

Council hires new city clerk

By Jeanne Davant

Manitou Springs City Council filled one of the two remaining key city staff vacancies this week, hiring Donna J. Kast as city clerk.

Kast was chosen over three other finalists Council interviewed Tuesday night.

"Donna really wowed the whole Council in the interview process," Mayor Marc Snyder said Wednesday. "She is so very professional, so personable, and seemed to be a really good fit for Manitou Springs."

Kast served in a series of jobs from customer service to director of finance and personnel for the city of Iowa Park, Texas, where she worked for 12 years. She has been an executive assistant and credit analyst at The Bank at Broadmoor since 2001. She studied accounting at Midwestern State University, Wichita Falls, Texas.

She will begin her new job with Manitou Springs on Monday.

As city clerk, Kast will perform a wide range of duties. She will serve as clerk of the City Council and administrative assistant to the city administrator, taking direction from both. She will also serve as the city's human resource officer, risk manager, deputy Municipal Court clerk, designated election official and liquor licensing administrator.

Manitou citizens will soon get to know Kast in her customer service role. She will assist residents with requests and questions in person, by telephone, in writing and by e-mail.

"We really felt she would be able to handle all the needs of our rather eclectic citizenry," Snyder said. "If people come in to talk to her about an ordinance or a decision made, we felt she really would be able to get them moving in the right direction. We thought she would be a good face for Manitou Springs. I'm very excited to work with her."

Snyder said Kast's first priorities will be to get up to speed on the city's code and processes and to organize the clerk's office.

"She seems to be very organized," Snyder said. "I think she will shortly be able to get the office up and running."

Kast will take over the job formerly held by Carol Lawson, who served as city clerk for 22 years. Deputy City Clerk Kari Kilroy has filled the position since Lawson retired Nov. 1. Kilroy will return to her former job as assistant in the Planning Department.

With Kast's hiring, the city has one top staff job still open—that of city administrator. Finance Director Mike Leslie has been serving in that capacity since Vern William's departure.

Another long-term vacancy was filled when Marta Dubay was hired as code enforcement officer. She will begin her duties March 22.

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