

For Immediate Release
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—FOR IMMEDIATE RELEASE—
CITY OF BROOKHAVEN APPOINTS FIRST CITY CLERK
Susan Hiott, MMC Has More Than 25 Years Experience

January 9, 2013—Mayor J. Max Davis appointed Susan D. Hiott, MMC, as Brookhaven's first City Clerk. Hiott comes to Brookhaven from the City of Smyrna (Ga.), where she served as the City Clerk for the past 10 years. Prior to becoming City Clerk in Smyrna, she worked for the Cities of Roswell and Acworth as City Clerk. She has more than 25 years of experience in governmental and educational administration.

Hiott holds a MBA from Kennesaw State University with a concentration in information systems management along with a bachelor's of science in business administration with a minor in English from North Carolina Wesleyan College (Rocky Mount, N.C.). She also holds the prestigious international and state level designations of Masters of Municipal Clerk (MMC) Association and Certified Municipal Clerk (CMC) for achieving the highest educational, experience and service requirements. She attained her designations through completion of the International Institute of Municipal Clerks-approved Municipal Clerks Institute Program conducted by the Carl Vinson Institute of Government at the University of Georgia.

She is active in her professional affiliations and previously served as president of the Georgia Municipal Clerks and Finance Officers Association, is a member of International Institute of Municipal Clerks and Georgia Council of Court Administrators. She also has completed the Cobb County Leadership Program.

As the appointed clerk for the City of Brookhaven, Hiott is designated as the Official Record Keeper for the City, and her responsibilities will include recording and maintaining the Council's official actions in minutes, coordinating and distributing agendas, maintaining and managing contracts, ordinances, resolutions, and agreements and coordinating the records management and retention program for the City. She will oversee the adoption and publishing of the Code of Ordinances, coordinate the election process, and will help ensure all open records requests and meetings are in accordance to the Open Records and Open Meetings Act.

For more information on the City of Brookhaven, visit www.brookhavenga.gov or call 404.637.0500.

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