

AGENCY RELATIONS CO-ORDINATOR 1

GENERAL

This position is responsible for co-ordinating departmental program priorities and policies into recommendations for fiscal support of external agencies throughout the province. Incumbents serve as primary liaison between the agency and the department interpreting departmental and government fiscal and program policy. Incumbents are also responsible to co-ordinate audits of public funds of agencies in relation to approved programs and conditions of support.

TYPICAL DUTIES

Reviews and analyzes programs and financial activities of external agencies and recommends to government on appropriate program support levels and financial support conditions.

Co-ordinates relevant agency and departmental involvement in the assessment of new requests for support and makes recommendations accordingly.

Co-ordinates and participates in the evaluation of agencies services, programs, and operations and in the analysis of financial statements for purposes of recommending ongoing government support and ensuring that funds provided are used for purposes intended.

Interprets government policy and fiscal requirements to agencies in relation to the use of public funds.

Prepares estimates of assigned agencies for inclusion in departmental estimates.

Participates in and consults with working groups and committees.

Attends various meetings as related to position both within and outside the department.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of departmental programs, policies and goals.

Knowledge of fiscal systems and relationships.

Ability to work effectively with senior officials and groups exercising diplomacy and tact.

Administrative and analytical skills.

Education, Training and Experience

Master's level of training preferably with a major in public administration or the social sciences with some field experience and three years' administrative or management experience.

AGENCY RELATIONS CO-ORDINATOR 2

GENERAL

This is the senior level of Agency Relations Co-ordinator responsible for ensuring that policies, procedures and precedents are applied in the province's relationship with, and support of, external agencies; where no such policies exist, incumbent is responsible to develop same. Incumbent is responsible for the identification and resolution of broad concerns relating to the overall relationship between government and external agencies. Incumbent assumes responsibility for a section of the branch and is responsible for the direction of staff.

TYPICAL DUTIES

Identifies and resolves broad concerns relating to the effective overall relationship between government and external agencies including inconsistencies, incompatibilities, and lack of government policy.

Participates in the development of program and fiscal policies between government and agencies and is responsible for the implementation of policy decisions.

Provides general direction, ongoing guidance and consultation to staff including assignment of agency requests, determination of work priorities, developing guidelines regarding the nature, process, scope and focus of the request.

Participates in the development of annual branch priorities, branch policies, procedures and guidelines.

May perform the duties of the Agency Relations Co-ordinator 1 with external agencies involving significant government funds and the most complex and undefined program, fiscal issues and concerns.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Thorough knowledge of departmental and agency programs, policies and objectives.

Knowledge of federal, provincial and municipal legislation.

Knowledge of current trends and developments and government priorities affecting the health and social service field.

Knowledge of fiscal systems and relationships.

Ability to work effectively with government, the public and agencies at all levels exercising diplomacy and tact.

Demonstrated organizational and leadership skills.

Analytical skills.

Education, Training and Experience

Master's level of training preferably with a major in public administration or the social sciences with extensive experience including two years' experience in agency relations.