

**Lane Council of Governments  
Job Description**

<b>Job Title:</b>	<b>Data &amp; Research Associate</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Regional Technology Services</b>	<b>Range:</b>	<b>21</b>
<b>Reports To:</b>	<b>Program Manager</b>	<b>Last Revised:</b>	<b>October 2006</b>

**General Statement of Duties**

Participates in planning and development projects and performs a variety of research, policy development, budgeting, funding, and analysis activities for broad program areas, such as public safety, land use management and natural resources, intergovernmental coordination, regional transportation, and school facilities.

**Supervision Received**

Work is performed under applicable policies, guidelines, technical standards, and managerial direction. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports, and services provided.

**Supervision Exercised**

None.

**Resource Responsibility**

Moderate responsibility for financial and human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

**Distinguishing Features**

The Associate Planner classification is distinguished from the Assistant Planner classification by performing complex duties requiring specialized knowledge and expertise with greater latitude for independent decision making.

**Essential Job Functions**

Oversees the collection, organization, and access of planning data including, but not limited to, census and employment data, community profiles, GIS, and transportation data.

Coordinates the generation and development of information publications and standard report products for LCOG.

Serves as team or project leader on planning projects related to a specialized area, such as specific aspects of land use or transportation planning; performs research and technical

assistance by collecting, analyzing, extrapolating, interpreting, and summarizing information, using research methods including literature review and telephone surveying.

Performs fiscal monitoring and reporting of funding allocations, expenditures, and program activities related to the budget for specialized projects; prepares contracts, RFPs, and grant applications; administers contracts and monitors contract compliance.

Oversees and guides the work of committees related to specialized planning projects.

Participates in program development and long range planning, including the development and implementation of operations policies, demonstration projects, and program evaluation.

Analyzes, recommends, and implements improvements to existing practices and procedures; monitors the status, performance, and quality of on-going and in-progress projects, systems, and services.

Researches, analyzes, and evaluates legislation and state and federal policies affecting planning and data management activities; presents findings in oral and written reports and presentations.

Responds to inquiries from the public by phone and through correspondence; provides information on specialized programs and projects, including policies, regulations, and issues to officials, citizens, and interested groups.

Facilitates interagency and intergovernmental coordination and cooperation on specialized and comprehensive planning projects; meets with representatives of local units of government, citizens, planning commissions, and others.

Prepares written and oral reports requiring skills in research and analysis of statistical data, field studies, surveys, and maps. Prepares graphics and maps for written reports and presentations; presents reports to elected and appointed officials, committees, and work groups; provides training as needed.

Organizes and participates in public workshops to assure public involvement in the planning process.

Gathers field data and conducts site analyses; creates computerized models for planning and compliance purposes.

Represents LCOG at various community, federal, state, and other agency meetings regarding specialized program.

### **Other Job Functions**

Coordinates the resolution of inquiries, complaints, problems, or emergencies affecting the availability or quality of services and data. Responds to sensitive and complex inquiries, and service requests.

Plans and conducts special assignments as directed by the supervisor.

May provide guidance and assistance to Planning Technicians and support staff.

Performs other related duties as assigned.

### **Working Conditions**

Duties are primarily performed in an office environment while sitting at a desk, meeting table, or computer terminal, or standing at a counter. Some travel is required to attend meetings.

### **Knowledge, Skills, and Abilities**

Thorough knowledge of research methods and techniques, including statistical analysis.

Ability to compile and analyze original data and develop logical recommendations based on these data.

Considerable knowledge of principles, practices, regulations, and techniques in the fields of land use, transportation, facilities, and other planning.

Thorough knowledge of environmental, social, economic, and other demographic factors affecting local governments.

Thorough knowledge of personal computer applications related to planning activities, including computerized modeling.

Knowledge of basic cartography and graphic design.

Knowledge of governmental practices and procedures related to transportation, zoning and land use, environmental and public works planning.

Considerable knowledge of local, state, and federal laws, regulations, policies, and standards related to land use, the environment, transportation, economic development, public works, and related areas.

Ability to provide leadership and staff support to a variety of committees engaged in comprehensive planning activities.

Ability to write clear and concise reports, records and plans.

Ability to organize and make public presentations.

Ability to research documents, design telephone surveys, construct computerized models, and perform statistical analyses necessary for the planning process; ability to evaluate the reliability of input data, read and interpret legal documents, maps, and blueprints.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy, and good judgment.

Ability to work with accuracy and attention to detail and to meet deadlines.

Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to establish and maintain effective working relationships with other employees, the general public, and representatives of other agencies.

Physical ability to perform assigned work.

### **Education and Experience**

Bachelor's degree in mathematics, statistics, urban, land use, or transportation planning, or related field and three years experience working on land use, transportation, or other planning projects; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

### **Licenses, Certificates, and Other Requirements**

A criminal background check may be required for this position.