRYANT**

### **Administration Division – Chief of Staff / Deputy Assistant Secretary of State Hired May 1987 by Secretary of State Bill Graves**

- Managed the move to Memorial Hall in January 2000 from the State Capitol, where the Office of the Secretary of State had been located for 130 years
  - Managed the moving budget
  - Worked with the project manager, architect, Information Systems and Communications, private construction contractors, interior designers, security personnel, furniture vendors, and the moving company
  - Reviewed and modified floor plans and helped design division layouts
  - Organized and supervised the physical move of furniture, files, phones and personnel and the plan to clean the Capitol basement storage areas
- Participated in hosting the Midwest Election Officials Conference in 1997, 2001, 2005 and 2009
  - Served on planning committee with employees from the Missouri, Nebraska and Iowa secretaries of state offices
  - Secured and negotiated the hotel contract for room rates, meals, receptions, meeting rooms and amenities
  - Worked closely with hotel event and catering managers to ensure the event ran smoothly for the approximately 300 attendees
- Oversaw the creation of the agency financial structure for the federal Help America Vote Act (HAVA) of 2002
  - First federal money the secretary of state's office had received
  - Took the financial lead on the successful federal HAVA audit in 2011
- Prepared the office budget
  - Handled the position/salary portion of the budget from 1996 to 2002
  - Prepared, testified and monitored the office budget since 2002
  - Managed over \$22,000,000 budget due to HAVA in fiscal year 2006, an increase of over \$18,000,000 compared to the traditional agency budget
- Oversaw the transition in 2003 and 2004 from partially state general fund supported to fully fee funded
  - Had to develop a new revenue source for agency operations
  - The secretary of state's office continues to deposit \$8,000,000 to \$10,000,000 to the credit of the state general fund each fiscal year
- Participated in implementation of human resource and accounting projects
  - Oversaw and participated in transition to electronic time sheets
  - Served as office lead in transition to statewide accounting and reporting system
  - Served as project sponsor for an internal human resource and accounting system

- Oversaw the human resources department from 1989 to 2002 and still involved
  - Recruited, evaluated applications, interviewed, conducted orientations, handled employee benefits
  - Administered summer intern program (some summers over 100 applicants)
  - Participated in staffing and restructuring discussions
  - Developed and maintained handbook, job descriptions and organizational chart
- Member, Association of Government Accountants