

**OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION  
JOB DESCRIPTION**

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| <b>Job Title:</b>          | Research/Planning Specialist   |
| <b>Job Classification:</b> | Program Specialist I   |
| <b>Pay Range:</b>          | \$24,000 and up  |
| <b>FLSA Status:</b>        | Non-exempt   |
| <b>Location:</b>           | 73 Progress Dr., Waverly, Ohio 45690-9165, except when performing essential job duties at meetings and functions elsewhere |
| <b>Date:</b>               | August 12, 2013  |
| <b>Incumbent:</b>          | Vacant   |
| <b>Reports to:</b>         | Development Director   |

**Job Summary:**

Under the direction of the Development Director, the Research/Planning Specialist is primarily responsible for developing short and long range transportation plan development, and implementing OVRDC's Geographic Information System (GIS) and Global Positioning System (GPS) mapping. Duties will also include field research and data collection; preparation of maps, reports, correspondence and presentations; and participation in public participation activities.

**Essential Job Duties:**

This job description is not intended to be exhaustive and other closely related or similar duties may be assigned.

The Research/Planning Specialist is responsible for:

- (1) responding to census and other data requests from the region;
- (2) assist in maintaining OVRDC's GIS mapping system and GPS data collection;
- (3) completing assigned Economic Development Administration (EDA), Appalachian Regional Commission (ARC) and other Agency grant work program items;
- (4) assist with maintenance of OVRDC's economic development sites, data and maps information on the agency's web page;
- (5) assisting with assigned transportation planning and research;
- (6) participating in implementation of the preparation of Regional Transportation Plans (RTP) as directed by the Development Director and/or Executive Director;
- (7) providing assistance on other OVRDC planning documents and reports as requested by the Development Director or Executive Director;

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### Essential Job Duties (Continued):

- (8) completing requested research studies for counties and subdivisions;
- (9) completing research and analysis of data for the Comprehensive Economic Development Strategy (CEDS);
- (10) completing GIS related work program elements for various Agency grants; and
- (11) conducting environmental reviews for CDBG administered projects as necessary and at the direction of the Development Director.

### Knowledge, Skills, and Abilities:

Demonstrate knowledge of Ohio and Federal planning requirements and regulations. Experience with research and statistics and in compiling tables and graphics. Experience with computerized mapping programs and software. Ability to conduct field research and collect and compile survey information. Ability to identify solutions to transportation problems, and prepare research reports and summaries. Knowledge of basic state and federal grant programs. Familiar with electronic files, office suite software, database and GIS software. Demonstrate written expression and comprehension, oral expression and comprehension, inductive and deductive reasoning ability.

### Credentials and Experience:

Associate's or Bachelor's Degree in engineering, geography, geology, social science or planning with at least one year of GIS and research experience or education; or an equivalent combination of education and experience. No special license or certification required.

### Special Requirements:

Ability to work well with others and undertake joint projects; willing to participate in special training programs, conferences, workshops, and classes as required; willing to wear clean, neat, business-like and business casual-like attire; willing to work outside regular office hours as needed; willing to travel utilizing own vehicle.

### Supervisory Responsibility:

Responsible for supervision of interns as appropriate.

### Working Conditions and Physical Demands:

Normal office working conditions and associated physical demands.

### Authentication:

I have read and understand the job description as presented above. I acknowledge the receipt of a copy of this job description on the date signed below.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_