

11-R-0670

(Do Not Write Above This Line)

A RESOLUTION BY  
COMMITTEE ON COUNCIL

A RESOLUTION TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE DIRECTOR OF COUNCIL STAFF AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.  
**ADOPTED BY**

- CONSENT REFER
- REGULAR REPORT REFER
- ADVERTISE & REFER
- 1st ADOPT 2nd READ & REFER
- PERSONAL PAPER REFER

Date Referred  
Referred To:  
Date Referred  
Referred To:  
Date Referred  
Referred To:

Committee  
Date  
Chair  
Referred To

First Reading

COC Committee

Date 4/18/11  
Chair

Action Fav, Adv, Hold (see rev. side)  
Other  
Members

Refer To

Committee

Date  
Chair

Action Fav, Adv, Hold (see rev. side)  
Other  
Members

Refer To

Committee

Date 11/21/11

Action Fav, Adv, Hold (see rev. side)  
Other  
Members

Refer To

Committee

Date

Action Fav, Adv, Hold (see rev. side)  
Other  
Members

Refer To

- FINAL COUNCIL ACTION
- 2nd
  - 1st & 2nd
  - 3rd
  - Consent
  - V Vote
  - RC Vote

CERTIFIED

CERTIFIED  
NOV 21 2011

ATLANTA CITY COUNCIL, PRESIDENT

*[Signature]*

CERTIFIED  
NOV 21 2011

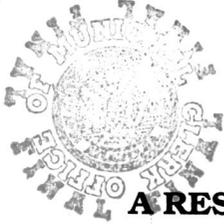
*[Signature]*  
MUNICIPAL CLERK

MAYOR'S ACTION

APPROVED

NOV 30 2011

WITHOUT SIGNATURE  
BY OPERATION OF LAW



CITY COUNCIL  
ATLANTA, GEORGIA

11-R-0670

**A RESOLUTION**

**BY COMMITTEE ON COUNCIL**

**A RESOLUTION TO EXPRESS THE INTENT OF THE CITY COUNCIL TO REVISE THE JOB DESCRIPTION OF THE DIRECTOR OF COUNCIL STAFF AND ONCE REVISED, TO OPEN THE POSITION TO APPLICANTS, TO CONDUCT INTERVIEWS AND TO SELECT THE SUCCESSFUL CANDIDATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, pursuant to Section 2-308 (c) of the Charter of the City of Atlanta, the council shall appoint a Director of Council Staff ("Director") who shall not be a member thereof; and

**WHEREAS**, the Director shall be appointed and removed at the pleasure of the council upon a majority vote of its membership; and

**WHEREAS**, the Director shall supervise all research undertaken on behalf of the council and shall further supervise the provision of administrative support to hearings and meetings of committees and subcommittees of council and shall perform such other duties as may be assigned by the Charter or by ordinance; and

**WHEREAS**, council desires to expand the scope, responsibility and accountability of the position of Director; and

**WHEREAS**, to accomplish this purpose requires a revision of the job description for the position of Director to be adopted by ordinance and codified; and

**WHEREAS**, once the job description is revised and an ordinance enacted expanding and/or modifying the duties assigned to the Director, the council desires to open the position of Director for applicants including the incumbent.



CITY COUNCIL  
ATLANTA, GEORGIA

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, as follows:**

**Section 1:** It is the intent of the city council, through the Evaluation Subcommittee of the Committee on Council, with the assistance of the city's Department of Human Resources, to revise, adopt by ordinance and codify the modified duties and responsibilities of the position of Director of Council Staff ("Director"); to establish the educational, experience and skills required; and to establish the salary range of the position.

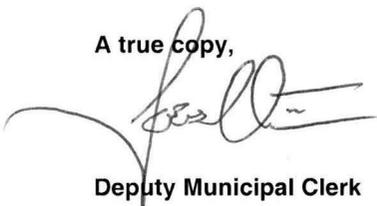
**Section 2:** After the duties and responsibilities of the Director have been revised and adopted by ordinance, it is the intent of the council to work with the city's Department of Human Resources and other entities, to determine the best method(s) to post and advertise the position opening. The process for posting and advertising the position opening shall be approved by the council by resolution.

**Section 3:** The position of Director shall be open to all interested candidates as well as the incumbent. The process for interviewing and evaluating the applicant-candidates shall be included and set forth in the resolution referenced in Section 2, above.

**Section 4:** As set forth in Section 2-308 (c)(1) of the Charter of the City of Atlanta, the Director shall be appointed at the pleasure of the council upon a majority vote of its membership.

**Section 5:** All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

A true copy,



Deputy Municipal Clerk

ADOPTED by the Atlanta City Council  
APPROVED as per City Charter Section 2-403

Nov. 21, 2011  
Nov. 30, 2011

RCS# 1577  
11/21/11  
3:50 PM

Atlanta City Council

REGULAR SESSION

11-R-0670

TO EXPRESS INTENT OF COUNCIL TO REVISE  
JOB DESCRIPTION OF DIRECTOR OF COUNCIL  
ADOPT/AMENDED

YEAS: 13  
NAYS: 1  
ABSTENTIONS: 0  
NOT VOTING: 2  
EXCUSED: 0  
ABSENT 0

NV Smith	Y Archibong	Y Moore	Y Bond
Y Hall	Y Wan	N Martin	Y Watson
Y Young	Y Shook	Y Bottoms	Y Willis
Y Winslow	Y Adrean	Y Sheperd	NV Mitchell

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