

POLICY & PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position in the Southern Tier 8 Regional Board that performs intermediate to advanced level research, analysis, and evaluation related to economics, policy, legislation, regulations, agency organization, and regional planning. The incumbent works across a portfolio of program areas and manages projects with broad impact. The work is performed under the direct supervision of the Executive Director. Supervision may be exercised over subordinate lower-level staff and/or assume a lead worker role for certain program areas. Does related work as required.

TYPICAL WORK ACTIVITIES:

Manages internal program/administrative activities for assigned program areas;
Assists with program design, implementation, monitoring, and evaluation of agency program areas;
Conducts in-depth research for regional development studies or other publications about specific development challenges;
Provides technical assistance related to planning, government relations, and policy advocacy to partners;
Represents the agency in meetings with elected officials, steering committees, and inter-agency working groups;
Monitors, analyses, and advises on all legislative and regulatory actions related to the agency program portfolio;
Prepares, maintains and presents a variety of reports;
Performs initial grant searches and assists with reporting.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of regional concepts relevant to agency program areas;
Good knowledge of the inner-workings of community and economic development strategies in both rural and urban contexts;
Good knowledge of policy analysis and advocacy strategies;
Good knowledge of statistical, analytical, and/or specialized techniques;
Ability to communicate effectively both orally and in writing;
Ability to collect, organize, and present information and data in a logical manner, including ability to produce infographics;
Ability to operate a computer and knowledge of a variety of software programs;

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Ability to work in a fast paced environment;
Ability to work independently and collaboratively in a team;
Ability to prioritize and manage a high-volume work load;
Ability to work in a variety of program areas, performing
diverse roles;
Attention to detail;
Dependability;
Flexibility.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State register college or university with a Master's Degree in Public Administration, Public Policy, or closely related field; OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in environmental studies, geomatics, economics or closely related field and two years of experience in regional planning or government work.

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.