

**STATE OF NEW HAMPSHIRE  
OFFICE OF PLANNING & DEVELOPMENT**

**SUPPLEMENTAL JOB DESCRIPTION**

Classification:	<b>Principal Planner</b>	Function Code	6995-002
Position Title:	<b>Principal Planner</b>	Date Established	8/15/88
Position Number:	<b>16673</b>	Date of Last Amendment:	6/21/17

**SCOPE OF WORK:**

Assists with the coordination and implementation of the state's Floodplain Management Program by providing technical assistance, outreach activities, and training to municipalities, the public, and other stakeholders.

**ACCOUNTABILITIES:**

- Assists the Senior Planner with implementing the state's Floodplain Management Program, which includes FEMA's National Flood Insurance Program (NFIP) and Risk Mapping, Assessment and Planning (Risk MAP) programs, by developing and managing the annual grant activities for both programs.
- Provides technical assistance to municipalities, the public, and other stakeholders on the NFIP and floodplain management-related issues.
- Provides guidance and information to municipalities, the public, and other stakeholders on the NFIP and floodplain management topics by developing and/or updating fact sheets, web site information, newsletter articles and other informational materials.
- Assists with conducting assessments of the floodplain management programs for the communities in the state that participate in the NFIP through site visits to ensure the program's requirements are being met and to provide technical assistance and training.
- Assists in developing and providing training for municipalities, the public, and other stakeholders on NFIP regulations and requirements and floodplain management topics through workshops and other activities.
- Provides outreach activity and community coordination support to Risk MAP projects including the development of fact sheets and other outreach materials, web site information, and community contact databases.
- Maintains a high level of knowledge about the NFIP and floodplain management through participation in training, conferences, and other activities.
- Provides staff support to other planning programs such as the Municipal and Regional Assistance program and the State Data Center, which includes providing guidance and outreach to municipalities and other stakeholders on planning issues and planning-related data through training and outreach activities, including planning conferences and the preparation of planning outreach documents.
- Represents Senior Planner as a designee to, or member of, state and interstate boards and commissions.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with major study in planning, economics, geography, government, law, business/public administration, resources management, natural resources planning, environmental science, environmental law, community development, architecture or a related field.

**Experience:** Four years' experience in professional planning or experience in a related field.

**OR**

**Education:** Bachelor's degree from a recognized college or university with major study in planning, economics, geography, government, law, business/public administration, resources management, natural resources planning, environmental science, environmental law, community development, architecture or a related field.

**Experience:** Five years' experience in professional planning or experience in a related field.

**License/Certification:** Valid driver's license.

**PREFERRED QUALIFICATIONS:** Familiarity with floodplain management and/or NFIP desirable.

**DISCLAIMER STATEMENT:**

The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a 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 classification.

**SIGNATURES:**

The above is an accurate reflection of the duties of my position.

_____	_____	_____
Employee's Name	Employee's Signature	Date Reviewed

Supervisor's Name and Title: \_\_\_\_\_

The above job description accurately measures this employee's job duties.

_____	_____
Supervisor's Signature	Date Reviewed
<i>Jennifer J. Elberfeld</i> JD	6/21/17
_____	_____
Division of Personnel	Date Approved