

Donna Settles, CMC
Elected City Clerk
Clerk Administrator
City of Galt

Donna Settles began her career in 1997 as the part-time Administrative Assistant to the City Clerk. In 2001, the position became full-time. Working for a small city provided Donna the opportunity to learn all aspects of the City Clerk's Office including operations, records management and elections. Upon the retirement of the previous deputy city clerk in 2010, Donna promoted to deputy city clerk.

She earned her Certified Municipal Clerk designation in 2014 and in 2015, City Council appointed her to the elected city clerk's position to finish a term ending in 2016. She ran for the elected city clerk and currently holds that position until 2020. In addition to holding the elected city clerk's office, she is also the clerk administrator appointed by City Council.

Donna credits part of her success to CCAC. The professional development provided through CCAC, which included management training, leadership opportunities and networking with fellow city clerks, gave her the needed education to accomplish her goal. Donna is currently serving on the CCAC Board of Directors as the Region 2 Director.

She previously served 20 years as a board member on the Galt Joint Union Elementary School District ending her service in 2010. Donna is married and has five sons. Her first joy is her eleven grandchildren, ten boys and one girl. Her other activities include cooking, wine tasting and traveling with her husband, Dave.