

**Office of the Governor  
Position Description**

Position Title:       **Chief of Staff**

*Principle Responsibilities*

- Assist the Governor in the formulation and implementation of his policies through legislation, the budgetary process and supervision of state agencies
- Serve as Governor's liaison with cabinet and other agency directors
- Review policy initiatives for political and "strategy" dimensions
- Administer the management of the Office of the Governor and its staff, with support provided by the Director of Administration/Fiscal Policy Advisor
- Serve as the Governor's alternate for state, regional or national commissions or organizations as requested by the Governor
- Serve as liaison between Governor and staff
- Develop agendas for and conduct staff meetings as necessary
- Serve on the Scheduling Team
- Serve on Legislative Steering Team
- Administer the personnel function of the Governor's Office

**Office of the Governor  
Position Description**

Position Title:           **Director of Administration/Fiscal Policy Advisor**

*Principle Responsibilities*

- Advise the Governor and the Chief of Staff on funding issues
- Advise the Governor and the Chief of Staff on all fiscal policy relating to state government budgeting, financial reporting, accounting, purchasing, etc.
- Identify means of improving or enhancing state government fiscal affairs, policies and operations
- Monitor fiscal policy and funding issues in other states via publications, journals and websites
- Provide information/support, as requested, to the Legislation Liasons and to members of the Legislature to enhance approval of the Governor's agenda and initiatives
- Plan, direct, coordinate and supervise the activities of accounting and finance staff and provide technical assistance on a regular basis
- Prepare all budget requests for the Governor's Office
- Develop and administer all operating budgets of the Governor's Office
- Approve the purchase and expenditure of all goods and services, ensuring that all appropriate state and federal laws and regulations are followed
- Prepare, maintain and verify a wide array of fiscal documents and financial records for the Governor's Office, adhering to state and federal laws and regulations
- Serve as support to the Chief of Staff and as administrator in charge in absence of the Chief of Staff
- Direct the personnel and payroll functions of the Governor's Office
- Direct the activities of the Director of General Services/Automation
- Serve on the Scheduling Team
- Serve on Legislative Steering Team
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:       **Director of General Services/Automation**

*Principle Responsibilities*

- Serve as Director of Automation by performing the following functions for the Governor's Office:
  - Direct all information technology functions;
  - Prepare the Long Range Data Processing Plan;
  - Procure and maintain all cellular and paging devices; and,
  - Coordinate work orders and service calls with ITS-Voice Services.
  
- Perform the following General Services:
  - Serve as Property Officer;
  - Coordinate mail services;
  - Requisition and maintain office supplies; and,
  - Assign parking spaces as needed.
  
- Serve as Legislative Aide for the Office of the Governor and to the Legislative Liaison by coordinating the following functions:
  - Monitor bill status system and keep staff updated on legislative issues;
  - Receive incoming bills for Governor's signature;
  - Maintain log of incoming bills, date bills received, date bills are due from Governor, and date/time bills are signed;
  - Update Legislative journals as to signed bills; and,
  - Forward signed bills and vetoes to the Secretary of State.
  
- Serve on Legislative Steering Team
- Special projects, as assigned, by the Director of Administration/Fiscal Policy Advisor
- Report to the Director of Administration/Fiscal Policy Advisor

**Office of the Governor  
Position Description**

Position Title:       **Legal Counsel**

*Principle Responsibilities*

- Monitor all legal matters related to the Governor and his cabinet
- Advise the Governor and his staff on general legal issues arising in the Executive Branch
- Interact with all Executive Branch agency heads, boards, and commissions, and their legal staffs, on legal matters that involve or may involve the Governor's Office
- Manage all litigation in conjunction with the Attorney General and/or outside counsel directly related to the Office of the Governor
- Provide legal consultation to the Governor, the Chief of Staff and other staff members
- Advise Governor when policy developments involve legal issues
- Coordinate drafting of bills with members of the House and Senate, and with Governor's staff, as requested by the Governor
- Work with legislators, when necessary, prior to the time a bill reaches the Governor for his signature
- Review all legislation prior to the Governor's signature
- Draft all veto messages in conjunction with the Governor and other senior staff
- Discuss potential Ethics violations, as necessary, with all necessary gubernatorial nominees or appointees
- Coordinate the preparation, review and execution of all Executive Orders and proclamations issued by the Governor
- Supervise all correctional matters of a legal nature, including requests for pardons, clemency, early release, restoration of rights, and extraditions
- Supervise and coordinate the activities of the legal staff
- Provide input on judicial appointments in conjunction with senior staff
- Review all contract, bond documents, and land patents submitted for the signature of the Governor or his designee
- Serve as the Governor's alternate or representative on commissions or to public and private organizations as requested by the Governor or the Chief of Staff
- Respond to press inquiries involving legal matters in the Governor's Office when inquiries cannot be answered by general responses from the press office
- Serve on Legislative Steering Team
- Other duties as assigned by the Governor or the Chief of Staff

