

**MIDWESTERN INTERMEDIATE UNIT IV**

**TITLE:** Coordinator of State and Federal Liaison Services      **DATE:** May 21, 2003  
**REVISED:** August 13, 2014

**REPORTS TO:** Director of State and Federal Liaison Services      **APPROVED BY:** Board of Directors

**JOB SUMMARY:** The job goal is to assist in preparing and disseminating information to generate state and federal funds with which to finance educational programs to maintain reference files of laws, rules, regulation and guidelines, to assist in planning, development and implementation of state and federally funded sources.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Assist with all state and federal program responsibilities and activities within the State and Federal regulations.
2. Assist with all reporting and financial accounting for state and federal programs.
3. Assist in maintaining current files for state and federal programs.
4. Assist in serving as a liaison for the Local Education Agency (LEA) for many state and federal projects.
5. Assist with payroll and the purchase of all materials, supplies and equipment with which to implement programs.
6. Assist with Midwestern Intermediate Unit IV joint purchasing program.
7. Assist with Midwestern Intermediate Unity IV's State Parent Resource Center.
8. Assist in planning, preparing and administering the service area budget.
9. Perform other duties as assigned by the Director of State and Federal Liaison Services.

**QUALIFICATIONS:**

- Five (5) years experience in school budgeting, accounting, and/or business office required
- High School Diploma or equivalent required
- Must have valid driver's license
- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006

- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

**PHYSICAL DEMANDS:**

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

**SENSORY ABILITIES:**

- Visual acuity
- Auditory acuity

**WORK ENVIRONMENT:**

- Typical office environment
- Subject to inside environmental conditions

**TEMPERAMENT:**

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under a high level of stress

**COGNITIVE ABILITY:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**SPECIFIC SKILLS:**

- Must possess computer skills
- Ability to operate various office equipment
- Must appropriately handle confidential information

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*