

**POSITION DESCRIPTION  
ALLIANCE FOR STRATEGIC GROWTH**

**POSITION:** Research and Planning Director  
**WORK SCHEDULE:** 8:00 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** June 2008 **STATUS:** Full-time  
**DATE REVISED:** November 2009 **FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Alliance for Strategic Growth provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Research and Planning Director for the Eastern Indiana Economic Growth Region 6. In this capacity incumbent will be responsible for all aspects of research and planning related to workforce and economic development at both the macro and micro levels. Process may include implementation of various methods to gather information for the purpose of update of plans and strategies. Processes may include research, literature reviews, interviews, group input, and statistical modeling software in order to project trends and opportunities for economic growth. Responsible for conducting and reporting results of statistical research related to economic and workforce development. Incumbent will assure that web site information is relevant and current.

The Research and Planning Director will be an integral part of the Eastern Indiana Regional Workforce Board staffing and will function as a member of the team which staffs the Board. The Director will work with the Board, Elected Officials, Economic Development Entities and Professionals and other Regional Partners in seeking resources to address identified needs.

**DUTIES:**

Prepares and updates reports on labor market and workforce projections. Determines trends and identifies opportunities with training and technical assistance from experts.

Performs tasks related to Strategic Skills Initiative (SSI) and other Eastern Indiana Regional Workforce Board (EIRWB) strategic planning initiatives throughout region, such as gathering data and presenting at county-level forums and focus groups.

Researches and responds to economic development prospects/expansion inquiries within the region regarding labor market and skills availability.

Assists EIRWB in identifying and monitoring progress of key indicators in the region's economy and workforce. Assists in designing data collection system.

Utilizes research, planning, and writing skills to develop plans and seek funding.

Serves as contributing member to strategic planning projects and assigned management team projects.

Develops understanding of and utilizes appropriate and relevant entities and data resources such as Department of Workforce Development (DWD), Labor Market Analysts, Ball State University, EMSI, and Department of Labor.

Determines and gathers relevant planning and follow-up data for regional planning and reports and works to format and communicate via web site, forums, print and electronic media to targeted audiences, including EIRWB, staff and regional stakeholders.  
Works with EIRWB and staff (Marketing and Operations) to transform data into Career Pathway tools to be used by staff and partners in customer counseling.

Prepares drafting reports, plans, and survey and interview instrument content. Prepares various forms, paperwork, and reports.

Maintains systems providing an organized and written audit trail. Reports any potential audit problems and/or financial inconsistencies to President/CEO.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Bachelor's degree or equivalent training and experience in planning, political science, public administration, economics, business administration, business management, statistics, or related field. Knowledge of and experience in economic modeling. Four (4) years related experience required, including at least one (1) year experience conducting successful empirical research projects.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete Department forms and prepare correspondence and written reports as required.

Working knowledge of standard office procedures and software, such as Microsoft Office and statistical and data management software, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Knowledge, understanding, and ability to fulfill the requirements of the Corporation, EIRWB, and DWD expectations for strategic planning including employer workforce needs for employee skill requirements.

Ability to demonstrate skills in writing, research, and economic development modeling.

Ability to maintain knowledge of Alliances for Strategic Growth's and their cognizant and EIRWB philosophies, goals, objectives, applicable regulations, policies, and procedures and Economic Growth Region 6 Strategic Plan, initiatives, goals and objectives.

Ability to operate a variety of standard office equipment, including computer, calculator, telephone, and projector.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect.

Ability to effectively communicate orally and in writing with co-workers, Corporate board of directors, Eastern Indiana Regional Workforce Board, Department of Workforce Development, Ball State University, LMI analysts, local and regional elected officials, economic development executives, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to plan and layout assigned work projects and present public speaking presentations and special events.

Ability to compare or observe similarities and differences in data, compile, analyze, observe, and fabricate data, and make assumptions based on data analysis.

Ability to count and perform arithmetic calculations.

Ability to occasionally work extended, evening, and/or weekend hours and travel out of town for meetings and/or conferences, sometimes overnight.

Possession of valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a broad range of duties which involve consideration of many variables. Majority of duties are performed within clear and self-defined guidelines that are applied to specific tasks.

**III. RESPONSIBILITY:**

Assigned tasks are guided by broad policies and/or general objectives while receiving general supervision. Unusual problems or situations are discussed with supervisor, and work is periodically reviewed for attainment of objectives and soundness of judgment.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, Corporate board of directors, Eastern Indiana Regional Workforce Board, Department of Workforce Development, Ball State University, LMI analysts, local and regional elected officials, economic development executives, and the public, for purposes of exchanging information and ideas and instructing others.

Incumbent reports directly to President/CEO.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying less than 25 pounds, fingering objects, close and far vision, color and depth perception, keyboarding, hearing sounds/communication, and speaking clearly. Incumbent occasionally works extended, evening, and/or weekend hours and travels out of town for meetings and/or conferences, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Research and Planning Director describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name