

SUPPLEMENTAL JOB DESCRIPTION

POSITION INFORMATION		
Job Title: 13-1190 Miscellaneous Business Operations Specialists-5	Job Code: 13119005	
Working Title: NBRC State Program Manager	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: 2/28/24	
Position Number: 9T3346	Date of Last Amendment: 6/24/25	
Position is a Supervisor (Yes/No): No	Agency GROUP SJD Version:	
Direct Supervisor's Position Number: 11492	DOP Standard SJD Version:	
MAJOR GROUP: 13-0000 Business and Financial Operations Occupations		
MINOR GROUP: 13-1000 Business Operations Specialists		
BROAD GROUP: 13-1190 Miscellaneous Business Operations Specialists		
Broad Group Specifications: https://apps.das.nh.gov/HRBroadGroupSpecifications/		

POSITION DUTIES AND RESPONSIBILITIES
<p>Detailed Description: Manages the Northern Borders Regional Commission (NBRC) Grant Program, which provides critical economic support and funding for community development projects. Evaluates work procedures and plans the development and modification of data and procedures for the NBRC grant programs. Coordinates internal fiscal and budgetary activities, as well as the external outreach, grant application and award process.</p>
<p>Detailed Tasks (Standard):</p>
<p>Detailed Tasks (Agency/Position-Specific):</p> <p>Reviews, modifies, and implements program policies and procedures. Provides necessary and routine program status briefings for the Governor's designee and manages the program status, budget, projects, inquiries, and challenges.</p> <p>Evaluates and manages all operational aspects of the program funding, in coordination with the BEA Business Office and direct supervisor. This includes analyzing statistical and fiscal reports for compliance with reporting requirements, preparing Governor and Executive Council and Fiscal documents, invoicing, creating projections, budgets, and timelines.</p> <p>Initiates, prepares for, and facilitates the grant application review and scoring process. Provides technical assistance to awardees and updates as necessary on regulatory or administrative requirements. Assists in developing and administering outdoor recreation-related grant programs.</p> <p>Plans and monitors program activities to ensure uniformity and adherence to policies and procedures. Reviews, coordinates, and makes recommendations to direct supervisor for state rural economic policy planning initiatives for working with regional partners from the private and public sectors.</p> <p>Strategically plans and oversees outreach, partnership, and networking processes, to include the coordination of training sessions, preparation of program and related materials, and maintain of web-based resources.</p> <p>Provides strategic counsel and links to resources for local community and economic development officials and grant candidates within the NBRC region.</p> <p>In cooperation with state, local and federal partners, attends various BEA and NBRC meetings to include program and planning meetings, events, partner meetings and site visits.</p>

Oversees the development of collaborative relationships with critical employers, partners, stakeholders, BEA services, and other relevant state and federal entities to promote the NBRC programs.

MINIMUM QUALIFICATIONS

Education/Experience: Bachelor's degree and 3 years of experience OR equivalent combination of 7 years of education and experience after completion of high school. Education and experience must include finance, business administration, business operations, compliance, grants, program planning, analysis, financial reporting, or other related area.

License/Certification: Valid driver's license

Other Requirements: None

Trainee Option: Not applicable

PREFERRED QUALIFICATIONS

Strong written, oral and time management skills.

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.

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	Jodi Waddington Classification & Compensation Analyst		6/25/25