

DIRECTOR OF PROGRAM DEVELOPMENT II (PLANNING RESEARCH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the direction, coordination and conduct of all socio-economic research, statistical and land use studies used in support of projects undertaken and conducted by all divisions of the Planning Department. The incumbent supervises the conduct of research and statistical reports provided to other County departments, state and local agencies, regarding long and short range planning projects, demographics, housing, land use, etc. In addition, the incumbent coordinates research activities with other County departments to ensure accurate information and consistent analyses. Supervision is exercised over professional Planners and support staff; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the formulation of policies and procedures for the conduct of socio-economic research, housing and statistical studies, as well as the maintenance and operation of the department's Geographic Information Systems database;

Formulates and directs the performance of research and statistical studies; coordinates activities with other departments and/or agencies as needed;

Provides guidance and instruction to professional and technical staff in applying various research methodologies and statistical reporting methods, computer applications, and methods of researching and compiling data from federal, state and regional agencies and respective databases;

Ensures that research findings are integrated within the Geographic Information System database;

Responds to inquiries made by divisions within the department, federal, state, and local agencies by providing analyses of projects and studies; makes recommendations based on findings;

Directs and or writes reports and memoranda containing tables, charts, illustrations, and maps presenting the result of research studies and projects;

Directs statistical public information procedures and dissemination of reports;

Directs the maintenance of the department's reference library by ensuring that reference materials are up to date, and that current trends within the field are researched and documented;

Establishes and maintains professional contact with socio-economic and housing research agencies at the federal, state, regional and local levels to obtain and provide information for projects and studies;

Assists in budget preparation for the Division of Land Use and Research;

EXAMPLES OF WORK: (Illustrative Only)

Acts for an on behalf of the Commissioner of Planning in matters pertaining to research studies, projects, or recommendations; presents findings to the Planning Board, Capital Projects Committee and at public hearings as required;

Attends meetings and conferences for and on behalf of the Commissioner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of the general principles and techniques of socio-economic, statistical, and housing research as applicable to County, municipal and regional planning; thorough knowledge of statistical research methods and the application of same to physical planning activities; knowledge of electronic data processing and database maintenance; ability to formulate, organize, analyze and interpret both physical and research planning data; ability to analyze and interpret statistical data on physical, economic, and social phenomena in ways relevant to County, municipal and regional planning; ability to supervise and coordinate the work of subordinates; ability to establish and maintain professional contact with federal, state and local officials; ability to prepare and interpret concise factual reports; ability to prepare and interpret statistical data in graphic form; ability to express oneself effectively, both orally and in writing; ability to reason logically; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* in Urban or Regional Planning, Economics or a related area within the Planning field and six years of professional planning or statistical research experience, four years of which must have been in a supervisory capacity; or (b) Master's Degree* in one of the fields specified in (a) and four years of the specified experience, including two years of supervisory experience; or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b).

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