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City of Duluth - Communications Office

411 West First Street, Duluth, Minnesota 55802
218-730-5230 | www.duluthmn.gov | Emily Larson, Mayor

For more information contact Kate Van Daele, Public Information Officer 218-730-5309

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SUBJECT: City Proposes Promotion of Chelsea Helmer to Director of Administrative Services

BY: Phil Jents, Communications and Policy Officer

City Proposes Promotion of Chelsea Helmer to Director of Administrative Services

[Duluth, MN] The City of Duluth is announcing that it will be promoting Chelsea Helmer from City Clerk to the Director of Administrative Services. Helmer, who currently serves as the City Clerk, will now oversee the City's Information and Technology, Human Resources, and City Clerk divisions in her new role. This will go before the City Council for review at their upcoming meeting on Monday, November 25th, 2019.

"I am thankful and excited for the opportunity to continue to serve the City of Duluth in this new role," Chelsea Helmer said. "The new department structure pulls together a strong and dynamic internal team that will strengthen the provision of services to our community. It is my continued goal to provide efficient, effective, and transparent services for our residents"

Information and Technology, Human Resources and the City Clerk divisions had been under the direction of Jim Filby Williams, as the Director of Public Administration. Filby Williams will now oversee the Parks, Properties and Facilities, and Library divisions, and have a title change of Director of Parks, Properties, and Libraries.

"For several years, Jim has done an incredible job of managing six divisions," said Chief Administrative Officer, Noah Schuchman. "I appreciate Jim's service and continued commitment to the City."

"Chelsea and Jim bring tremendous talent to the City of Duluth," said Mayor Emily Larson. "As we've brought our departmental structure in line with current needs, I know they will each be incredible leaders for our work. I am excited about the dynamic leadership team we've built in the City and the way we are reflecting the values of our residents." Mayor Emily Larson said.

Chelsea has held the position of City Clerk with the City of Duluth since 2018 where she manages the City Clerk's office including elections, licensing, data practices compliance, labor standards, and services for the Duluth City Council. Chelsea has extensive experience working in municipal government. Prior to her role with the City she served as an Associate Attorney at the law firm of Maki & Overom, Ltd where she provided legal support to local governments in the region. She previously served as a Research Law Clerk for the League of Minnesota Cities and as the Assistant City Clerk for the City of Duluth.

Chelsea Helmer grew up in the Duluth area and earned a bachelor's degree in political science from the University of Minnesota-Duluth. She holds a law degree, Summa Cum Laude, from the Mitchell Hamline School of Law, where she was a Dean's Scholarship Award Recipient and earned awards in Employment Law, Banking Law, Income Tax, and Foundations for Negotiation/Mediation.

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Chelsea Helmer