

**Lane Council of Governments  
Job Classification**

<b>Job Title:</b>	<b>Senior Specialist</b>	<b>FLSA Status:</b>	<b>Exempt</b>
<b>Division:</b>	<b>Local Government Services</b>	<b>Range:</b>	<b>23</b>
<b>Reports To:</b>	<b>Program Manager</b>	<b>Last Revised:</b>	<b>August 2000</b>

**General Statement of Duties**

Serves as lead and participates in multiple highly complex, and comprehensive planning projects and performs a variety of analysis activities related to a broad range of research and evaluation activities, primarily in the Community Safety area.

**Supervision Received**

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

**Supervision Exercised**

May supervise other professional staff and planning technicians.

**Resource Responsibility**

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

**Essential Job Functions**

Serves as team or project leader on comprehensive and complex planning and research and evaluation projects; develops work plan, prepares agendas, provides direction to staff team, facilitates meetings, tracks progress, monitors time lines and budget.

Integrates project team's work into final product; oversees editing of report(s) for form and content, negotiates timelines, secures resources, solves problems.

Performs research and evaluation and provides technical assistance by collecting, analyzing, interpreting and summarizing information, using research and evaluation methods including statistical analysis, logic model, inventories and baseline assessments, impact assessment, developing trends and projections, and surveying.

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

Prepares written and oral reports requiring skills in research and analysis of statistical data, logic model, field studies, and surveys. Coordinate the production of graphics and maps for written

reports and presentations; presents reports to elected and appointed officials, committees and work groups, as needed; provides training as needed.

Responds to inquiries from the public by phone and through correspondence; provides information on specialized program or project.

Gathers field data and conducts system analyses as needed; creates computerized models for planning and compliance purposes.

### **Other Job Functions**

Plans and conducts special assignments as directed by the supervisor.

Performs other related duties as assigned.

### **Working Conditions**

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

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

Thorough knowledge of principles, practices, and methods in the fields of research and evaluation.

Considerable knowledge of personal computer applications related to planning activities, including database design and development, computerized modeling, and statistical software.

Knowledge of local, state, and federal laws, regulations, policies and standards related to assigned program area.

Ability to provide leadership to staff and committees.

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

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

Ability to organize and make public presentations.

Ability to develop research documents, design telephone surveys, construct computerized models and databases and perform statistical analyses necessary for the evaluation and planning process.

Ability to evaluate the reliability of input data; read and interpret maps.

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 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 a field related to program assignment and five years progressively responsible professional experience; or any combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.

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

None.