

TOWN OF ABITA SPRINGS

Job Description: Intergovernmental Affairs Director

Band: Director

Job Purpose

The Intergovernmental Affairs Director executes administrative work in directing all activities of the office of the Board of Alderman related to Council meetings including document preparation and review, and serving as official repository for all Council proceedings and legislation. Directs work related to the cemetery, records management, regulatory and compliance matters, oversight of the community service and 8-4 programs, liaison and oversight of the collection of occupational/insurance taxes.

Reports to: Town Clerk/Clerk of Court

Responsibilities

In addition to following Town policies and procedures, principal accountabilities include, but are not limited to:

- Prepare and maintain all Council records and municipal documents including agendas, minutes, and audio recordings of proceedings.
- Draft or assist in drafting legislation, resolutions, proclamations, public hearing notices and press releases.
- Assist in the preparation of the annual budget ordinance.
- Prepare correspondence as outlined in the Town Code of Ordinances related to condemnation orders and annexations.
- Prepare documents for compliance with annual millage adoption procedures in coordination with Town Clerk and Parish Assessor's Office.
- Assist Town Engineer with RFQ, RFP, bids and grant applications.
- Interface with business owners, etc. to issue various licenses/permits.
- Serve as liaison to the Tree Board and handle Tree City eligibility requirements.
- Serve as public interface for the sale of Town cemetery plots; records and maintains records of plots sold; liaison to funeral homes for burials and plots.
- Serve as Ethics Liaison, maintaining Town Public Officer and Public Service certificates; reports compliance to Mayor.
- Work with Town Marshall on Code Enforcement issues.
- Provide administrative back-up to other departments as needed.

Job Qualifications

- 5-7 years of Administrative/clerical field experience, with legal clerical or paralegal experience preferred
- Experience in position with high public interaction
- Associates degree preferred
- Notary preferred
- Microsoft Office proficiency
- Strong written and verbal communication skills
- Customer Service mindset

Direct Reports

- None