



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LOCAL GOVERNMENT ADVISOR II

Job Number: 20001607

Job Code: 82830V231116

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 06/01/1985

Job Revised: 11/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional advice to local governments in matters of budget, personnel, and other issues. Provides complex planning, technical and management assistance to local governments and area wide agencies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of administrative experience in business, industry, federal, state, or local government.

Substitute EDUCATION for EXPERIENCE:

Graduate study will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

Administrative experience in one of the above areas will substitute for the required college on a year-for-year basis. Current or prior military experience will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides complex planning technical and management to local/state/federal officials with understanding of program and compliance requirements. Serves as coordinator of a specific project or program for local governments and area-wide agencies. Reviews required documents from officials and other parties. Assists in compliance and management of fiscal and procedural requirements. Analyzes and reviews programs of state, federal, and area wide agencies. Interprets, applies, and enforces departmental rules, regulations, and laws as they relate to contacts and projects implementation. Participates in policy revision or development. Serves as coordinator for a specific project or program such as the downtown revitalization program, community development block grant project, area development planning programs, etc. Assesses the work of staff assigned to the project. Consults with local officials, state, and federal government officials, professional organizations, merchant organizations, and other groups to provide technical assistance and services concerning the project and implementation of same. Conducts meetings and seminars relevant to project. Designs new and redesigns existing development programs. Prepares assessments and recommendations on project. Drafts correspondence concerning status of project. Reviews current and proposed federal and state legislation applicable to local governments and area-wide agencies. Drafts agency sponsored legislation and reviews, analyzes, and follows progress of legislation. Performs site evaluations and meets with local officials, engineers, attorneys, and bankers to determine the feasibility of the project and to determine the methodology for allocation of funds. Assists in program and funding negotiations with area wide agencies, state, and federal agencies. Monitors and evaluates programs. Provides research. Maintains records and reports to include, but is not limited to, program status reports, financial records, site evaluation records, grantee selection reports, and other operational records and reports concerned with the program.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work typically involves extensive contact with the public. Travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.