

REGIONAL DEVELOPMENT ANALYST I

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning level of professional work in the regional development field. An employee in this position assists in research, report preparation, project reviews and information dissemination, as well as acts as liaison with municipalities, various other agencies and the general public for informational purposes. Incumbents in this entry-level position are expected to provide assistance in the performance of a broad range of regional development program tasks. Assignments are designed to provide experience and will progress in difficulty as the employee gains experience in the work. Incumbents are also expected to assist in developing working relationships among the various political jurisdictions and agencies in which the Regional Planning Board has dealings with, as well as responding to inquiries from the general public. The work is performed under the direct supervision of the Director of Southern Tier 8. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and disseminates agency newsletters and informational bulletins;
Utilizes existing project referral and review systems to coordinate activities, document suggestions and identify potential proposal conflicts;
Assists in collecting, organizing and analyzing general data and statistics used in regional development reports;
Performs initial grant searches;
Performs project reviews while utilizing structured review formats;
Prepares charts, graphs and tables;
Attends informational meetings;
Assists in the development and monitoring of projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of regional development concepts;
Working knowledge of regional or community development, economic development and housing development;
Working knowledge of statistical and analytical techniques;
Ability to represent the agency in communications with other agencies, units of government and the general public;
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 communicate effectively, both in orally and in writing;
Ability to work as part of a team;
Ability to work well with others;
Ability to carry out oral and written instructions.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and one year of experience in planning, economic development, marketing or business administration; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three years' experience in planning, economic development, marketing or business administration; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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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 Updated org name 5/31/18

COMPETITIVE