



Intergovernmental Liaison

Category: Exempt
Pay Grade: E25
Job Code: 01552

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly responsible professional and administrative work planning, coordinating, and directing grants development and intergovernmental activities for the County Administrator's office; exercises a high degree of independent judgment and initiative in planning, developing, and implementing special projects.

ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Seven (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 an Associate's degree in public administration, communication, business, or a related field and five (5) years of experience as described above; or a Bachelor's degree in public administration, communication, business, or a related field and three (3) years of experience as described above; or a Master's degree in public administration, communication, business, or a related field combined with team leader, supervisor, or supervisory training; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- 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.

- Other knowledge, skills, abilities, and credentials required for a specific position.

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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.