



Administrative Services Committee Meeting

Meeting Date: April 29, 2025

AO Commission Assistant Positions in Other Jurisdictions

Department:	Administrator's Office
Presenter:	Ms. Tameka Allen, Administrator
Caption:	Receive as information a summary of research findings regarding Commission Assistant positions in other jurisdictions.
Background:	At the January 28, 2025, Administrative Services Committee Meeting, Commissioner Stacy Pulliam introduced a discussion of creating three Constituent Services Liaisons/Commission Assistant positions to support the members of the Augusta Commission. The Committee directed the Administrator's Office to research similar positions in other jurisdictions and present the findings back to the Committee.
Analysis:	The Administrator's Office has gathered information from a number of governments in Georgia, as well as cities in other states with relevant positions. A summary of the findings is attached. Of the Georgia communities, Atlanta, Cobb County, and Dekalb County do have assistants to support each Council Member/Commissioner. Albany also has a single position to provide administrative support to the Mayor and Commissioners. In other communities, elected officials primarily rely on their Clerk's offices for administrative support. Job descriptions for these positions are also attached (where available) as examples.
Financial Impact:	N/A
Alternatives:	N/A
Recommendation:	Receive as information a summary of research findings regarding Commission Assistant positions in other jurisdictions.
Funds are available in the following accounts:	N/A

REVIEWED AND
APPROVED BY: