

Job Class Specification

Title:	Manager Research
Job Code:	588250
Bargaining Unit(s)/Grade:	MANA/Grade 11
FLSA Status:	Exempt
Safety Sensitive:	No
Competency Model:	Manager
Career Family:	Planning & Research

Summary

Plans and directs the operations of the research business unit; acts as business unit advisor in the interpretation and application of research findings. Directs, coordinates and evaluates research and GIS programs and projects, assigned to and carried out by research and GIS staff. Manages the analyses of economic, fiscal, socio-demographic, and land use data to policymakers and the public by supervising the research and GIS operations and staff in the Planning and Growth Management Department.

General objectives are outlined by the department director or division director, but Manager, Research is given wide latitude in developing specific projects and determining procedures to accomplish them.

Essential Responsibilities

The responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position or incumbent. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position. Regular attendance is an essential responsibility.

- Supervises professional staff members, including development of work unit and individual work plans, staff meetings, meetings with individual staff members and performance reviews. Participates in the develop of work unit position descriptions and assists the department director in the hiring of qualified staff.
- Determines the needs for Research and GIS support for other work units within the Planning and Growth Management Department. Creates and implements a strategy to combine Research and GIS activities into a "Planning Support Systems" function that integrates geographic analysis, quantitative modeling and visualization tools to support the regional planning process.
- Oversees the design of a dynamic collection of media products that effectively convey information gained through research and geographic analysis – particularly relating to the analysis and forecasting of population, housing, employment and land use trends.
- Manages work plans for the work unit, including tasks, budget and assignment of staff.
- Collaborates with outside groups on regional issues and represents the Council's research and geographic analysis to these groups.
- Represents the work unit on Council wide work teams and provides findings and methods to the policy development process.
- Manages vendor contracts including contract negotiations, monitoring contract compliance, ensuring quality assurance within industry standards, timely completion of contract projects and efficient identification and resolution of contract concerns.
- Performs other duties directly related to this position as assigned.

- **Supervisory Responsibilities:** Directly supervises personnel who are responsible for day-to-day functions of the Research business unit in the Planning and Growth Management Department. Manages departmental employee relations' issues including labor relations. Manages appropriate accountability for excellent customer service through open communications, employee participation, performance management, and professional development.
- **Managerial Responsibilities:** Maintains employee relations through cooperation in resolving problems between employees. Administers discipline through fair and equal applications of rules, procedures, and compliance with bargaining unit agreements. Conducts grievance hearings as required. Assists senior management with policy and procedure development and application. Makes budget recommendations relative to client and division needs.

Non Essential Responsibilities

- Participates in outside regional, statewide and other meetings relating to the planning, research and GIS functions and professions.

Qualifications

Education	Bachelor's degree in Planning, Geography, Economics, Demographics or related field.
Experience	Six (6) years of progressively responsible related work experience of which four (4) years must include a combination of supervisory and project management roles. A combination of education and experience may be considered.
License Requirements	AICP preferred.

Knowledge, Skills and Abilities Required:

Technical	Knowledge of comprehensive planning process, forecasting and modeling techniques, geographic analysis and processes used for effective visual display of quantitative and qualitative information.
Computer	Intermediate skills in Word, Excel and PowerPoint and use of the internet. Basic skill in Access, electronic calendars and GIS software (e.g. Arcview).
Language	Level 5. Ability to read, analyze and interpret common technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers. Ability to write speeches and articles in a prescribed technique or style. Ability to effectively present information to top management, public groups or Council members.
Math	Level 4. Ability to interpret and apply mathematics and statistical methods and procedures gained through professional educational training.
Human Relations	Level 2. Requires the skill and persuasion in dealings with others both inside and outside of the department. Interactions with others generally require influencing, instructing and negotiating with individuals to gain their understanding, cooperation and action. Interactions may involve efforts to persuade and negotiate with other representatives or officials outside of the organization, but does not have the authority to act on behalf of the organization in matters where there are legitimate differences of opinion. Promotes an equitable, positive and respectful

Work Environment

Work is generally performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

Revision History
Created: 10/2007
Updated: