

## Khadijah F. Guy, MM, EdD

### Bio



**Dr. Khadijah F. Guy** was appointed City Clerk of Council on January 14, 2016 by East Cleveland City Council members. She lived in East Cleveland from 1979-1986 and graduated from Shaw High School in 1982.

As Clerk of Council, Dr. Guy is Council's Chief Administrative Officer in East Cleveland. She is responsible for overseeing the day-to-day operations of the City Council Office and provides executive level support to five City Council members and responsible support to the Mayor and other divisions of City Hall. Her duties include preparation, recording, and documenting all Council decisions; monitor and evaluate efficiency and effectiveness of service delivery; develop policies, procedures, priorities, and make recommendations; supervises, trains, and evaluates staff and volunteers; oversees the department's annual budget; oversees up-to-date filings of city ordinances, agreements, and resolutions; oversees codification of city codes; oversees City's record retention management; manages transcripts or correspondence delivered to Council; co-manages City's websites; administers Oaths of Office; management of all aspects of council meetings and certification of all legislation; serves as liaison for the Council Office with other departments, outside agencies, and general public; and negotiates and resolves sensitive issues.

Prior to being appointed as the City Council Clerk, Dr. Guy worked for the Bureau of Motor Vehicles in Customer Support where she appreciated the value of serving the community. She later began a 20-year career at Youth Opportunities Unlimited in youth development as a Recruiter and Job Placement & Program Coordinator from 1992-1999 developing and preparing teens for academics and the workforce. She was later promoted to Director of Programs & Administration from 2000-2012 overseeing more than 12 in-school and out-of-school programs located in three school districts, serving primarily high school youth in Cleveland, Euclid, and East Cleveland. In addition, she led a team of up to 20 front line and team lead staff to establish impactful results and her legacy whereby the organization inducted her into the Y.O.U. Wall of Fame in 2015.

Dr. Guy believes in entrepreneurship and occasionally works as an Independent Contractor providing educational services and programming to institutions, government entities, and other nonprofits such as Lakeland Community College-Continuing Education Department, Euclid Police Department-PAL, and local city school districts: Cleveland, Euclid, Garfield Heights, Lakewood, and Cleveland Heights Public School Districts. She also volunteered on local nonprofit boards, committees and consortiums including but not limited to Fenn Education Executive Board at the Cleveland Foundation (2005-2008), Pride Among Daughters & Sisters, LLC (2015-present), Continuous Improvement Teams with the East Cleveland City School District (2001-2005), Alcohol & Drug Addiction Services Board (ADAS) Prevention Roundtable (2001-2010), Juvenile Crime Coalition (2002-2010), Higher Educational Compact Outreach Committee with the City of Cleveland (2012), and Family Civic Engagement Team (FACET) with the City of Euclid (2011-2013).

Dr. Khadijah Guy holds a Doctorate of Education with emphasis on Organizational Leadership from Grand Canyon University. Her published dissertation is entitled "*Parent Knowledge & Parent Involvement as Predictors of High School Academic Performance*"; she holds a Master of Management degree from Ursuline College with a capstone examining organizational leadership; and a Bachelor of Social Sciences degree from Cleveland State University with courses ranging in public administration, ethics, criminal justice, and social science methodology. During her career in education, Dr. Guy worked with Case Western Reserve University (CWRU) as a Field Instructor/Task Supervisor (2009). She is also a lifetime member of the Treu-Mart Youth Development Fellowship with the Mandel School of Applied Sciences at CWRU since 2008 (Cohort 5). She holds current certifications as a notary public, State of Ohio Driver Instructor, Network for Teaching Entrepreneurship (NFTE), and is currently pursuing a Real Estate License.

While in her present capacity as the City Council Clerk for the City of East Cleveland, Dr. Guy has worked to make substantial process improvements in the day-to-day operations of the City Council Office. She works closely with all council members and administration and maintains the highest level of professionalism. She is presently an active member of the International Institute of Municipal Clerks (IIMC), Northeast Ohio Municipal Clerk Association (NEOMCA), and the Ohio Municipal Clerks Association (OMCA) seeking Certified Municipal Clerk/Master Clerk Certification while in office.

You can reach the Clerk of East Cleveland City Council at 216-681-2310.