

DIRECTOR OF INTERGOVERNMENTAL RELATIONS-COUNTY EXECUTIVE

GENERAL STATEMENT OF DUTIES: Provides a centralized and comprehensive focus designed to insure mutual areas of interest and concern for all levels of government are addressed and to insure that County interests are maximized; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Chief of Staff, a person appointed works to insure that federal and state governments are aware and sensitive to the grant-in-aid needs of the County and its constituent subdivisions. In addition, the class is responsible for advice on pending and existing New York State and federal legislation. Supervision may be exercised over a small number of clerical support personnel. Staff supervision may be exercised over County agencies as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes working relationships with the various departments and bureaus of the County to ascertain the extent to which local, state and federal issues, programs could be shared concerns;

Establishes working relationships with various bureaus to broaden present mandates in order to take advantage of existing or new programs;

Centralizes the monitoring of shared programs in order to insure for their proper administration;

Develops objectives in coordination with the strategies for maximizing the grant-in-aid potential for the County and its subdivisions from existing and potential Federal and State legislation;

Assists in the development of the capital and operating budget to determine the grant-in-aid support available thereto;

Recommends to the County Executive actions by the County which could maximize its ability to secure such grant-in-aid support;

Assists the County's subdivisions in determining their grant-in-aid requirements and to provide assistance in the application/review process; advises on pending and existing New York State and Federal legislation;

Participates as directed in hearings before governmental bodies as a representative of the County Executive;

Provides confidential counsel to the County Executive as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the federal, state, and local governments policies, procedures, organization, and principles related to legislation grant-in-aid work; ability to deal effectively and efficiently with others; ability to supervise the work of others; ability to understand and follow directions; ability to write reports, initiative; tact; judgment; good physical condition.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a law school* of recognized standing, admission to the Bar of the State of New York and five (5) years of experience in federal and state legislation or grant-in-aid work or other related work or program administration; or (b) Master's degree* in Public Administration or Political Science and seven (7) years of experience as described in (a) above, or (c) graduation from a recognized college or university and eight years of experience as described in (a) above; or (d) any satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.