

Biography for Village Clerk of the Year Candidate Brittany Rathbun

Brittany began her career with the Village of Lawton in 2022. In addition to serving as Village Clerk, she holds many other duties as well. These include Human Resources and Payroll Administrator; and insurance and worker's compensation coordinator. She is also responsible for financial reconciliations, employee benefits, and cash receipting.

Brittany obtained her MiPMC designation after completing the Clerk's Institute. She is a member of the Michigan Association of Municipal Clerks and the International Institute of Municipal Clerks. She is also a member of the Society for Human Resource Management (SHRM) and the Southwest Michigan SHMR chapter. She regularly attends conferences to further her knowledge of the Clerk profession.

As the Village of Lawton's first full-time Clerk in several years, Brittany has expanded this position in many ways. She has assisted residents, employees and elected officials alike through dissemination of pertinent materials on legislation and parliamentary procedure. She has compiled a county-wide contact list and created a shared email network of Clerks throughout the State, so they may continue to support and educate each other. Brittany also recently coordinated an FBI Active Shooter training course for Staff and Council members, along with their families.

Brittany is committed to assisting her community, and takes the initiative to make improvements within the Village Office. She also recognizes the value in supporting and sharing knowledge with other Michigan Clerks, strengthening the profession as whole.

Brittany was nominated by Mattawan Village Clerk Jolie Storm-Artis.

