

## ASSOCIATE PLANNER (RESEARCH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class coordinates and participates in the conduct of a planning research studies and projects. Responsibilities include the performance of statistical analyses and research and the formulation of recommendations based on findings. In addition, incumbents are expected to compile and maintain statistical information for further planning analyses. This class is distinguished from the Planner level by complexity and scope of work. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Leads and participates in research study projects concerning population and population distribution, housing, socio-economic trends, industry, employment, schools, recreation, etc.;

Plans and conducts complex field studies and surveys;

Participates in the conception of studies, in consultation with supervisors;

Uses a variety of automated office systems to produce statistical reports;

Assists Planning Department staff by providing guidance and instruction;

Assembles, tabulates and analyzes statistical data from available reference materials and from field surveys conducted by staff;

Prepares and edits reports and memoranda concerning particular studies, including statistical analyses, charts, graphs, tables, etc.; evaluates and reviews reports prepared by subordinates;

Receives and responds to requests for statistical data and reports;

Meets with local officials and technical personnel from other planning agencies to discuss and review problems of mutual concern as directed;

Ensures the proper maintenance of the departmental statistical, research, and resource materials;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Performs other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general principles and techniques of social and economic research as applicable to County, municipal and regional planning; thorough knowledge of statistical research methods and the application of same to planning activities; good knowledge of research methodologies; ability to conceive, organize and conduct statistical research studies from both available reference materials and field surveys; ability to interpret statistical data on physical, economic, and social phenomena in ways relevant to County, municipal, and regional planning; ability to express oneself effectively, both orally and in writing; ability to prepare and interpret statistical data in graphic form; ability to reason logically; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree\* and five years of experience where the primary function of the position was the performance of research, one year of which must have been statistical research; or (b) a Bachelor's Degree\* in Urban or Regional Planning, Economics, Public Administration, or a related area of Planning or Research and four years of experience as defined in (a), one year of which must have been statistical research; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

SUBSTITUTION: A Master's Degree\* Urban or Regional Planning, Economics, Public Administration, or a related area of Planning or Research may be substituted on a year for year basis for up to two years.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of as a post-secondary, degree-granting institution.