

GOVERNMENT LIASION OFFICER

Department: Supervisor

Classification: Non-Competitive

Specification Number: 1060

Approved: 11/9/21

Revised: By JG

MINIMUM QUALIFICATIONS

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree and three (3) years of experience in Public Administration; or,**
- b) Graduation from a standard senior high school or possession of a high school equivalency diploma and seven (7) years of administrative experience, three (3) of which must have been in Public Administration; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b), with no substitution permitted for the three (3) years of experience in Public Administration.**

NOTE: Relevant additional education beyond the Bachelor's Degree from a college with federally-authorized accreditation or registration by NY State may be substituted for the Public Administration experience on a year-for-year basis.

DISTINGUISHING FEATURES OF THE CLASS

The work of this position includes the organization and management of a program of communication between Town officials and other local governments and/or Federal and State agencies. Work is performed in the Office of the Town Supervisor. The incumbent is responsible for meeting with elected officials, staff members and governing boards of other local, State and/or Federal government entities on a continuing basis in order to ensure an effective flow of communication. Responsibility is included for defining issues of mutual interest among jurisdictions, developing proposals to deal with these issues, and assisting in representing the Town in activities concerning local, State, and/or Federal legislation. Supervision may be exercised over a subordinate technical staff and is received from the Town Supervisor through conferences and written reports. Performs related work as required.

TYPICAL WORK ACTIVITIES

- Organizes a systematic visitation program with local, state and/or federal officials and attends meetings in order to establish and maintain a flow of communication;**
- Establishes and reports on issues that are of mutual concern to the jurisdiction and the local municipalities, such as legislative proposals, funding changes and meeting housing or transportation needs;**
- Proposes policies and avenues of solution for the mutual cooperation of governing bodies;**
- Establishes close relationships with local officials and presents positions and policies to them;**
- Assists in representing the jurisdiction's interests in local, State and/or Federal legislative activities;**
- Attends state and regional meetings of municipal and district associations;**
- May prepare for and accompany the Town Supervisor during visits to municipalities and districts.**

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the functions and operations of local governments and the interrelationships between the various levels of government; good knowledge of legislative procedures and policies; good knowledge of the principles, practices and procedures of public administration; good knowledge of current literature, recent developments and sources of information which relate to local government operations; ability to establish and maintain effective working relationships with officials of other departments and jurisdictions, legislators and representatives of agencies at different levels of government; ability to express oneself clearly and concisely, both orally and in writing; ability to evaluate and define the issues which affect local governments; tact; physical condition commensurate with the needs of the position.