

RESEARCH ASSOCIATE

DISTINGUISHING FEATURES OF THE CLASS: The work involves coordinating and conducting research projects in order to evaluate municipal services and project future service needs of the community. Employees develop processes for collecting data as well as prepare reports on information. The work is performed under the general supervision of the Commissioner of Planning & Economic Development with leeway allowed for the use of independent judgement. The work is reviewed through discussion regarding current projects and periodic reports. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research on municipal topics and establishes procedures for the collection of raw data while defining specific areas, problems and questions to be researched;
Designs and revises formats used in the collection of data;
Contacts public and private agencies, municipalities, organizations and community groups to obtain both statistical and factual information;
Uses computer software packages such as spreadsheets and data base applications to prepare statistical reports of research findings as well as other municipal/departmental operational data;
Analyzes and interprets data and makes projections based upon the data compiled;
Prepares statistical reports for local, County, State, Federal and other agencies as necessary;
Participates in meetings of appropriate agencies to report progress and help resolve issues involving municipal/departmental activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of research methods and report preparation;
Good knowledge of data processing techniques and their applications;
Working knowledge of modern developments, current literature and sources of information in the field of research;
Working knowledge of the functions of local government and relationships between departments and between public and private agencies;
Ability to conduct research and prepare reports of findings;
Ability to analyze and evaluate data using various spreadsheet and/or data base software applications and write concise and accurate reports;
Ability to make practical recommendations concerning research problems;
Ability to establish and maintain effective working relationships;
Ability to express oneself clearly and concisely, both orally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and two years of work experience which involved research, data collection, report preparation and/or analysis; OR
- B) Completion of 60 semester credit hours from a regionally accredited or New York State registered college or university and four years of work experience which involved research, data collection, report preparation and/or analysis; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

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COMPETITIVE