

RESEARCH AND LIAISON COORDINATOR

General Statement of Duties and Responsibilities

Under executive direction, with wide latitude for the exercise of independent judgment and initiative, plans and participates in research, development and coordination of fiscal management activities relating to various specialized areas of governmental activity; maintains liaison with government and private agencies; performs related work.

Examples of Typical Tasks

Acts as consultant to the Comptroller in all matters pertaining to such specialized areas of governmental activity as housing, education, health services, planning, state-federal-city relations or community relations.

Recommends new programs; makes recommendations for the improvement of existing or proposed programs.

Acts as liaison for the Comptroller with governmental, private, community and labor organizations to assist, appraise and evaluate current and proposed programs.

Establishes and maintains liaison for the Comptroller with community groups in areas affected by specialized programs; consults with these groups to determine the suitability and feasibility of community development programs.

Establishes and maintains liaison with all affected organizations and agencies to facilitate fiscal management and expeditious payment of bills.

Participates in management audits and evaluates services performed.

Qualification Requirements

A baccalaureate degree from an accredited college or university with a major in accounting, business administration, public relations, city planning, urban renewal, law, or a related field; and three (3) years of satisfactory, full-time, responsible experience in housing, education, health services, planning, state-federal-city relations or community relations involving administration or program development and evaluation; or,

2. A satisfactory equivalent.

Lines of Promotion

None. This class of positions is classified in the non-competitive class.