

## MEMO

To: Dr. David Cole  
From: Kelly Riley  
Date: February 15, 2000  
Subject: Requested "rough draft" of position descriptions

Per your request, I have developed the attached position descriptions for Office of the Governor staff. These descriptions assume that we will utilize a "scheduling team" consisting of:

- Governor Musgrove, as his time allows
- Chief of Staff
- Scheduler
- Director of Policy and Planning
- Director of Citizen and Community Services
- Director of Communications
- Senior Advisor

In addition, the scheduling team will need to work with the First Lady, as well as her assistant (Rosemary) and the Head of Security.

I did not develop position descriptions for Marilyn nor Gloria, as I expect that their responsibilities have been specified by Governor Musgrove and yourself. Please advise if I should develop descriptions for their positions.

Please mark the attached pages with the revisions you wish made.

**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
- Oversee the management of the Office of the Governor and its staff, with support provided by the Director of Administrative Services
- 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

**Office of the Governor  
Position Description**

Position Title:       **Director of Administrative Services**

*Principle Responsibilities*

- Coordinate the following functions of the Office of the Governor:
  - Budgeting
  - Payroll/personnel (including temporary staff)
  - Purchasing
  - Printing of materials
  - Technology/equipment, including leases/purchases
  - Personal services contracts
  - Mail services
  - Parking
  - Property records/inventory
  - Travel
  
- Serve as liaison with Department of Audit for annual audit
- Coordinate the activities of the Director of Correspondence
- Coordinate the activities of the Deputy Director of Administrative Services
- Provide support, as directed, to the Chief of Staff
- Special projects, as assigned, by the Governor or the Chief of Staff

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

Position Title:       **Deputy Director of Administrative Services**

*Principle Responsibilities*

- Provide support services, as directed, to the Director of Administrative Services in the following functions of the Office of the Governor:
  - Purchasing
  - Printing of materials
  - Technology/equipment, including leases/purchases
  - Mail services
  - Parking
  - Property records/inventory
  - Travel
  
- 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
  - Forward signed bills and vetoes to the Secretary of State
  
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title: **Correspondence Coordinator**

*Principle Responsibilities*

- Receive, open and stamp all incoming mail
- Route mail to the appropriate staff member
- If necessary, ensure routed mail is returned with response
- Special projects, as assigned, by the Governor or the Chief of Staff

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

Position Title:       **Senior Legal Counsel**

*Principle Responsibilities*

- Monitor all legal issues related to the Governor and his cabinet
- Manage all litigation 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, either internally or via request of Senator or Representative to House or Senate Services, included in Governor's legislative agenda
- Discuss potential Ethics violations with all necessary gubernatorial appointees
- Coordinate the preparation and execution of all Executive Orders issued by the Governor
- Supervise requests for pardons, reprieves, and extraditions
- Coordinate activities of attorneys and paralegals
- Review all contracts entered into by the Office of the Governor
- Serve as the Governor's alternate for state, regional or national commissions or organizations as requested by the Governor or the Chief of Staff
- Special projects, as assigned, by the Governor or the Chief of Staff

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

Position Title:       **Senior Advisor**

*Principle Responsibilities*

- Oversee 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
- Provide advice on Governor's agenda and policy initiatives as requested by the Governor or the Chief of 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 Director of Policy and Planning 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
- 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
- Special projects, as assigned, by the Governor or the Chief of Staff

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

Position Title:       **Coordinator for Boards and Commissions**

*Principle Responsibilities*

- Coordinate all paperwork related to appointments:
  - 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 Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:       **Director of Policy and Planning**

*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
- Coordinate activities of Policy Liaisons
- Serve on the Scheduling 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 Director of Policy and Planning 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 Director of Policy and Planning
- 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 Director of Citizen and Community Services
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

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

*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 Director of Communications
- 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
- Provide weekly/monthly reports to the Governor and the Chief of Staff as to constituents' requests for assistance, inquiries and/or complaints
- Special projects, as assigned, by the Governor or the Chief of Staff

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

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

*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
- Complete case files to be entered into database
- Special projects, as assigned, by the Governor or the Chief of Staff

**Office of the Governor  
Position Description**

Position Title:     **Scheduler**

*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
- Coordinate responses to requests, per the Governor's and the scheduling team's action
- Coordinate Governor's schedule with the First Lady's
- 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*

- 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
- Issue press releases
- Coordinate the scheduling of press conferences with the Governor's Scheduler
- Provide support to Governor at such press conferences, including, briefing the Governor on potential issues or concerns
- Coordinate media notification of bill signings
- Work with Director of Citizen and Community Services, the Director of Policy and Planning, and the Legislative Liaison to identify interested parties to be invited for bill signings
- Provide assistance to the Director of Citizen and Community Services for special "field activities" designed to heighten the Governor's contact with constituents ("Musgrove to the People," bus tours, etc...)
- 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 Information Officer and the Photographer
- Serve on the Scheduling Team
- Special projects, as assigned, by the Governor or the Chief of Staff

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

Position Title:       **Information Officer**

*Principle Responsibilities*

- Prepare speech materials for the Governor and the First Lady for press conferences and speaking events
- Conduct research necessary for preparing speeches
- Assist the Director of Communications, 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
- Determine the requirements for information programs (specificity of information released, quotes, photos, etc.)
- Edit/proofread formal documents produced by the Office of the Governor
- Develop letters, prefaces, or printed statements (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 Director of Communications, the Director of Citizen and Community Services, and other staff, as needed.
- Develop and improve techniques for disseminating internal information within the Office of the Governor
- Plan information programs to meet the needs of the Governor and the public
- 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 Director of Communications or the Information Officer as requested
- Special projects, as assigned, by the Governor or the Chief of Staff

**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 Chief of Staff and Governor
- Obtain information/support from the Director of Policy and Planning 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)
- Special projects, as assigned, by the Governor or the Chief of Staff