

## **DIRECTOR OF PUBLIC POLICY AND INTERGOVERNMENTAL RELATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** This is primarily administrative work of a complex nature involving responsibility for developing and recommending public policy and interacting with officials and representatives from local, Rockland County, New York State, and Federal government agencies. The incumbent of this position also acts as the County Executive's chief liaison to the County Attorney in order to monitor and facilitate the resolution of legal matters. The work is performed in accordance with the goals, policies, and mission of the County Executive and under the general direction of the County Executive. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Consults with and advises the County Executive on local, New York State, and Federal legislation and public policy issues;

Acts as the County Executive's chief liaison with the Rockland County Legislature, town and village officials, and New York State officials;

Researches and monitors pending Federal, New York State, and local legislation that may affect the County of Rockland, and prepares reports regarding same;

Monitors the progress of New York State legislation as it directly pertains to Rockland County and assists in promoting the passage of bills on behalf of the County's interests by meeting with New York State legislators, preparing and providing information; meeting with community leaders, etc.;

Researches and collects data on Federal, New York State, and private agency funding programs and opportunities for their applicability to County government;

Develops public policy initiatives for the County Executive;

Interacts with elected officials, commissioners and department heads, County Legislators, etc., to exchange information and facilitate understanding regarding the County Executive's policies;

Attends meetings of committees of the Rockland County Legislature, boards, commissions, etc., as assigned by the County Executive;

Reviews legislative referrals, legal documents pertaining to court cases and other civil matters, as assigned by the County Executive, and confers with the County Attorney, as needed, regarding County civil matters;

Represents the County Executive at a variety of meetings and conferences, as assigned;

Completes special projects, as assigned;

May review County departmental program policies and initiatives and prepare reports and make recommendations regarding same.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Rockland County and local government structures; thorough knowledge of current public policy issues affecting the County of Rockland; good knowledge of the New York State legislative process; ability to communicate effectively both orally and in writing; ability to prepare a variety of reports; ability to establish and maintain cooperative relations with others; ability to understand and interpret legislation, legal documents, manuals, policies, and other forms of written material; ability to research Federal, New York State, and local legislation and evaluate its effect on Rockland County.

**MINIMUM QUALIFICATIONS:** Qualifications determined by the appointing authority.

R.C.D.P. (02.17.2014) 05.05.2015

Exempt