**Office of the Governor**  
**Position Description**

Position Title:           **Senior Advisor/Director of Boards and Commissions**

*Principle Responsibilities*

- Administer the process for gubernatorial appointment to all boards and commissions
- Monitor any legislation creating new boards or commissions
- Coordinate state-federal issues and state-local issues that are important for the Governor and state (*this will ultimately be split with Washington office or contact*)
- Provide advice on Governor's agenda and policy initiatives as requested by the Governor, Chief of Staff, or other staff
- Serve as point of contact for and liaison with national and regional organizations (i.e., National Governors' Association, Southern Governors' Association, Mississippi's Democratic Party) and prepare the Governor for meetings of these entities
- Advise the Governor, the Chief of Staff, and the Policy and Planning Director as to proposed initiatives by the above-mentioned organizations and coordinate the Office of the Governor's position on such proposed initiatives
- Work directly with personnel in the federal agencies and with Congressional members and staff (*this will ultimately go to the Washington office or contact*)
- Serve as the Governor's alternate for state, regional or national commissions or organizations as requested by the Governor or the Chief of Staff
- Serve on the Scheduling Team
- Serve on Legislative Steering Team
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor**  
**Position Description**

Position Title:       **Boards and Commissions Coordinator**

*Principle Responsibilities*

- Coordinate all paperwork related to appointments under the administration of the Director of Boards and Commissions:
  - Issue appointment letters to the Secretary of State and mail official commission
  - Inform appointees of appointments
  - Inform agency director/agency contact of new appointee(s)
  - Notify people being removed from positions
  
- For those appointments requiring Senate confirmation:
  - Ensure appointees complete resumes/background check forms
  - Ensure the Office of the Governor has obtained the proper letters of recommendation/nomination from appropriate associations, boards, or interest groups
  - If necessary, ensure proper background check of appointee by the Office of the Governor
  - Ensure appointees comply with all statutory requirements (nominations, residency, Congressional or other districts, experience, etc.)
  - Submit appointments to the Senate for confirmation
  - Attend all appointment hearings
  - Assist committee chairperson in the event of a problem with a nomination
  
- Maintain database of constituents applying for appointments and of appointments
- Coordinate constituency correspondence associated with appointments
- Special projects, as assigned, by the Senior Advisor/Director of Boards and Commissions

**Office of the Governor  
Position Description**

Position Title:       **Policy and Planning Director**

*Principle Responsibilities*

- Develop Governor's key policy initiatives, including those presented to the Legislature for enactment or funding and those implemented by executive action
- Advise the Governor, Chief of Staff and Senior Staff on key issues relative to the development and implementation of policy initiatives
- Identify means of improving or enhancing program objectives of existing programs
- Provide information/support, as requested, to the Legislative Liaison and to members of the Legislature to enhance approval of the Governor's agenda and initiatives
- Work with state agencies, interest groups, nonprofit organizations, community and business leaders and others in an effort to develop initiatives that reflect the Governor's agenda
- Serve as the Governor's alternate for state, regional or national commissions or organizations as requested by the Governor or the Chief of Staff
- Monitor initiatives in other states via publications, journals and web sites
- Oversee or provide staff support for Governor's Councils, Task Forces, etc.
- Coordinate activities of Policy Liaisons
- Serve on the Scheduling Team
- Serve on Legislative Steering Team
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:       **Policy Liaison**

