

REGIONAL DEVELOPMENT ANALYST II

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in which employees are expected to perform regional development work tasks as part of a program team, as well as to be able to handle independent work assignments. Incumbents may be assigned to represent the agency in meetings with municipalities and other agencies, as well as functioning as a field representative providing technical assistance on regional development problems. The work is performed under the direct supervision of the Deputy Director - S.T.E.R.P.D.B. (Southern Tier East Regional Planning Development Board) and under the general direction of the Director - S.T.E.R.P.D.B. This is not a supervisory position but incumbents may periodically oversee the work of lower level staff and/or assume a leadership position on certain program teams. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the preparation of regional development studies;
Prepares regional reports on specific development issues;
Collects, organizes and analyzes regional report data;
Develops, reviews and monitors area development projects;
Provides field technical assistance problems to municipalities and other agencies regarding area development issues;
Performs initial grant searches;
Prepares charts, graphs, and tables;
May coordinate programs and policies;
May oversee the work of lower level staff and/or assumes lead position on a program team.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of regional development concepts;
Good knowledge of regional or community development, economic development and housing development;
Good knowledge of statistical and analytical techniques;
Ability to communicate effectively, both orally and in writing;
Ability to carry out oral and written directions;
Ability to collect, organize and present information and data in a logical manner;
Ability to work in a variety of program areas, performing diverse roles;
Ability to work well with others.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in social science, environmental science, planning, communications or closely related field and two years of experience in regional planning.

Note: Regional planning involves long range planning for efficient land development, environmental review and zoning, as well as land use, infrastructure, and growth.

SPECIAL REQUIREMENTS:

- 1) Certain assignments given to employees in this position require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.
- 2) Some work assignments may require the employee to work nights and/or weekends.
- 3) Some work assignments may require the employee to travel out of town/state.

R740 3/21/13

COMPETITIVE