

**DIRECTOR OF INTERGOVERNMENTAL AFFAIRS (KINGS DA)**

**General Statement of Duties and Responsibilities**

This is a management class of positions

Under executive direction, with broad scope for the exercise of independent initiative, judgment, and decision-making, oversees and implements complex and sensitive programs, projects, and functions related to the administration, program oversight, and develop and manage all matters including, the dissemination of public information, as they relate to the agency's intergovernmental affairs, external relations and its legislative agenda. This position is an integral part of the Kings County District Attorney Executive Team and plays a central role in advancing public safety by coordinating public information activities in support of the development and advocacy of the agency's city, state, and federal legislative agenda and coordinating policy development on related legislative issues.

**Examples of Typical Tasks**

Work closely and collaboratively with the District Attorney and the Executive staff to coordinate public information activities that support the development and effective promotion of legislative positions and policy strategies to critical stakeholders to achieve desired outcomes.

Analyze legislation and recommend an appropriate agency response.

Guide the Executive staff on issues involving public controversy and legislative sensitivity.

Meet and maintain working relationships with Federal, State, and City elected officials and their aides.

Serves as advisor to the District Attorney and executive staff in developing, implementing, and overseeing Kings County criminal justice strategies.

Represents the District Attorney through attendance at meetings, hearings, or other events and may present on Office programs on the District Attorney's behalf.

**DIRECTOR OF INTERGOVERNMENTAL AFFAIRS (KINGS DA)** (continued)

**Qualification Requirements**

A baccalaureate degree from an accredited college or university and five (5) years of full-time, satisfactory administrative, managerial experience in Business or Public Administration, or a related field, including two (2) years in Criminal Justice or a related field.

**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive class.