*Principle Responsibilities*

- Provide support services to the Policy and Planning Director in developing Governor's key policy initiatives
- Prepare correspondence, briefing papers, position statements, memos and other materials for the Policy and Planning Division
- Identify means of improving or enhancing program objectives of existing programs
- Work with state agencies, interest groups, nonprofit organizations, community and business leaders and others in an effort to develop initiatives that reflect the Governor's agenda
- Coordinate programs, contests, or other special events sponsored by the Office of the Governor regarding any specific assigned policy area, as directed by the Policy and Planning Director
- Monitor initiatives in other states via publications, journals and web sites
- Respond to constituents' requests for assistance, inquiries and/or complaints as requested by the Citizen and Community Services Director
- Other duties as assigned by the Policy and Planning Director



**Office of the Governor  
Position Description**

Position Title:       **Citizen and Community Services Director**

*Principle Responsibilities*

- Coordinate the office’s responses to inquiries for general information regarding the Office of the Governor and the State of Mississippi
- Coordinate with communications, legislative, and policy staff members to ensure that responses promote and reflect the Governor’s agenda and are consistent with other forms of communications from the Office of the Governor (standards of style, signature, etc)
- Monitor cabinet agencies, as well as those agencies governed by boards/commissions appointed by the Governor, via requests for assistance, inquiries and/or complaints submitted via mail, fax and/or telephone calls to the Office of the Governor
- Coordinate activities of the Coordinators of Citizen and Community Services and ensure that they respond to each request for assistance, inquiry and/or complaint
- Ensure maintenance of Citizen and Community Services’ database of requests for assistance, inquiries and/or complaints
- Coordinate special “field activities” designed to heighten the Governor’s contact with constituents (“Musgrove to the People,” bus tours, etc...), with assistance provided by the Communications Director
- Serve as the Governor’s alternate for state, regional or national commissions or organizations as requested by the Governor or the Chief of Staff
- Provide weekly/monthly reports to the Governor and the Chief of Staff as to constituents’ requests for assistance, inquiries and/or complaints
- Coordinate outreach activities and rapid response plans with the Communication Director and other staff as needed
- Build interdepartmental relationships for advocacy and relationships with entities (e.g., Commission on Volunteerism and Census 2000)
- Coordinate the activities of the Correspondence Coordinator
- Serve on the Scheduling Team
- Serve on Legislative Steering Team
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:       **Citizen and Community Services Coordinator**

*Principle Responsibilities*

- Respond to inquiries for general information regarding the Office of the Governor and the State of Mississippi
- Receive constituents' requests for assistance, inquiries and/or complaints submitted via mail, fax and/or telephone calls to the Office of the Governor
- Investigate complaints/inquiries and provide appropriate assistance in requests for assistance
- Respond, via phone or mail, to all constituents' requests for assistance, inquiries and/or complaints
- Assist in the coordination of outreach activities for the Governor's Office with the Citizen and Community Services Director
- Build interdepartmental relationships for advocacy and relationships with entities (e.g., Commission on Volunteerism and Census 2000)
- Complete case files to be entered into database
- Special projects, as assigned, by the Citizen and Community Services Director

**Office of the Governor  
Position Description**

Position Title: **Correspondence Coordinator/Scheduling Support**

*Principle Responsibilities*

- Receive, open, stamp and track all incoming mail
- Route mail to the appropriate staff member
- Writing and mailing appropriate correspondence approved by the Director of Administration
- If necessary, ensure routed mail is returned with response
- Assist in the scheduling process to assure effective function
- Special projects, as assigned, by the Director of Administration or the Chief of Staff

**Office of the Governor**  
**Position Description**

Position Title:       **Scheduling Coordinator**

*Principle Responsibilities*

- Coordinate all appearances, events and travel for the Governor
- Maintain Governor's calendar, including the scheduling of all appointments
- Produce and verify accuracy of the daily briefing book for the Governor
- Serve as point of contact for all phone calls relating to invitations and requests
- Receive all written correspondence regarding invitations
- Review each invitation and prepare information for schedule team meetings
- Serve on the Scheduling Team and monitor the scheduling of the Governor's time to his agenda
- From the Scheduling Team's direction, draft a proactive plan for maximizing the Governor's time to reflect both his agenda and desire to be in touch with all of Mississippi (monitor travel to areas of state, etc.)
- Coordinate responses to requests, per the Governor's and the scheduling team's action
- Coordinate Governor's schedule with the First Lady's
- Coordinate Governor's schedule with Security, including: directions to events, contact names and ground transportation
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:       **Director of Communications**

