

EXEMPT

CODE NO. M XXXXX

**DUTIES STATEMENT**

**EXEMPT CLASS**

**OFFICE OF THE MAYOR**

**DIRECTOR OF INTERGOVERNMENTAL AFFAIRS**

Under the direction of the Mayor, the Director of Intergovernmental Affairs coordinates the activities of the City, State and Federal Legislative Affairs Offices, and agencies. The Director keeps the Mayor and the First Deputy Mayor informed about intergovernmental issues and is the liaison between the City and other governments, seeking to foster constructive links between the Administration and these entities. The Director of Intergovernmental Affairs works with officials from the City Council to U.S. Congress to implement the Mayor's policies that require legislative and executive support. Overseeing the Mayor's Community Affairs Unit, the Director of Intergovernmental Affairs is charged with carrying forward mayoral initiatives through direct contact with communities.