

# INTERGOVERNMENTAL RELATIONS COORDINATOR

**Department: Town Supervisor**

**Classification: Competitive**

**Specification Number: 1095**

**Approved: 12/1/23**

**Revised: by JG**

## **MINIMUM QUALIFICATIONS**

### ***OPEN COMPETITIVE***

Graduation from an accredited college or university with a Bachelor's Degree from a New York State or regionally accredited college or university, and four (4) years of experience in business administration, public administration or a related field.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title is responsible for coordinating the research, preparation of applications, and administration involved in the receipt of Federal and State Aid by the Town. The incumbent is also responsible for monitoring pending Federal and State legislation which may affect the Town and for representing its interests to the Town Board and Town departments involved with aid programs. The work includes advising departments as to the availability of Federal and State revenue and providing technical assistance in grant applications. Supervision is received from an administrative superior through consultation, conferences, review of oral and written reports and evaluation of effectiveness in securing and administrating financial aid for the Town. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Researches appropriate materials and literature related to Federal and State Aid programs and disseminates information on applicable revenue sources to departments;

Monitors proposed legislation, budgets and regulations at the Federal and State level affecting funding programs;

Analyzes the impact of the proposals on operations and budgeting;

Provides technical assistance to departments submitting grant applications; reviews applications to avoid duplication and to assess the budgetary impact of revenues to be received;

Prepares periodic progress reports on those projects which are being funded by Federal and State agencies;

Collaborates with other jurisdictions in promoting legislation and policies at the Federal and State level beneficial to Town government.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of Federal and State Aid programs which are available to Town government; thorough knowledge of the current literature, recent developments, and sources of information pertaining to Federal and State Aid programs; good knowledge of the functions and operations of local government and the fiscal interrelationship between different levels of government; good knowledge of the principles, practices and procedures of public administration, budgeting and fiscal administration; good knowledge of statistical and research concepts and methods; ability to establish and maintain effective working relationships with officials of other departments and jurisdictions and representatives of Federal and State agencies; ability to compile and prepare comprehensive narrative and statistical reports; ability to express oneself clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.