

OpenAI

Leveraging ChatGPT for County Administrator

ChatGPT Enterprise

Introduction

Use ChatGPT Enterprise to turn supplied notes into practical first drafts. These 30 prompts support U.S. local government work. Replace bracketed placeholders and paste the named source excerpts before starting.

For the County Administrator: support countywide operations, board direction, and coordination with separate offices. Titles and responsibilities vary. Use your jurisdiction's current assignments and procedures.

Goals

This guide is meant to help:

- Prepare useful drafts for recurring work.
- Make open questions and handoffs visible.
- Keep claims traceable to supplied sources.

Guidelines & guardrails

Use ChatGPT in the ChatGPT Enterprise environment responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only information permitted in your ChatGPT Enterprise workspace. Remove personal details that are not needed for the task.
- Verify facts, dates, figures, and office procedures. These prompts use pasted context; they do not check live records.
- Staff review every output. Keep official work separate from campaign activity; retain human authority over decisions and public release.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations:** - How do you expect the final output to be formatted?

Before you begin

Name the task and intended audience.

Paste the relevant source material.

Specify the format, length, and deadline.

State what staff must verify before use.

Using this pack

Choose a workflow, replace the brackets, and paste short source excerpts. Name your jurisdiction, audience, and deadline. Review the draft against those sources, then request a focused revision. Follow your organization’s information-handling and records procedures.

Sources and scope

National role context and product guidance. Your current assignments and procedures govern actual work.

BLS — Top Executives

USAGov — State and local governments

OpenAI — Use ChatGPT

County operations

County operations brief

Best used with: Chat.

Prepare a county operations brief for the County Administrator in [Jurisdiction], focused on county operations. Use the pasted [County department reports and approved responsibilities] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Service coordination map

Best used with: Chat.

Prepare a service coordination map for the County Administrator in [Jurisdiction], focused on county operations. Use the pasted [County department reports and approved responsibilities] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Department dependency log

Best used with: Chat.

Prepare a department dependency log for the County Administrator in [Jurisdiction], focused on county operations. Use the pasted [County department reports and approved responsibilities] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

County operations

County leadership agenda

Best used with: Chat.

Prepare a county leadership agenda for the County Administrator in [Jurisdiction], focused on county operations. Use the pasted [County department reports and approved responsibilities] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Operational questions memo

Best used with: Chat.

Prepare a operational questions memo for the County Administrator in [Jurisdiction], focused on county operations. Use the pasted [County department reports and approved responsibilities] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Board implementation

Board action register

Best used with: Chat.

Prepare a board action register for the County Administrator in [Jurisdiction], focused on board implementation. Use the pasted [Adopted board actions and staff work plans] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Implementation update

Best used with: Chat.

Prepare a implementation update for the County Administrator in [Jurisdiction], focused on board implementation. Use the pasted [Adopted board actions and staff work plans] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Board packet checklist

Best used with: Chat.

Prepare a board packet checklist for the County Administrator in [Jurisdiction], focused on board implementation. Use the pasted [Adopted board actions and staff work plans] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Board implementation

Pending direction memo

Best used with: Chat.

Prepare a pending direction memo for the County Administrator in [Jurisdiction], focused on board implementation. Use the pasted [Adopted board actions and staff work plans] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Post-board staff recap

Best used with: Chat.

Prepare a post-board staff recap for the County Administrator in [Jurisdiction], focused on board implementation. Use the pasted [Adopted board actions and staff work plans] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

County budget

Budget calendar checklist

Best used with: Chat.

Prepare a budget calendar checklist for the County Administrator in [Jurisdiction], focused on county budget. Use the pasted [County budget narratives and verified finance summaries] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Department request questions

Best used with: Chat.

Prepare a department request questions for the County Administrator in [Jurisdiction], focused on county budget. Use the pasted [County budget narratives and verified finance summaries] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

County budget explainer

Best used with: Chat.

Prepare a county budget explainer for the County Administrator in [Jurisdiction], focused on county budget. Use the pasted [County budget narratives and verified finance summaries] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

County budget

Board workshop outline

Best used with: Chat.

Prepare a board workshop outline for the County Administrator in [Jurisdiction], focused on county budget. Use the pasted [County budget narratives and verified finance summaries] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Budget narrative consistency review

Best used with: Chat.

