

## **INTERGOVERNMENTAL RELATIONS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a moderately complex nature involving the planning, organization, coordination and execution of projects and initiatives between local, state and/or federal government agencies. The incumbent is responsible for developing, managing and executing strategies to achieve the goals of their agency in conjunction with the other levels of government. The work 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 operational gaps (e.g.; 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 and project management by working with other governmental agencies;  
Makes recommendations for policy changes;  
Researches and reports on various issues;  
Analyzes data and makes recommendations for changes to achieve the best results when new projects or processes have been implemented;  
Writes and edits press releases and newsletters informing 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 operations; good knowledge of principles and practices of project management; ability to represent the best interests of the agency by acting as liaison between other government agencies 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:** A Bachelor's degree or higher and three (3) years of paid work experience which substantially involved coordinating or implementing phases of projects or programs involving federal, New York state, or local government agencies.

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