

SUPPLEMENTAL JOB DESCRIPTION

POSITION INFORMATION

Job Title: 19-3050 Urban and Regional Planners-4		Job Code: 19305004
Working Title: Principal Planner II	Agency: BUS & ECON AFFAIRS DEPT	Agency Code: 22
Exempt Status (Exempt/Non-Exempt): Exempt	Security Code: For DOP use only	
Position Hours: 1950	Date Position Established: 08/15/1988	
Position Number: 10023	Date of Last Amendment: 04/09/2026	
Position is a Supervisor (Yes/No): Yes	Agency GROUP SJD Version:	
Direct Supervisor's Position Number: 42048	DOP Standard SJD Version:	
MAJOR GROUP: 19-0000 Life, Physical, and Social Science Occupations		
MINOR GROUP: 19-3000 Social Scientists and Related Workers		
BROAD GROUP: 19-3050 Urban and Regional Planners		
Broad Group Specifications: https://apps.das.nh.gov/HRBroadGroupSpecifications/		

DETAILED DESCRIPTION: Functions as a senior staff position within the Office of Development and Planning (OPD), providing independent professional judgment and leadership. As a key advisor, implements agency programs in the areas of natural resources, land use planning, economic development, and related policy matters. Functions as a project manager reporting to the Administrator for the development and maintenance of the State Development Plan.

DETAILED TASKS (STANDARD):

DETAILED TASKS (AGENCY/POSITION-SPECIFIC):

Functions as a project manager reporting to the OPD Administrator on the process of updating and maintaining the State Development Plan. Develops timelines; conducts outreach and collaboration with federal, state, local, and regional partners; manages consultants as needed; organizes content; and revises, reviews for accuracy, publishes, and updates plan as needed per RSA 9-A for submission to the Governor every 4 years. Incorporates direction and feedback from the OPD Administrator, the Division Director, and the Commissioner. Ensures to the greatest degree possible that the final work product guides agencies and stakeholders on resource and financial planning issues to support and achieve the State's goals and objectives.

Proficiently applies advanced and long-range planning principles to statewide, cross-sector initiatives with broad impacts to areas including, but not limited to, recreation, land use, natural resource management, housing, and transportation. Conducts outreach, provides technical expertise, and influences and informs decision-making at the local, regional, and state level. Leads and collaborates on research and design of planning studies and reports.

Works collaboratively and persuasively with diverse internal and external stakeholders, including representatives and staff of regional planning organizations and commissions, municipalities, and state agencies including HSEM, DNCR, DOT, and NH Housing, on land use planning, demographics, smart growth, floodplain management, community development, municipal and regional planning, and geographic information systems. Represents the Office as a senior planning authority and implements municipal and regional planning work programs, ensuring strategic coordination and alignment efforts.

Collaborates on the design and implementation of a geographic information system and other research/data collection projects and advanced analytical techniques essential to OPD programs and New Hampshire Geographically Referenced Analysis and Information Transfer System (NH GRANIT) functions, providing technical leadership and guidance as needed.

Dedicates time and effort into building, maintaining, and expanding statewide networks with local, state, and federal agencies and special interest groups involved in development to promote partnership, use of best practices, consistency, and achievement of long-term statewide planning goals.

Directly supervises the Assistant Planner to include assigning tasks and projects, evaluating work performance, providing education and training, and making recommendations for hiring and discipline in accordance with agency policy. Provides consultation, mentorship, and guidance to subordinate less experienced professional planners within the Office.

Serves in a Deputy role, to include assuming additional duties in the OPD Administrator's absence and/or as assigned, such as attending management meetings, providing oversight to staff, and advising the Division Director on matters as necessary. Evaluates the effectiveness and appropriateness of planning policies, procedures, and work programs and makes recommendations to the OPD Administrator on any necessary changes to policies, processes, legislation and/or work programs.

Prepares and administers contractual agreements with other units of government and private firms necessary to the achievement of agency objectives. Prepares grant applications to secure funding for creation of statewide planning documents to help municipalities plan for growth and development, coordinating with the Finance Director as appropriate. Oversees grant budgets and ensures compliance with grant requirements.

MINIMUM QUALIFICATIONS:

Education/Experience: Bachelor's degree and 4.5 years of experience OR equivalent combination of 8.5 years of education and experience after completion of high school. Education and experience must be in land use or urban planning, geography, public policy/law, public administration, community development, architecture, landscape architecture, or a related field.

License/Certification: Valid driver's license

Other Requirements: None

Trainee Option: Not applicable

PREFERRED QUALIFICATIONS:

Bachelor's or Master's degree; AICP (American Institute of Certified Planners) certification; progressively responsible professional planning experience

Strong understanding of land use planning, public policy, and best practices as they relate to land use, housing, conservation, and regulatory frameworks. Experience in public and private sectors. Strong writing and public presentation experience including development of media presentations. Excellent interpersonal and communication skills and the ability to communicate well with both technical and non-technical audiences.

AFTER-HIRE REQUIREMENTS: None

CAREER ADVANCEMENT OPPORTUNITIES:

In-Band Advancement Available: ☐ Yes ☒ No

Criteria:

Broad Group Level Advancement Available: ☐ Yes ☒ No

Criteria:

DISCLAIMERS:

The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that job title.

When applicable, the work of an employee in trainee status in this position shall be overseen by a fully qualified individual. An employee in trainee status shall meet the minimum qualifications within the period of time specified on the SJD, not to exceed one year of being hired into this position.

SIGNATURES:

	Name and Title	Signature	Date
I have reviewed the content of this supplemental job description with my supervisor.			
Employee			
I have discussed the work responsibilities outlined by this supplemental job description with the above employee.			
Supervisor			
Agency Human Resources			
Appointing Authority or Designee			
Division of Personnel Approval	Janice Day Classification & Compensation Project Manager	<i>Janice Day</i>	04/09/2026