

### REGIONAL DEVELOPMENT ANALYST III

**DISTINGUISHING FEATURES OF THE CLASS:** This is a full performance professional position and employees are expected to be the lead persons on program teams performing regional development tasks and are also expected to execute independent assignments with minimal supervision. Incumbents in this position will be routinely assigned to represent the agency in meetings with municipalities and other agencies, and are expected to be able to articulate established policies and procedures. Incumbents will also function as field representatives, providing general or specialized technical assistance on regional development problems. This position will also provide recommendations on policies, goals, objectives, strategies and program designs upon request of the Director - S.T.E.R.P.D.B. (Southern Tier East Regional Planning Development Board) or Deputy Director - S.T.E.R.P.D.B. Employees in this position are expected to perform, and when necessary, oversee the performance of regional development program tasks. The work is performed under the general supervision of the Deputy Director - S.T.E.R.P.D.B. and under the general direction of the Director - S.T.E.R.P.D.B. This is not a supervisory position but incumbents regularly oversee the work of lower level staff and/or assume a leadership position on program teams. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Prepares and reviews area development studies;  
Prepares and reviews reports on specific development issues;  
Oversees the work of lower level staff and assumes the lead position on a program team;  
Collects, organizes and analyzes regional report data, with the primary emphasis on analysis;  
Develops, reviews and monitors area development projects;  
Provides field technical assistance to municipalities and other agencies on area development issues and problems;  
Provides grants assistance;  
Coordinates programs and policies;  
Assists in the development of area development policies, goals, objectives, strategies and programs as requested by the Director or Deputy Director;  
Represents the agency at meetings and conferences;  
Assists on the prioritization of projects;  
Aides in assessing area development needs or priorities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of regional development concepts;  
Thorough knowledge of regional or community development, economic development and housing development;  
Thorough knowledge of statistical and analytical techniques;  
Good knowledge of grantsmanship, grant assistance and grant administration;  
Ability to communicate effectively both orally and in writing;  
Ability to work well with others;  
Ability to carry out complex 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.

**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 four 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.

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COMPETITIVE