



Master Municipal Clerk (MMC)

The Master Municipal Clerk (MMC) is the second of the two professional designations offered by the International Institute of Municipal Clerks (IIMC). To qualify for entrance into the MMC program, an applicant must have already earned the Certified Municipal Clerk (CMC) designation and must be a current member of the IIMC. The MMC program prepares the participants to perform more complex municipal duties. The educational requirements for the MMC are more complex and at a much higher level than those of the CMC program. The subject matters might be similar to those of the CMC courses; however, the breadth and depth of the MMC courses are more academically advanced. For additional information about certification, please visit <http://www.iimc.com>.



AMCA was founded in 1961. Their mission is to promote excellence and professionalism through support, communication and educational opportunities for each member.

AMCA is committed to maintaining a high standard of leadership, respect, and integrity in all aspects of our operations and in our professional and business conduct. We strive to reflect the highest ethical standards in our relationships with members and provide educational and networking opportunities for the betterment and enrichment of the Clerk profession.

Bob Ramsey Executive Education, a center within the School of Public Affairs in the College of Public Service and Community Solutions, offers programs and seminars, through which public service professionals can enhance their management and leadership competencies and can earn the Certified Public Manager®, Certified Municipal Clerk, or Master Municipal Clerk credential.

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The Arizona Municipal Clerks' Academy is accredited by the International Institute of Municipal Clerks (IIMC) and counts as 12 points toward the 60 advanced education points required for Master Municipal Clerk (MMC) candidates. Each year the Arizona Academy provides 24 hours of instruction in the areas of public administration, interpersonal and organizational dynamics, and current issues and strategies. You may participate in multiple academies to accumulate points toward the advanced education requirement.

The course subjects for the education component of the MMC designation is an indication of the distribution of subject matters within the context of the International Institute of Municipal Clerks (IIMC) core educational requirements. The courses must fulfill the requirement of the IIMC Education Guidelines:

- 80% Public Administration and Organization
- 20% Electives

Program Schedule

June 2021
Intentional Supervision
Public Records and Open Meeting Law
Election Signature Challenges and Council Vacancies
Fraud in the Workplace—Proactive vs. Reactive
Roles of Resolutions and Ordinances
Engagement at Legislative Level
Bridging the Gap Between Strategy and Execution
Strategic Advantage of Self-Care

Program Schedule subject to change