

# INTERGOVERNMENTAL LIAISON

Job Code	Pay Grade
01552	P1

## Nature of Work

This is highly responsible professional and administrative work planning, coordinating and directing grants development and intergovernmental activities for the County Administrator's office. An employee in this class exercises a high degree of independent judgment and initiative in planning, developing, and implementing special projects. The employee receives guidance and general direction from the Assistant County Administrator, but is expected to independently develop and administer projects assigned.

## Minimum Qualification Requirements

- 7 years of professional experience in grant development, governmental affairs, and intergovernmental coordination as a liaison or representative interacting with elected officials, agencies, and other entities on intergovernmental affairs that includes government leadership development or training; or
- Associate's degree in public administration, communication, business or a related field and 5 years experience as described above; or
- Bachelor's degree in public administration, communication, business or a related field and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Duties to include significant evening engagements and extensive travel.
- Master's degree in business administration, public administration or related field combined with team leader, supervisor or supervisory training.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Coordinates departmental grant activities for federal, state, local and foundation funding for the county.
- Coordinates and plans activities with other governments, departments, criteria groups, and agencies to promote, plan and implement programs and development projects.
- Interprets state and federal guidelines and regulations on fiscal matters for sub grantees and prospective applicants.
- Assists in the preparation and completion of grant proposals as directed.
- Evaluates and monitors grant applications and contracts for federal, state, foundation and county programs.
- Represents the Board of County Commissioners and the County Administrator in fostering relations with municipalities, school board and local communities.
- Confers with the public and a wide variety of public officials.
- Prepares periodic reports on status of projects and activities.
- Organizes and coordinates special projects and tasks.
- Assists the County Administrator's office on legislative matters as needed.
- Performs related work as assigned or required.

# INTERGOVERNMENTAL LIAISON (continued)

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## Knowledge, Skills, and Abilities

- Knowledge of federal, state, local and foundation grant procedures and regulations.
- Knowledge of the principles and practices of public management and their application to the administration of governmental affairs.
- Skill in research, analyzing, and written and verbal communications.
- Ability to apply computer applications and software.
- Ability to establish and maintain effective working relationships with other federal, state, county, and municipal operational units.
- Ability to present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to exercise judgment and discretion in applying and interpreting policies and procedures.
- Ability to work independently.
- Ability to operate a personal computer and possess proficiency in word processing, spreadsheet, presentation, and database software programs.

For official use only

Revised	EEOC Code	Overtime Code
8/09	Professionals	Exempt