

RESEARCH AND LIAISON SPECIALIST

Duties and Responsibilities

Under the direction of the Director of the Borough President's Office of Development with some latitude for the exercise of independent judgement and initiative, plans and participates in research, development and coordination of adult training, employment programs and grant development, relating to various specialized areas of governmental activity: maintains liaison with government and private agencies; performs related work.

Examples of Typical Tasks

Acts as a confidential consultant to the Director of the Borough President's Office of Development in all matters pertaining to private and governmental employment and training programs.

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

Acts as liaison for the Director of the Borough President's Office of Development with governmental, private, community and labor organizations related to employment to assist, appraise and evaluate current and proposed programs.

Performs such other duties as are delegated by the Director of the Borough President's Office of Development or the Deputy Director of Development, as required, e.g. grant development.

RESEARCH AND LIAISON SPECIALIST (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university with a major in public relations, city planning, urban renewal, education, fine arts, psychology, and two (2) years of satisfactory, full-time, responsible experience in training, grant development, planning, state-federal-city relations or community relations involving administration or program development and evaluation; or
2. Master of Arts or Master of Public Administration degree from an accredited college or university plus one year of satisfactory, full-time experience as above; or
3. A satisfactory equivalent of education and experience.

Direct Lines of Promotion

None. This class of position is classified in the Non-Competitive Class.