

**Intergovernmental Relations Coordinator**  
**Range: PT XIV**  
**Annual Salary: \$49,524.80 – \$74,276.80**

**FUNCTION**

This is a professional and administrative position that identifies, plans and coordinates funding sources and intergovernmental activities for the City. This position is responsible for the coordination of legislative advocacy activities on behalf of City Administration and the City commission, which includes monitoring the activities of the Florida State Legislature as it relates to municipal activities, researching impacts of proposed legislation, and coordinating correspondence between the City and the State Legislature. This position is also responsible for researching and developing grant funding opportunities. This position receives general guidance and direction from City Administration and reports to the OMB Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates grant or legislative activities for federal, state, local and foundation funding for the City.
- Serves as the legislative coordinator for the City on State and Federal legislative matters.
- Coordinates or prepares correspondence or public information, research, analysis and tracking of grant and legislative activities.
- Coordinates with other governments, departments, and agencies to promote, plan and implement programs or projects.
- Interprets state and federal guidelines and regulations on fiscal matters for sub grantees and prospective applicants.
- Prepares, evaluates and monitors grant applications, contracts, and required reporting.
- Analyzes State and Federal legislative bills and grant program information for compatibility with the City's needs and goals.
- Advises City Management on all significant activity regarding proposed legislation and bills of interest to the City.
- Prepares periodic reports on the status of projects and activities.
- Attends assigned meetings and or hearings; represents the City and its position as necessary or as requested by the City Commission or the City Manager.
- Performs other duties as required.

**MINIMUM QUALIFICATION**

Training and Experience: Bachelor's Degree in Journalism, Business Administration, Public Administration, Planning or a related area, with a minimum of three years related experience in grant writing/management and legislative monitoring/advocacy. Masters Degree preferred.

Knowledge, Skills, and Abilities: Demonstrated knowledge and experience in researching, identifying, developing and responding to public and private grant and/or legislative funding opportunities for municipal government. Proficient writing and technology skills. Highly organized with the ability to implement programs and follow-up processes, able to effectively work under pressure, use independent judgment and produce a high-quality work product within tight time constraints. Comprehensive knowledge of grant research and the ability to distinguish and identify funding opportunities for special programs. Ability to work effectively with other departments and agencies.

## **WORK ENVIRONMENT & PHYSICAL REQUIREMENTS**

Work Environment: 50% inside a climate controlled building. 50% outside which may include driving. Considerable time is spent outside City facilities interacting with other governmental agencies and officials. Work may be conducted in evenings with some weekends.

Physical Requirements: The essential functions of the job require; sitting approximately five (6) hours per day, standing approximately two (1) hours per day, and walking approximately one (1) hour per day. The job requires frequent: fine manipulations, grasping, and repetitive motion, with occasional: reaching and lifting/carrying objects weighing up to 15 pounds. On rare occasions the work requires: kneeling, pulling/pushing, and lifting/carrying objects weighing up to 44 pounds.

Sensory Requirements: Hearing: Ability to understand what others are saying in normal conversation in person or on the telephone. Speaking: Ability to communicate orally with others in person and speak effectively on the telephone and while giving formal presentations to groups. Seeing: Ability to see and read computer monitor screens, operate a vehicle, and read fine print. The job also requires an outgoing, people-friendly personality.

Driving Requirements: The work requires driving and possession of a valid Florida Driver License.

Office Machines: The work requires the ability to operate the following office machines: telephone, calculator, Fax, photocopier, projectors, printers, shredders, and desktop/laptop computers.