

2024 Nancy Crain Municipal Administrative Professional of the Year

Terice Watts, Administrative Assistant and Permit Technician for the City of Arkansas City, is the recipient of the 2024 Nancy Crain Municipal Administrative Professional of the Year Award. This past April, at the Administrative Assistants of Kansas Cities Spring Conference (AAKC), Terice received the award. Nominees must be a member of AAKC for at least five years and be employed in an administrative, secretarial, clerical, or related position for at least 10 years with the same municipality.

The AAKC Municipal Administrative Assistant Award, now known as the Nancy Crain Administrative Professional Award, was established in 2009. It aims to honor administrative assistants who contribute their expertise to their profession and community and are committed to their municipalities. In 2010, the award was renamed in memory of Nancy Crain, a dedicated AAKC founding member who tragically lost her battle with cancer. At the time of her passing, Crain was an employee with the City of Arkansas City.

Arkansas City City Manager, Randy Frazer, said: "It's a pretty big thing that Terice was selected for the award and having the award come home to our city being named after Nancy is a big honor. We're proud of the work that Terice does here."

The Nancy Crain Administrative Professional Award is among the highest honors an administrative professional can receive. It recognizes those who contribute their skills to their profession and community and are dedicated to their municipalities.

"I was privileged to work with Nancy when I first hired on with the city. It is an honor to be the first to receive the award in the municipality she worked for," said Terice.

Born and raised in Arkansas City, Terice is a lifelong resident who has worked for the city for 16 years and is currently the administrative assistant and permit technician for the Neighborhood Services Division. Terice has been married to her husband Greg for 19 years, and they enjoy spending time with their family.

Terice has been an active member of AAKC since 2009 and was elected President in 2021, where she is currently serving her second two-year term.

Outside of her professional career, Terice has served as Jefferson PTO officer from 2008-2011, Jefferson Elementary PTO president from 2011-2017 and is currently serving as the Cowley County Humane Society president. City Building Official Mike Bellis said, "Terice is very active with the community from working on school events to serving on a large number of city boards. She goes out of her way to help the public with any questions they might have dealing with the city. She is also the first one to help any coworker with any problems they might have, including me. Terice is a big asset to her job and the community."

Congratulations and thank you to Terice Watts for her public service, dedication to the City of Arkansas City, and many contributions to AAKC.



Terice Watts

Administrative Assistant and Permit Technician
for the Neighborhood Services Division
City of Arkansas City