

DATE: 5-3-93

TO: *MAGGIE Williams*

FROM: **DAVID WATKINS**
Assistant to the President for
Management and Administration

*FYI & as
you requested*

April 30, 1993

MEMORANDUM FOR HILLARY RODHAM CLINTON
DAVID WATKINS

FROM: PAUL TOBACK

SUBJECT: ASSISTANT USHER FOR ACTIVITIES, CHRISTOPHER EMERY

Before coming to the Executive Residence in 1987, Christopher Emery's training and experience were in computer programming. His job immediately prior to working at the Residence was working for the Information Resources Management Division (IRMD) of the White House Office of Administration. There, he worked on office automation as, according to Chris, one of the only people with a computer programming background (the others had backgrounds in computer support). His first task with IRMD was to automate the Executive Clerk's Office which he did by creating the first local area network (LAN) in the White House. Subsequently, he created the computer automation system for the Residence's Storekeepers. It was while working on this project that he learned of the vacancy in the Usher's Office due to the retirement of Usher Nelson Pierce. He was selected to replace Mr. Pierce.

Currently, Chris Emery spends roughly 50% of his time on office automation. He does almost all of the programming and much of the repair of the hardware himself. He is assisted by White House electrician Richard Carpenter who helps Chris set up the terminals and lay the cable (they laid the White House cable running from the third floor through the East Wing). He does not enlist the aid of IRMD other than to ask their Client Services division to fix what he is unable to fix himself.

For the future, Chris Emery has already obtained a Congressional grant to update the Storeroom's computers and to put them on the Residence's network (this was the system he originally set up back in 1987). In addition, he plans to put the Curators on the Residence's network to facilitate communication with other Residence staff. He also intends to computerize the Maitre d's functions. Currently, all timekeeping for extra butlers and other staff hired for events is kept by hand. This new program would automate these functions.

5-3-93
Maggie
FYI + their functions
can be reassigned
David

THE WHITE HOUSE

From: Bob Nash
Director, Office of Presidential
Personnel

Date:

2/81

To:

Peggy Lewis

- | | | |
|---|---|--|
| ☐ For your signature | ☐ Rewrite-text | ☐ Please return call |
| ☐ Prepare reply for my signature | ☐ Rewrite-not enough information | ☐ As you requested |
| ☐ For President's signature | ☐ For your action | ☒ For your information |
| ☐ Reply directly-copy to me | ☐ For your approval | ☐ Please file |
| ☐ Please locate resume | ☐ For your comments | ☐ Set up meeting on this |
| ☐ Call me on this | ☐ To West Wing, ASAP | ☐ For Resumé |
| ☐ Ask Me/See Me | ☐ Acknowledge Referral | ☐ Acknowledge POTUS' Referral |

REMARKS:

talk to Caprice

Action Date: _____

THE WHITE HOUSE
WASHINGTON

February 18, 1997

MEMORANDUM

TO: GARY WALTERS, CHIEF USHER

FROM: Bob J. Nash, Assistant to the President
And Director of Presidential Personnel



SUBJECT: Administrative Assistant, Chief Usher's Office

Maggie Williams sent me the attached job description regarding an administrative assistant in the Chief Usher's Office.

Ron K. Saleh worked here at the White House and then he went to work for the Inaugural Committee. I recommend that you consider Ron as an Administrative Assistant in your office. Please let me know if I can answer any questions. My number is x67130.

Attachment: Job Description

cc: John Podesta
Patsy Thomasson

RONALD KIMANI SALEH

3401 38TH Street, N.W., Suite 126
Washington, D.C. 20016
Phone: 202.363.0252 Fax 202.966.6204
e-mail: Ronsaleh@aol.com

STRENGTHS

Manage complex tasks.
Solve problems creatively and rapidly.
Work well under pressure.
Find common ground under diversity of thought.
Communicate effectively both orally and in writing.

EMPLOYMENT

*December 1996 to
Present*

PRESIDENTIAL INAUGURAL COMMITTEE, Washington, D.C.
Assistant to the Director of Opening Day Operations
Conduct research and execute various tasks for Opening Day activities, concentrating on the Dr. King celebration.
Coordinate and maintain a daily schedule for the Director.

*July 1996 to
December 1996*

CLINTON/GORE '96, Washington, D.C.
Assistant to the Deputy Campaign Manager & Chief Operating Officer
Responsible for equipment and supply procurement. Selected personnel and performed a variety of budgetary and administrative duties. Highlights: Responsible for administration and organizational issues, including the Democratic National Convention, presidential debates, and close-out of national campaign offices. Served as liaison to the personal office of the President at the White House.

