

JOCELYN SMITH – EXECUTIVE ASSISTANT

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Role: Administrative support for the Executive Director and Office of Economic Development team.

Jocelyn has almost 30 years of experience in State and Local Government working in many challenging positions. She began her career with the State of Rhode Island in the secretarial field working her way up to a supervisory level in financial management. She moved to Gilbert, Arizona in 2005 with her family, and resumed her career in 2006 for the Information Technology Department for the City of Phoenix. In 2007, she was hired as an Administrative Assistant for the Assistant Town Manager for the Town of Gilbert where she assisted on the Capital Improvement Plan (CIP). She later transferred to the newly created Budget Office where she was promoted to Budget Specialist and continued to assist the Budget Director on the CIP and other budget-related work. Prior to joining the Economic Development Department, Jocelyn worked for the Parks and Recreation Department as an Executive Assistant to the Department Director.