

News

City secretaries recertified

BY GLYNIS CRAWFORD SMITH
THE HIGHLANDER

Well run city elections start with city secretaries and with the deadline for candidates in May 7 elections set for Friday, Feb. 19, they have been busy with those tasks.

But beyond elections, city secretaries have far-reaching municipal responsibilities met by some as certified municipal clerks, a designation that requires college level training.

Three local city secretaries completed re-certification Jan. 21 at the University of North Texas in Denton—Christina McDonald in Marble Falls, Elaine Simpson in Granite Shoals and Teresa L. Moore in Horseshoe Bay.

“Texas Registered Municipal Clerk (TRMC) certification and recertification are neither easy nor automatic,” said Miriam Sheehan of the Texas Municipal Clerks Association, Inc. “Original certification for these professionals required successful completion of approximately 200 hours of individual home study over a four-course curriculum, a comprehensive examination over each of the four courses, and attendance at eight two-day professional development seminars. Recertification requires 72 classroom hours of instruction, completion of three texts and three comprehensive written papers.

McDonald has been employed by the City of Marble Falls since 1993. She moved here from Alaska and was hired in 1993 as building code clerk. She became city secretary in 1997 and a certified clerk in 2001.

“I have to re-certify every five years and this is my third re-certification,” she said.

Simpson had been city secretary in Seagoville and Seymour before coming to Granite Shoals in 2013.



Teresa L. Moore



Elaine Simpson



Christina McDonald

She holds a masters degree in public administration from the University of North Texas in Denton. She earned TRMC certification in 2001 and was completing her third re-certification. She is attended the Election Law Seminar also in January on a recently awarded Joyce Snay scholarship from the TRMC.

Simpson is certified as a Master Municipal Clerk (MMC) through the International Institute of Municipal Clerks and has local certification with the Burnet County Community

Emergency Response Training (CERT), following City of Burnet City Secretary Kelly Dix to become the second to complete the training.

Moore was the human resources manager for a Lubbock insurance agency before coming to Horseshoe Bay to work for the Lake LBJ Municipal Utility District in 2004. Following incorporation of the city, she was public records administrator until becoming secretary in 2008. She earned her TRMC certification in 2011 and her first recertification in January.

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directions. There are oak motts
and below. A good road system
llent condition. Set up for wildlife

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