*Principle Responsibilities*

- Serve as the point of contact for all media (national, state and local) with the Governor's Office
- Develop and institute a long-range communications plan for the Office of the Governor to promote the Governor's agenda; coordinate plan with state agencies and the Information Officer
- Work with Communications Directors of national and regional organizations (i.e., DGA, NGA, and SGA)
- Prepare speech materials for the Governor and First Lady for press conferences and speaking events
- Prepare/approve all information on the web site
- Provide support to the Governor in the dissemination of information regarding his programs and initiatives
- Provide information regarding the Governor's agenda to radio, print and television journalists
- Coordinate the scheduling of press conferences with the Governor's Scheduler
- Provide support to Governor at press conferences, including, briefing the Governor on potential issues or concerns
- Coordinate media notification of bill signings
- Work with the Information Officer, Citizen and Community Services Director, the Policy and Planning Director, and the Legislative Liaison to identify interested parties to be invited for bill signings
- Provide assistance to the Citizen and Community Services Director for special "field activities" designed to heighten the Governor's contact with constituents ("Musgrove to the People," bus tours, etc...)
- Develop a rapid response plan with Citizen and Community Services Director
- Develop contingency plans and procedures for dissemination of information in the event of accidents, natural disasters, and other "spot" news events
- Coordinate the activities of the Photographer (photo assignments, public appearance calendar, press clippings, Governor's Daily News Summary)
- Serve on the Scheduling Team; review public appearances calendar with Chief of Staff and Information Officer
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:       **Director of Public Information**

*Principle Responsibilities*

- Coordinate and facilitate communications between the Office of the Governor and the executive branch agencies to make certain a unified and uniform message is conveyed by the entire Administration
- Review, edit/proofread formal documents produced by the Office of the Governor
- Review, edit/proofread formal documents produced by the executive branch agencies
- Approve all executive branch agency press releases that quote the Governor, discuss agency policy or articulate proposed policy; confer with Governor, Chief of Staff, legal counsel and other appropriate Office of the Governor staff regarding content
- Receive and review all other executive branch press releases; advise Governor, Chief of Staff, legal counsel and other appropriate Office of the Governor staff regarding content
- Develop and improve techniques for disseminating internal information within the Office of the Governor
- Develop printed statements materials (i.e., brochures, pamphlets) for Governor's signature
- Coordinate the development of newsletters or brochures/pamphlets issued by the Office of the Governor with the Communications Director, the Citizen and Community Services Director, and other staff, as needed.
- Review public appearance calendar with Chief of Staff and Communications Director
- Assist the Communications Director, as requested, with matters relevant to the press and media, including any documents released to the press and media in response to requests or at press conferences
- Assist with preparation of speech materials for the Governor and the First Lady for press conferences and speaking events
- Conduct research necessary for preparing speeches
- Maintain executive branch biographical information and photos
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title: **Photographer**

*Principle Responsibilities*

- Take photos and maintain photo files of gubernatorial events for state and national distribution
- Maintain the Office of the Governor's web page
- Prepare daily news summary for Governor's staff
- Provide support services to the Communications Director or the Information Officer as requested
- Special projects, as assigned, by the Communications Director

**Office of the Governor  
Position Description**

Position Title:       **Legislative Liaison**

*Principle Responsibilities*

- Establish and maintain a working relationship with members of the Legislature on all legislative matters of importance to the Governor and his cabinet
- Ensure the proper and legal administration of the Governor's legislative role throughout the legislative process
- Monitor legislation on matters of importance to Governor as it moves through the Legislature
- Report progress of legislation to the Governor, Chief of Staff, and Legislative Steering Committee (Chief of Staff, Legislative Liaisons, Administrative Services Director and Deputy Director, Policy and Planning Director, Senior Advisor, Legal Counsel, and Citizen and Community Services Director)
- Obtain information/support from the Policy and Planning Director for the members of the Legislature to enhance their support and approval of the Governor's agenda and initiatives
- Advise policy staff and others involved in the development of the Governor's agenda and initiatives as to the response policy proposals are likely to receive by members of the Legislature
- Coordinate with the Deputy Director of Administrative Services to ensure proper handling of bills to be signed by the Governor (i.e., receive bills, update legislative journals, forward bills to Secretary of State) Serve on the Scheduling Team
- Serve on Legislative Steering Team
- Special projects, as assigned, by the Governor or the Chief of Staff



