

# INTERGOVERNMENTAL RELATIONS COORDINATOR

## DEFINITION

Under general supervision creates, implements and administers a resource development program that maximizes the amount of non-property tax funding for services operated through county agencies or services funded by Dane County. Performs related work as required.

## EXAMPLES OF DUTIES

Develops, implements and maintains a comprehensive funding resource library; provides ongoing regular comprehensive review of the Federal Register, the Federal Catalogue of Domestic Assistance and other sources for identification of new federal, state or private funding opportunities; establishes defined procedures through which county departments and other users identify resource needs, priorities and objectives as they relate to departmental and county-wide goals and objectives; assists in obtaining required approvals; serves as a budget and policy analyst, developing issue papers and options on assigned projects; serves as the county's grant clearinghouse, collecting and compiling information on all county department grant activities; works with the County Legislative Lobbyist to improve accessibility and flexibility to state funding, grants schedules and information; provides ongoing technical assistance to county departments, supervisors, committees, the County Executive and county service providers in the use of the resource library, identification of resources and matching of county and departmental objectives with available resources; develops and cultivates relations with national, state and local levels; develops, writes, edits, reviews, coordinates, packages and assists with grant documents; conducts regular (at least quarterly) meetings with county department staff to review their program activities, objectives, needs and available funding; publishes a quarterly review of grant activities, funding sources, new initiatives in the federal, state and private sectors and intergovernmental relations activities.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a bachelor's degree in business administration, economics, public administration or a related field and two years of professional experience in state or federal legislative activities and resource development.

Knowledges and Abilities: Considerable knowledge of the federal and state grant programs and private funding sources; considerable knowledge of county programs, policies, procedures, ordinances and regulations related to program funding and resource allocation; working knowledge of personal computers including Wordperfect and Lotus applications software. Considerable demonstrated ability and experience in establishing and maintaining effective working relationships with program delivery staff, elected officials, representatives of local, state and federal governments and community resource agencies; ability to communicate effectively both orally and in writing; ability to maintain records and prepare documented and objective reports and issue papers; ability to work independently and exercise judgment; ability to compile and analyze departmental program materials, funding and revenue requests.