

Lisa C. Johnston

Work experience

1997 – Present New Mexico Historic Records Advisory Board
Member

- I have served from 1997-2003, 2006-2010 and 2011-present.

2017 – Present Municipal Clerks and Finance Officers Association
Consultant/Mentor

- Provide training on records management, preserving records, elections and other topics in the Clerk's office.
- Mentor new municipal clerks
- Serve as resource for questions affecting the Clerk's office

Consultant/Interim Institute Director (2021-2023)

- Coordinate certification training for Clerks' Institute and Academy, create program sessions and invite speakers for those topics
- 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 list of music performed, members of orchestra and other performance related data from programs
- Organize meal logistics for musicians

2018 - 2024 Council of State Archivists (CoSA)

Administrative Coordinator, part-time

- Coordinate production of various webinars for members
- Administrative tasks for Executive Director including:
 - Invoicing for membership dues
 - Organizing invitations to Washington Partner Briefing
 - Assist with Annual Conference 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 50th Anniversary conference
 - Prepared History timeline, interesting facts and powerpoint for NM Municipal Clerks and Finance Officers 50th Anniversary
 - Member of Council of State Archivists (CoSA) task force on Local Government Archives – "Closest to Home" - 2005-2008
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 - Chairman, Records Management Committee for International Institute of Municipal Clerks (IIMC) – 2008-09, 2010-11 and 2015-16
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- 1990 -1994 City of Artesia Artesia, NM

- 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.

- 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.

- 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.

Received Master Municipal Clerk (MMC) accreditation from IIMC

Available upon request