



# BRA/EDIC EMPLOYMENT OPPORTUNITY

## INTERGOVERNMENTAL RELATIONS LIAISON

**JOB POSTING: #11-14**

**EMPLOYMENT STATUS: EDIC EMPLOYEE**

**DIVISION/DEPT: DIRECTORS OFFICE**

**POSTING DATE: 3/31/14**

***\*This job posting will remain posted for 10 working days until (4/11/14) before a hiring recommendation can be made.***

**SUMMARY:** Under the direction of the Director, BRA/EDIC or designee, candidate will work closely with the Mayor's Office of Intergovernmental Relations to coordinate efforts across all city departments and divisions as they relate to matters concerning the BRA/EDIC. Will facilitate the BRA/EDIC's intercommunications with the City, State, Federal, and other local governments, seeking to foster links between the BRA/EDIC and these entities. Keep the Director and Chief of Staff informed about intergovernmental issues and assist in representing the BRA's interest in these matters.

Coordinate communication by way of the Mayor's Office of Intergovernmental Relations to the Mayor, City departments, State and Federal stakeholders along with community based organizations regarding BRA/EDIC legislative activities and funding priorities.

Responsible for promoting the BRA/EDIC's agenda to the Mayor's Office of Intergovernmental Relations.

Perform analysis of the City and State Budget along with legislative proposals and helps prepare the BRA/EDIC's position and response on these matters.

Represent the BRA/EDIC's priorities on issues under consideration by the City Council, State Legislature, Governor's office, and Executive agencies.

Ensures that the Director, Chief of Staff and department heads are kept informed on City and State policy and budget issues.

Identify areas of State and Federal legislative policy along with resource opportunities for BRA participation.

Support the work of the BRA/EDIC to ensure a coordinated approach to the BRA/EDIC's dealing with the City, State, Federal, and local governments, while seeking to foster constructive links between the BRA/EDIC and these entities.

Support the Chief of Staff on special projects undertaken by the Authority on city-wide initiatives. Ensure resolution of conflicts between overlapping initiatives.

Assists the Director, Chief of Staff and department heads with information requests from the City Council, State Legislature, Governor's office, and Executive agencies.

Attend, participate and contribute to meetings, both internal and external, with the Director and/or senior staff concerning Agency priorities. Serve as contact and liaison on Director's behalf, as determined by the Chief of Staff.

Coordinate city wide priorities and projects on behalf of the Authority. Organize follow-up meetings and assist the Chief of Staff with implementation of initiatives or directives from meetings.

Create, organize and coordinate briefing materials and presentations for the Director and Chief of Staff.

Undertake special assignments; participate in working groups and cross-departmental teams to address matters of strategic importance.

Act as a liaison with other internal City Departments as assigned. Develop and prepare materials for meetings and presentations.

Perform other related duties as required.

**QUALIFICATIONS:** Work requires a Bachelor's Degree in Political Science, Sociology, Business Administration, other related field or equivalent, plus several years of progressively responsible experience in government. Requires current knowledge of economic and legislative trends, and knowledge of the Boston area. Knowledge of city ordinances, state laws, regulations and programs as well as the city ordinance and state legislative process strongly preferred. Strong investigative and research skills are needed. Excellent oral, written and interpersonal communication skills are required.

**GRADE: 22**

**HIRING RANGE: \$65, 124.52 - \$81, 416. 83**

Submit resume to:

**BOSTON REDEVELOPMENT AUTHORITY, HR**

43 Hawkins Street, Boston, MA 02114

E- Mail: [Hr.bra@boston.gov](mailto:Hr.bra@boston.gov)

**BOSTON RESIDENCY IS REQUIRED ON THE DATE OF HIRE**

*Equal Opportunity Employer*