Prepare a budget narrative consistency review for the County Administrator in [Jurisdiction], focused on county budget. Use the pasted [County budget narratives and verified finance summaries] and [Local office instructions]. Return up to eight specific review points, each tied to the supplied text and explaining what staff should confirm. Do not imply that a review point proves an error. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Separate office coordination

Joint meeting agenda

Best used with: Chat.

Prepare a joint meeting agenda for the County Administrator in [Jurisdiction], focused on separate office coordination. Use the pasted [Approved coordination protocols and meeting notes from county offices] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Responsibility boundaries brief

Best used with: Chat.

Prepare a responsibility boundaries brief for the County Administrator in [Jurisdiction], focused on separate office coordination. Use the pasted [Approved coordination protocols and meeting notes from county offices] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Referral handoff template

Best used with: Chat.

Prepare a referral handoff template for the County Administrator in [Jurisdiction], focused on separate office coordination. Use the pasted [Approved coordination protocols and meeting notes from county offices] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Separate office coordination

Shared project update

Best used with: Chat.

Prepare a shared project update for the County Administrator in [Jurisdiction], focused on separate office coordination. Use the pasted [Approved coordination protocols and meeting notes from county offices] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Unresolved coordination log

Best used with: Chat.

Prepare a unresolved coordination log for the County Administrator in [Jurisdiction], focused on separate office coordination. Use the pasted [Approved coordination protocols and meeting notes from county offices] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Regional partnerships

Municipal coordination brief

Best used with: Chat.

Prepare a municipal coordination brief for the County Administrator in [Jurisdiction], focused on regional partnerships. Use the pasted [Municipal partner notes and approved regional program descriptions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Regional project milestone table

Best used with: Chat.

Prepare a regional project milestone table for the County Administrator in [Jurisdiction], focused on regional partnerships. Use the pasted [Municipal partner notes and approved regional program descriptions] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Partner follow-up letter

Best used with: Chat.

Prepare a partner follow-up letter for the County Administrator in [Jurisdiction], focused on regional partnerships. Use the pasted [Municipal partner notes and approved regional program descriptions] and [Local office instructions]. Write a draft of no more than 200 words for [Audience]. Use the supplied tone and approved facts. Leave dates, contacts, and unconfirmed details as placeholders. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Regional partnerships

Shared service discussion guide

Best used with: Chat.

Prepare a shared service discussion guide for the County Administrator in [Jurisdiction], focused on regional partnerships. Use the pasted [Municipal partner notes and approved regional program descriptions] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Intergovernmental commitments log

Best used with: Chat.

Prepare a intergovernmental commitments log for the County Administrator in [Jurisdiction], focused on regional partnerships. Use the pasted [Municipal partner notes and approved regional program descriptions] and [Local office instructions]. Return a concise table with item, source, documented status, owner if supplied, and next check. Keep proposed assignments separate from confirmed ones. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public accountability

County progress report

Best used with: Chat.

Prepare a county progress report for the County Administrator in [Jurisdiction], focused on public accountability. Use the pasted [Verified county performance summaries and resident questions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Resident FAQ

Best used with: Chat.

Prepare a resident faq for the County Administrator in [Jurisdiction], focused on public accountability. Use the pasted [Verified county performance summaries and resident questions] and [Local office instructions]. Write up to six short entries in plain language for [Audience]. Preserve conditions and exceptions in the source; leave unanswered questions visible. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Service reporting gap list

Best used with: Chat.

Prepare a service reporting gap list for the County Administrator in [Jurisdiction], focused on public accountability. Use the pasted [Verified county performance summaries and resident questions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Public accountability

Public meeting preparation

Best used with: Chat.

Prepare a public meeting preparation for the County Administrator in [Jurisdiction], focused on public accountability. Use the pasted [Verified county performance summaries and resident questions] and [Local office instructions]. Return a one-page draft with key points, supporting source references, unresolved questions, and suggested follow-up. Distinguish documented facts from proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.

Annual report outline

Best used with: Chat.

Prepare a annual report outline for the County Administrator in [Jurisdiction], focused on public accountability. Use the pasted [Verified county performance summaries and resident questions] and [Local office instructions]. Return a one-page working outline with purpose, ordered sections, preparation needed, and follow-up. Label suggested timing and assignments as proposals. Use only supplied facts, flag missing information, and list what the responsible staff reviewer must verify before use.