

## **DIRECTOR OF INTERGOVERNMENTAL RELATIONS AND PUBLIC SAFETY TO THE LEGISLATURE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily administrative and coordination work involving responsibility for a broad range of intergovernmental, operational and public safety issues. Interactions involve officials and representatives from local, state and federal agencies that are wide in scope and issue. The incumbent of this position also acts as the chief liaison to the Legislative Branch and to interjurisdictional elected officials, public officers as well as executive staff. The work is performed in accordance with the goals, policies and mission of the Legislative branch of Rockland County government under the general direction of the Rockland County Chair of the Legislature and Clerk to the Legislature. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts as the chief liaison for the Legislature with various County departments, local government agencies and elected officials on a variety of interdepartmental and/or interjurisdictional matters; Oversees and guides the process for county and legislative initiatives, discussions and county referrals presented at Standing and Special committee meetings including agenda oversight and the broadcast of all public meetings of the Legislature; Coordinates with Commissioners and Department Heads within Rockland County government to share and exchange confidential information on a variety of operational issues; Establishes and maintains the structural intergovernmental relationships and continuity of operations as it relates to the Legislative branch of government; Develops public safety, emergency and law enforcement initiatives for the County Legislature and handles and resolves day to day public safety concerns.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the functions and organization of Rockland County government and its operations; thorough knowledge of public safety issues affecting the County of Rockland; good knowledge of the law enforcement community and resources in Rockland County; good knowledge of the New York State legislative process; ability to communicate effectively both orally and in writing; ability to prepare a variety of reports; ability to establish and maintain cooperative relations with others; ability to understand and interpret legislation, legal documents, manuals, policies, and other forms of written material; ability to research Federal, New York State, and local legislation and evaluate its effect on Rockland County.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.