*April 1993 to
July 1996*

THE WHITE HOUSE, Washington, D.C.
Assistant to the Director of White House Operations
Managed daily conference scheduling for the President of the United States, Vice President, and executive staff. Specialized in development of effective and efficient environmentally sound work areas. Composed personal correspondence on behalf of the President and First Lady. Assisted with the coordination of office layout and design for senior staff offices. Managed interns.

*January 1993 to
April 1993*

THE WHITE HOUSE, Washington, DC
Assistant to the Director of Personal Correspondence
Handled confidential duties involving the President and First Lady. On twenty-four hour call for the President and First Lady. Served as support staff for the Director and the First Family. Provided assistance to the Executive Residence. Composed personal correspondence on behalf of the President and First Lady to special house guests and close friends. Duties also included sending follow-up information to VIPs regarding special events in Washington.

EDUCATION

WEBBER COLLEGE, Lake Wales, Florida
Major: Business Administration

Fluent in French & conversational Arabic
Software applications: Lotus, Windows 95, Lotus Notes, Oasis, and Quicken

POSITION DESCRIPTION

CHIEF USHER'S OFFICE

ADMINISTRATIVE ASSISTANT

GENERAL:

The Chief Usher is responsible to the President and First Lady for the administration and operation of the Executive Residence at the White House as: 1) the home of the President and his family; 2) a historic museum open to the public; and 3) the site of Official and Ceremonial events of the Presidency. The staff supervised by the Chief Usher is made up of eighty-nine (89) employees of the Executive Residence at the White House, an agency of the Federal Government.

The Office of the Chief Usher is the administrative arm of the Executive Residence staff and comprises the Chief Usher, four assistant ushers, administrative officer, accountant, and an administrative assistant. The Usher's Office is responsible for the day to day operation of the Executive Residence and the supervision of the staff in carrying out their daily chores and maintenance activities, as well as, the planning and execution of official and ceremonial events, including food and beverage preparation and service. The Ushers Office also develops, proposes, administers, and supervises all construction projects for the Executive Residence and on the grounds.

As the principal administrator for the Executive Residence the Chief Usher has additional duties associated with the development and presentation of the budget for the operation and maintenance of the Executive Residence and the liaison with other agencies of the federal government and many private entities. He also coordinates administrative and financial support provided by the National Park Service. Therefore, the administrative assistant is a key position in providing assistance to the Chief Usher in performing these varied tasks.

Normal work hours: Monday - Friday, 8:30 a.m. to 5:00 p.m.

Salary range: \$25,000 - \$35,000 (GS-7/11 equivalent) commensurate with experience

Administrative Assistant is responsible to the Chief Usher for:

- general day to day operation of the Usher's Office to include answering multiple telephone lines, operating a work station computer on an in-house LAN to perform informative tasks and execute correspondence, and maintains intra-office communications
- all office correspondence to include letters, requests for appointments and work orders, billing documents, personnel actions, and menu documentation
- coordination of the support efforts provided by the National Park Service, to include all personnel actions, budgetary procedures, and major maintenance/ work projects

- coordination of travel arrangements for staff
- implementation, maintenance, and order of the Usher's Office filing system
- typing of weekly menus for the First Family from chefs handwritten material, in addition to typing all menus for breakfasts, luncheons, dinners, and receptions
- maintaining personnel files of Executive Residence employees to include a data base on the staff
- reviewing personnel security forms for completeness and accuracy and forwarding to the appropriate office

Must be able to:

- remain silent about activities that take place in the Executive Residence - this staff has as a primary responsibility to maintain the privacy of the First Family
- be discreet and understand confidentiality issues
- present a neat and professional appearance at all times
- Communicate effectively with a wide range of individuals and government officials
- work under pressure in a fast paced office with multiple desks in close proximity to one another - additional activity, especially during official events, frequently takes place in the same small space disrupting normal office operation
- handle an extremely high volume of telephone calls that may disrupt the normal routine and interrupt current activity or tasks
- remain familiar with the daily and weekly schedules of the First Family, Official and Ceremonial events calendar, and tour schedules in order to respond to information requests and potential scheduling conflicts
- greet guests of the First Family, to include foreign dignitaries, and see to their requirements, which may include carrying luggage and other baggage
- act in the absence of the Chief Usher or Assistant Ushers to perform duties as required
- undertake any assigned task in a professional manner to insure the completion of the mission of the Chief Usher's Office
- work extended hours as necessary, sometimes without prior notice, including weekends, holidays and late night hours
- take accurate and high quality notes of meetings and transcribe same

Should have a knowledge of:

- general secretarial skills with a high proficiency in typing, some shorthand would be helpful
- good command of English, preferably with some editorial experience
- computer operations and word processing software especially WordPerfect
- personnel actions
- budgetary procedures
- food and beverage operations and terminology
- “people” skills, both telephone and direct contact
- history, museum activities, fine and decorative arts

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