



Researcher Senior

Job Code: 7164

Salary Grade: S10

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Originates, plans and conducts research in areas related to project needs or in designated field of science and may supervise personnel.

- Initiates, plans and directs field studies.
- Assists in budget development and administration. Assist in the development and implementation of policies and procedures.
- Anticipates research issues and promptly resolves them.
- Prepares and submits research for publication.
- Teaches one or more classes or seminars.
- Writes proposals, delivers presentations and prepares research for publication.
- Supervises the preparation, identification, and cataloging of information and specimens.
- Interprets research specifications and develops a work plan that satisfies requirements.
- May supervise staff, including training, delegating and overseeing work.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Master's degree in a related field.

Equivalency/Substitution: Will accept 72 months of related experience in lieu of the Master's degree for a total of 84 months of related experience.

Experience:

Required: 12 months of related research experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Proficient in Microsoft Office
- Highly organized and able to handle multiple projects and deadlines
- Ability to communicate well and to handle multiple projects and deadlines
- Technical writing skills
- Knowledge of research methodologies and techniques
- Project management experience
- Knowledge of specialized terminology (e.g., scientific or technical)

Working Conditions

Physical:

Ability to engage in repetitive motions.

Environmental:

Ability to work in varied settings and locations as determined by research goals. May be required to travel. Ability to work effectively with a wide range of constituencies.

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