

Leveraging ChatGPT for County Commissioner or Supervisor

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 Commissioner or Supervisor: support board preparation, county service oversight, and municipal coordination. 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.

O*NET — Legislators

USAGov — State and local governments

OpenAI — Use ChatGPT

Board preparation

Board agenda brief **Best used with:** Chat.

Prepare a board agenda brief for the County Commissioner or Supervisor in [Jurisdiction], focused on board preparation. Use the pasted [County board agenda and staff 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.

Department questions **Best used with:** Chat.

Prepare a department questions for the County Commissioner or Supervisor in [Jurisdiction], focused on board preparation. Use the pasted [County board agenda and staff 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.

Item reference index **Best used with:** Chat.

Prepare a item reference index for the County Commissioner or Supervisor in [Jurisdiction], focused on board preparation. Use the pasted [County board agenda and staff 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.

Board preparation

Board workshop preparation

Best used with: Chat.

Prepare a board workshop preparation for the County Commissioner or Supervisor in [Jurisdiction], focused on board preparation. Use the pasted [County board agenda and staff summaries] 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 action recap

Best used with: Chat.

Prepare a board action recap for the County Commissioner or Supervisor in [Jurisdiction], focused on board preparation. Use the pasted [County board agenda and staff summaries] 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.

County service oversight

Service oversight questions

Best used with: Chat.

Prepare a service oversight questions for the County Commissioner or Supervisor in [Jurisdiction], focused on county service oversight. Use the pasted [Verified department performance summaries and county service descriptions] 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 service explainer

Best used with: Chat.

Prepare a county service explainer for the County Commissioner or Supervisor in [Jurisdiction], focused on county service oversight. Use the pasted [Verified department performance summaries and county service descriptions] 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.

Performance narrative review

Best used with: Chat.

Prepare a performance narrative review for the County Commissioner or Supervisor in [Jurisdiction], focused on county service oversight. Use the pasted [Verified department performance summaries and county service descriptions] 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 service oversight

Department visit brief

Best used with: Chat.

Prepare a department visit brief for the County Commissioner or Supervisor in [Jurisdiction], focused on county service oversight. Use the pasted [Verified department performance summaries and county service 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.

Reporting gaps memo

Best used with: Chat.

Prepare a reporting gaps memo for the County Commissioner or Supervisor in [Jurisdiction], focused on county service oversight. Use the pasted [Verified department performance summaries and county service 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.

Budget review

Budget hearing question set

Best used with: Chat.

Prepare a budget hearing question set for the County Commissioner or Supervisor in [Jurisdiction], focused on budget review. Use the pasted [County budget summary and verified capital plan excerpts] 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 funding glossary

Best used with: Chat.

Prepare a county funding glossary for the County Commissioner or Supervisor in [Jurisdiction], focused on budget review. Use the pasted [County budget summary and verified capital plan excerpts] 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.

Capital project fact sheet

Best used with: Chat.

Prepare a capital project fact sheet for the County Commissioner or Supervisor in [Jurisdiction], focused on budget review. Use the pasted [County budget summary and verified capital plan excerpts] 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.

Budget review

Budget narrative comparison

Best used with: Chat.

Prepare a budget narrative comparison for the County Commissioner or Supervisor in [Jurisdiction], focused on budget review. Use the pasted [County budget summary and verified capital plan excerpts] 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.

Unanswered budget questions

Best used with: Chat.

Prepare a unanswered budget questions for the County Commissioner or Supervisor in [Jurisdiction], focused on budget review. Use the pasted [County budget summary and verified capital plan excerpts] 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.

Community listening

Community concerns summary

Best used with: Chat.

Prepare a community concerns summary for the County Commissioner or Supervisor in [Jurisdiction], focused on community listening. Use the pasted [De-identified community notes and approved county service directory] 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.

Rural outreach agenda

Best used with: Chat.

Prepare a rural outreach agenda for the County Commissioner or Supervisor in [Jurisdiction], focused on community listening. Use the pasted [De-identified community notes and approved county service directory] 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.

County referral response

Best used with: Chat.

Prepare a county referral response for the County Commissioner or Supervisor in [Jurisdiction], focused on community listening. Use the pasted [De-identified community notes and approved county service directory] 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.

Community listening

Listening-session recap

Best used with: Chat.

Prepare a listening-session recap for the County Commissioner or Supervisor in [Jurisdiction], focused on community listening. Use the pasted [De-identified community notes and approved county service directory] 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 follow-up tracker

Best used with: Chat.

Prepare a resident follow-up tracker for the County Commissioner or Supervisor in [Jurisdiction], focused on community listening. Use the pasted [De-identified community notes and approved county service directory] 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.

Municipal partnerships

City-county meeting brief

Best used with: Chat.

Prepare a city-county meeting brief for the County Commissioner or Supervisor in [Jurisdiction], focused on municipal partnerships. Use the pasted [Municipal meeting notes and regional initiative summaries] 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.

Shared initiative status table

Best used with: Chat.

Prepare a shared initiative status table for the County Commissioner or Supervisor in [Jurisdiction], focused on municipal partnerships. Use the pasted [Municipal meeting notes and regional initiative 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.

Partner clarification questions

Best used with: Chat.

Prepare a partner clarification questions for the County Commissioner or Supervisor in [Jurisdiction], focused on municipal partnerships. Use the pasted [Municipal meeting notes and regional initiative 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.

Municipal partnerships

Regional coordination recap

Best used with: Chat.

Prepare a regional coordination recap for the County Commissioner or Supervisor in [Jurisdiction], focused on municipal partnerships. Use the pasted [Municipal meeting notes and regional initiative summaries] 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.

Joint meeting follow-up

Best used with: Chat.

Prepare a joint meeting follow-up for the County Commissioner or Supervisor in [Jurisdiction], focused on municipal partnerships. Use the pasted [Municipal meeting notes and regional initiative summaries] 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

Board action newsletter

Best used with: Chat.

Prepare a board action newsletter for the County Commissioner or Supervisor in [Jurisdiction], focused on public accountability. Use the pasted [Adopted board actions and verified progress reports] 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.

Public meeting remarks

Best used with: Chat.

Prepare a public meeting remarks for the County Commissioner or Supervisor in [Jurisdiction], focused on public accountability. Use the pasted [Adopted board actions and verified progress reports] 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 project FAQ

Best used with: Chat.

Prepare a county project faq for the County Commissioner or Supervisor in [Jurisdiction], focused on public accountability. Use the pasted [Adopted board actions and verified progress reports] 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.

Public accountability

Commitment review

Best used with: Chat.

Prepare a commitment review for the County Commissioner or Supervisor in [Jurisdiction], focused on public accountability. Use the pasted [Adopted board actions and verified progress reports] 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.

Annual service update

Best used with: Chat.

Prepare a annual service update for the County Commissioner or Supervisor in [Jurisdiction], focused on public accountability. Use the pasted [Adopted board actions and verified progress reports] 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.