

DIRECTOR OF INTERGOVERNMENTAL RELATIONS

Department: Supervisor
Classification: Exempt
Specification Number: 1055
Approved: 3/10/23
Revised: By JG

MINIMUM QUALIFICATIONS

This title is in the Exempt Class, therefore, there are no minimum qualifications.

DISTINGUISHING FEATURES OF THE CLASS

Provides a centralized and comprehensive focus designed to ensure mutual areas of interest and concern for all levels of Town government are addressed and that Town interests are maximized; under general supervision of the Town Supervisor, a person in this title works to ensure that federal, state and county governments are aware and sensitive to the grant needs of the town and its departments. In addition, the individual is responsible for advising the Town Supervisor on pending and existing Federal, New York State and County legislation and how it may affect the Town; supervision may be exercised over one clerical support person. Does related work as required.

TYPICAL WORK ACTIVITIES

Establishes working relationships with the various departments of the town to ascertain the extent to which federal, state, county and local issues and programs could be shared concerns;

Establishes working relationships with various departments to broaden present mandates in order to take advantage of existing or new programs;

Centralizes the monitoring of shared programs in order to ensure proper administration;

Develops objectives in coordination with the strategies for maximizing the grant potential for the town from existing and potential Federal, State and County legislation;

Recommends to the Town Supervisor actions by the town which could maximize its ability to secure such grant support;

Recommends to the Town Supervisor ideas he can promulgate within the Town Supervisor's Association for the betterment of the nine other Town governments of the County;

Advises on pending and existing Federal, New York State and County legislation;

Participates as directed in hearings before other governmental bodies as the representative of the Town Supervisor;

Provides confidential assistance to the Town Supervisor as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of federal, state, county and town government policies, procedures and principles related to legislation and grant work; ability to maintain confidentiality; ability to deal effectively and efficiently with others; Ability to communicate effectively both orally and in writing; ability to supervise the work of others; ability to understand and follow directions; have initiative; tact; judgment; physical condition commensurate with the demands of the position.