

## **INTERGOVERNMENTAL RELATIONS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a moderately complex nature involving the planning, organization, coordination and promotion of projects and initiatives between local, state and/or federal government agencies. The incumbent is responsible for developing and executing strategies to achieve the goals of their agency in conjunction with the other levels of government. The work involves writing and creation of informational materials for public dissemination and is performed under the general direction of the head of the agency or other higher-level administrator with considerable latitude for independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Investigates areas of mutual concern which affect more than one governmental body and which require cooperation between governmental agencies to address such as traffic control, terrorism, drainage, municipal solid waste, etc.;

Schedules and coordinates meetings with other governmental agencies to discuss and respond to areas of mutual concern;

Assists in the planning, organization and implementation of intergovernmental projects by working with other governmental agencies in the research of and reporting on issues;

Writes and edits press releases and newsletters informing local residents of intergovernmental projects;

Represents the agency by speaking before other governmental agencies, civic groups, religious groups and in other public venues as needed;

Keeps detailed records and prepares reports as needed.

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

Good knowledge of federal, state and local government and their operation; ability to represent the best interests of the agency in which employed by acting as liaison between other governments and elected officials; ability to plan and organize group activities; ability to analyze problems; ability to communicate effectively, both orally and in writing; ability to prepare a variety of reports and memoranda.

**MINIMUM QUALIFICATIONS:** To be determined by the appointing authority.

R.C.D.P. (10.13.2015) 12.20.2019  
PJC/Exempt  
(Exempt – T/Ramapo)