

## PLANNER (RESEARCH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position is responsible for the coordination of planning activities as they relate to the compilation, tabulation and analysis of statistical research data used for long and short range planning projects and studies. Supervision may be exercised over small number of Assistant Planners; does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the formulation and design of research studies pertaining to demographic trends, population statistics and projections, residential and commercial development, employment, property taxes, school enrollment and land use, and transportation;

Plans and conducts field studies and surveys;

Participates in and/or supervises the compilation, tabulation and analysis of statistical data to ensure that information is valid and consistent with field data;

Prepares written reports and memoranda containing tables, charts, illustrations, and maps presenting the results of statistical analyses and research studies;

Participates in and/or supervises the collection and dissemination of research studies and statistical public information materials;

Receives and responds to requests for statistical data or reports, or to inquiries relating to the interpretation of same;

Guides and instructs subordinates in the use of research techniques including computer applications, and data available from federal, state, and local agencies;

Participates in updating and maintaining the department's reference library;

Assists in the coordination, design and maintenance of a shared electronic data base containing socio-economic data for use by other County departments;

Maintains contact with various socio-economic and housing research agencies at the federal, state, and local levels to provide information or to obtain needed statistical data;

Keeps abreast of trends in the field of planning and the various research methods used in gathering information;

Attends conferences and seminars as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the general principles and techniques used in the conduct of socio-economic research as applicable to County, municipal and local planning; good knowledge of statistical research methods and the application of same to planning activities; good knowledge of federal, state and local laws affecting planning policies in area of assignment; ability to conceive, organize, and direct research studies and projects; ability to interpret visual and statistical data from maps, surveys, charts, and graphs from field studies and the work of others; ability to communicate and interpret statistical data to non-technical personnel and the public; ability to reason logically, both inductively and deductively; ability to communicate effectively, both orally and in writing; ability to make complex statistical and mathematical computations; ability to prepare and present concise factual reports; ability to use automated office systems; tact; good judgment; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* in City, Regional or Natural Resource Planning, Economics, Urban Studies, Public Administration, or a related area in the Planning or Research fields and two years of experience involving statistical research.

SUBSTITUTIONS: A Master Degree\* in one of the specified fields may be substituted for one year of 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 Education as a post-secondary, degree-granting institution.