

## **Pamela Smith**

Pamela Smith, MMC served as Deputy City Clerk for the City of Sanibel from December 01, 1999 until March 2005, at which time a charter amendment passed and she was sworn in March 15, 2005 as the City of Sanibel's first City Clerk. She also held the position of Emergency Management Coordinator from 1999 to 2001 where she worked closely with the Lee County Emergency Operations Center. In her capacity as Emergency Management Coordinator she belonged to the Florida Emergency Preparedness Association (FEPA) and Lee County Emergency Management Committee. She held the City of Sanibel's liaison to the Lee County Emergency Operations Center role until May, 2014. She has over 30 years of County and Municipal experience.

Ms. Smith obtained her Associates Degree in Criminal Justice in June, 2014 from Southwest Florida College. She began her Bachelor of Science degree in Public Service Administration in June, 2014 with an expected graduation date in June, 2016. Ms. Smith obtained her Master Municipal Clerk (MMC) designation in April, 2009 and her Certified Municipal Clerk (CMC) certification in October, 1999. She has taken numerous webinars, online classes, as well as continuing her MMC certification education each year.

Ms. Smith came to Sanibel from Atlantic Beach, North Carolina where she advanced to the position of Town Clerk. Also as Town Clerk she worked with Emergency Management Systems and was a member of the Carteret County, North Carolina, Emergency Management Control Team, which made decisions regarding; Hurricane Preparedness, Evacuation, Hazard Mitigation Planning, and Post Disaster Restoration. She was appointed by Town Council to the position of Interim Town Manager in July 1999. By serving as Interim Town Manager she was responsible for the day-to-day operations and was involved directly with the 1999 hurricane season, most important Hurricane Floyd that struck the town twice. Mrs. Smith continues to serve as an instructor for Florida Association of City Clerks (FACC) Fall and Summer Academies. She has served as an instructor at the Florida Governor's Hurricane Conference and the International Institute of Municipal Clerks (IIMC) Conference. She continues to mentor City Clerks.

Ms. Smith was previously a member of the North Carolina Association of City Clerks (NCACC). She joined FACC in 2000 and IIMC in 1996. She has served on numerous committees FACC committees as a member and Chairperson and served as District Director for 2 years. She was elected to the position of Second Vice President in 2007/2008, was 1<sup>st</sup> Vice President in 2008/2009, FACC President 2009/2010 and Past President 2010/2011. She has served on numerous IIMC committees as a member and Chairperson and currently serves on the International Relations Committee. She was recognized as the 2006 Florida League of Cities Excellence Awards City Clerk of the Year and was the first IIMC Exchange clerk in 2009 with Andries Knevel, Gennup, The Netherlands. In 2009 she received the esteemed IIMC Quill Award, 2012 Laserfiche Award and the 2013 FACC Robert N. Clark Award.

She continues to be involved in raising money and awareness in her community for the following.

Children's Hospital Toys for Tots Christmas Run in Lee County  
Children's Hospital Bunny Hop Ride  
March of Dimes motorcycle run  
Susan G. Komen Relay for Life Walk ,Stiletto Sprint and Volunteer  
Breast Cancer Awareness for the City of Sanibel  
Chrissy Brown Oncology Hematology Children's Wing at Health Park, Fort Myers  
Department of Children and Family Services – Gulf Coast Center, Buckingham, Florida