**Office of the Governor  
Position Description**

Position Title:       **Mansion Administrator**

*Principle Responsibilities*

- Maintain, in conjunction with the Governor’s Scheduler and the First Lady’s Assistant, the Mansion’s calendar to reflect all appointments, meetings and maintenance to take place at the Mansion
- Distribute a daily and weekly Mansion schedule to all mansion staff, including gate security
- Notify the Governor or First Lady’s offices on details of mansion events (seating, podium, gift giving)
- Oversee all requests for mansion events, including:
  - Receive all requests
  - Obtain the First Lady’s approval or disapproval of request;
  - Contact the Mansion Curator to ensure no conflict with tours
  - Respond to requests and schedule meeting with approved contacts (including all caterers and florists, if required) to discuss mansion guidelines
  - If applicable, collect Mansion Use Fee and forward funds to Archives and History
- Coordinate activities related to mansion event, including:
  - Ensure the proper wording, printing and distribution of invitations
  - For seated events, obtain the place cards and printed menu cards
  - Oversee table settings for seated functions and select the correct serving trays and pieces for other functions
  - Order flowers and maintain the arrangements after the event
  - Coordinate with Security as to the proper level of security on grounds for large events, guest list, parking instructions, and any special information for additional kitchen/wait staff
  - Write a report after the event, denoting what did and did not work well
- Coordinate daily activities of the mansion, including:
  - Check the appearance of all public rooms and conference rooms
  - Collect all bills on a weekly basis and submit them for payment
  - Purchase all supplies and items needed for the mansion
  - Manage the household imprest account
- Coordinate all maintenance and repair activities with the staff of Capitol Facilities
- Direct the daily activities of mansion staff (chef, housekeeper, butler, inmates), providing any training necessary
- Serve as Mansion Representative to the Mansion Committee
- Ensure proper maintenance of mansion grounds and preparation for events
- Fulfill any special needs of the First Family

**Office of the Governor  
Position Description**

Position Title:       **Executive Chef**

*Principle Responsibilities*

- Prepare all meals for the First Family
- Submit event menus to the First Lady for her review
- Prepare food for all events
- Upon request, prepare picnic food for the Governor and the First Lady when they travel
- Direct the activities of the Assistant to the Chef and the two inmates assigned to the kitchen
- Coordinate the preparation of the mansion's noon meal
- Order all food and supplies for the kitchen
- Maintain a regular turnover of items in the walk in cooler and the freezer
- Establish a daily, weekly and monthly cleaning schedule for the kitchen
- Special projects, as assigned, by the Mansion Administrator

**Office of the Governor  
Position Description**

Position Title:       **Mansion Housekeeper**

*Principle Responsibilities*

- Establish and maintain routine cleaning schedule of mansion
- Provide daily laundry services of First Family's laundry and mansion linens
- Fulfill any special housekeeping needs of the First Family's apartment
- Prepare linens for mansion events
- Prepare guest rooms for overnight visitors
- Assist in the training of inmates on the proper serving of meals and duties of the mansion as directed by the Mansion Administrator
- Special projects, as assigned, by the Mansion Administrator

**Office of the Governor  
Position Description**

Position Title:       **Mansion Butler**

*Principle Responsibilities*

- Perform daily cleaning duties in all areas of the mansion as directed by the Mansion Administrator
- Fulfill any special housekeeping needs of the First Family's apartment
- Serve the First Family's meals, clearing table and preparing setting for the next meal
- Prepare linens for mansion events
- Assist in the serving of meals at mansion events
- Assist in the training of inmates on the proper serving of meals and duties of the mansion as directed by the Mansion Administrator
- Special projects, as assigned, by the Mansion Administrator