

Commission Assistant Positions in Other Jurisdictions

Government	Dedicated Council or Commission Support Staff?	Support Staff Title	Report To	Notes
Albany	Yes	Legislative Assistant/Assistant City Clerk	Clerk of Commission	Position reports to Clerk of Commission and provides administrative support to the Mayor and City Commissioners as needed.
Atlanta	Yes	Administrative Assistant	Council Members	Each Council member has their own full-time Administrative Assistant. Duties include keeping calendars, assisting constituents with information, answering the phone, assisting with events, and other duties as assigned by the Council member.
Cobb County	Yes	Commission Assistant	Commissioners	Each Commissioner has their own full-time Assistant (listed as temporary employee). Job description attached.
Dekalb County	Yes	Assistant	Commissioners	Did not provide detailed response, but each Commissioner has an individual assistant.
Chatham County	No			Did not provide detailed response, but Commissioners do not have dedicated staff.
Columbus	No			Council members do not have dedicated staff or office spaces. If space is needed, they can request through the Clerk of Council.
Fulton County	No			Commissioners do not have dedicated staff. The Clerk of Commission provides administrative support as needed.
Glynn County	No			Commissioners do not have dedicated staff. Secretary in Customer Service group assists with clerical duties as needed.
Macon-Bibb County	No			Commissioners do not have dedicated staff or office spaces. The Clerk of Commission provides administrative support if needed.

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Savannah	No			Council members do not have dedicated staff. The Mayor's aide may assist from time to time as needed.
Examples Outside Georgia				
Columbia, SC	Yes	Legislative Chief of Staff	Assistant City Manager	Position provides administrative support to Mayor and Council members. Job description attached.
Denver, CO	Yes	Council Aide	Council Members	City Council members have dedicated staff (varies from member to member) and office space. Job description attached.
Manatee County, FL	Yes	Commissioner Aide	Commissioners	Commissioners have dedicated staff to provide policy and administrative support. Job description attached.