

# Lisa C. Johnston

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## Work experience

- 2017 – Present                      Municipal Clerks and Finance Officers Association  
Consultant/Interim Institute Director (2021-present)
- Coordinate certification training for Clerks' Institute and Academy
  - Provide training on records management, preserving records, elections and other topics in the Clerk's office.
  - Mentor new clerks
  - Serve as resource for questions affecting the Clerk's office

- 2017 - Present                      Roswell Symphony Orchestra                      Roswell, NM  
Volunteer
- Prepare data lists of donors history
  - Prepare data list of music performed, members of orchestra and other performance related data from programs
  - Coordinate production of member webinars, CoSA-NARA webinars and CoSA ShopTalk webinars
  - Assist with other administrative tasks including:
    - Organizing storage area
    - Assist with concert logistics
    - General office duties

- 2018 - Present                      Council of State Archivists                      Frankfort, KY
- Administratove Coordinator, part-time**
- Coordinate production of member webinars, CoSA-NARA webinars and CoSA ShopTalk webinars
  - Administrative tasks for Executive Director including:
    - Invoicing for 2020 membership dues
    - Organizing invitations to Washington Partner Briefing
    - Assist with Annual Conference catering arrangements
    - Prepare Disaster Preparedness documents for publication
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- 1994 - 2017                      City of Artesia                      Artesia, NM
- Assistant City Clerk / System Administrator**
- Prepared History timeline and interesting facts for New Mexico Municipal League 50<sup>th</sup> Anniversary conference
  - Prepared History timeline, interesting facts and powerpoint for NM Municipal Clerks and Finance Officers 50<sup>th</sup> Anniversary
  - Member of the New Mexico Historic Records Advisory Board 1997-2003, 2006-2010 and 2011-2013.
  - Member of Council of State Archivists (CoSA) task force on Local Government Archives – "Closest to Home - 2005-2008
  - Chairman, Records Management Committee for International Institute of Municipal Clerks (IIMC) – 2008-09, 2010-11 and 2015-16
  - Established and maintains a centralized records management system. Assists departments with records management, conducts records inventories.
  - Taught Records Management workshops for NM Clerks and Finance Officers training programs, as well as in-house training for the City of Artesia.
  - Member of Council of State Archivists (CoSA) committee on Best Practices for
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the State Electronic Records Initiative (SERI)

- Attended City Council meetings and records minutes of the meeting. Prepares written minutes.

1990 -1994

City of Artesia

Artesia, NM

### **Administrative Assistant**

- Prepared grant applications and administrated federal and state grants.
- Initialized records management program under the direction of the City Clerk.
- Coordinate schedule, training and staff requirements for reception area. Supervisor Ambulance Billing Clerk/ Receptionist.

1990

Eastern New Mexico University

Portales, NM

### **Client Support Specialist**

- Prepared and taught training classes for computer software (MS Word, Lotus, and dBase).
- Provided Help Desk assistance for all supported programs to University community.
- Assisted in design and documentation for in-house database and program development.

1980 -1989

New Mexico State University

Los Lunas, NM

USDA Plant Materials Center

Los Lunas, NM

### **Research Assistant**

#### **Research Technician**

#### **YACC Crew Leader / Supervisor**

- Coordinated computer systems and software utilized by the Plant Materials Data Systems nationwide.
- Managed all aspects of the Initial Evaluation Planting, including propagation and field evaluations. This is the first phase in the development of plants to solve conservation problems.
- Created slideshow entitled "Native Plants in Landscaping" and educational displays for various public events.
- Taught classes on "Native Plants" for Master Gardener Programs in Albuquerque, Los Alamos and Santa Fe.

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### **Education**

1980

University of Arizona

Tucson, AZ

#### **B. S. in Agriculture (Plant Sciences)**

2000

#### **Received Certified Municipal Clerk (CMC) accreditation from IIMC**

2006

#### **Received Master Municipal Clerk (MMC) accreditation from IIMC**

### **References**

Available upon request