



In the Spotlight

Highlighting Exceptional Employees

Diana Harris

Administrative Assistant

Joined Town: Aug. 8, 1988

Twenty years ago, Diana began working with the Clerk's Office as Word Processor I. She worked long hours, and in addition to her regular work duties, she filled in anywhere she was needed, including serving as acting Town Clerk, copying, assembling Council packets, fixing machines and more. After 11.5 years in the Clerk's Office, she transferred to the Fire Department.

Every day is different, but they all begin with coffee. Diana's main responsibilities include submitting timesheets, paying bills, working on quarterly reports, answering phones, helping visitors, and dealing with vendors. She also takes care of injury reports and workers comp claims and assists retirees with retirement paperwork and checks. She recently completed a week-long training to become a certified car seat technician.

Her favorite part of the job is relating to the firefighters. She enjoys talking to them about their lives and has a bulletin board filled with photos of the firefighters and their families.

Diana grew up in Spanish Harlem. Her parents were both from Puerto Rico, and moved to New York. She moved to Chapel Hill in 1988 to

be closer to her mother, Vicky. She spends a lot of time with her daughter Tatiana and four-year-old granddaughter Layana, who also live in Chapel Hill.

Diana is one of Jehovah's Witnesses, and weekly Bible studies are an important part of her life.

Diana enjoys movies, especially romantic comedies, and some drama and action movies. She also likes spending time with friends and family, including a group of four friends who regularly travel together. She loves Latin music, and says she can swing with the best of them!

Our Value: As the Fire Department's Payroll and Benefits representative, we couldn't ask for a more dependable person than Diana to represent us. She is diligent (like a terrier) when it comes to getting questions answered and problems solved for

Value in the Spotlight **Social Equity**

advocacy • balanced • fair • compassionate
sharing • appreciation of diversity • communicative



Melanie Miller photo

employees because she truly cares about everyone in the department. She's always willing to go the extra mile to get things done.

— Cap Mellon, Deputy Chief of Operations

Senior Management Team Values

In November 2007, the Town's Senior Management Team adopted the following set of values to guide their behavior and decisions. These values are Ethics, Social Equity, Professionalism, Respect, Innovation



and Teamwork. It is the intent of the Town Manager and the Senior Management Team to strengthen the organization with a commonly held set of values that drive our mission and objectives.