

## **RESEARCH ASSISTANT (PLANNING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is entry-level professional research work involving responsibility for collecting and analyzing data necessary for various studies completed by the Department of Planning and other County Departments and for providing assistance in the development and dissemination of data related to economic development and demographic change. The work is performed under the direction of the Research Coordinator (Planning). Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and maintains the County's database of basic family demographics, child and family information, as well as related databases for economic data;

Meets with local agencies, County departments, officials, professionals and the general public in order to collect data and exchange information;

Collects demographic and economic data from a variety of Federal and State agencies and survey results (e.g. U. S. Census Bureau, Department of Labor, Department of Health, Bureau of Economic Analysis, American Community Survey, etc);

Analyzes local data for various grants and studies completed by the Department of Planning and other County departments or agencies;

Prepares basic data tables, profiles, charts and graphs for dissemination through a variety of media, including internet and print;

Attends local and State-level conferences related to techniques and sources of demographic and economic Analysis;

Prepares a variety of reports, as assigned;

May confirm data accuracy with the census bureau and the New York State data center.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the principles, practices and techniques of collecting and analyzing data; good knowledge of the organization and operation of municipal government in New York State\*; ability to create and maintain basic statistical databases; ability to use computer software appropriate to various planning, research, database and statistical activities\*; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others; ability to understand and interpret reports, guidelines and other written material.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher, which included or was supplemented by a minimum of six (6) college credits in Research Methodology, Statistics, or comparable courses.

\*To be demonstrated during the probationary period.