

SUPPLEMENTAL JOB DESCRIPTION

POSITION INFORMATION

Job Title: 19-3050 Urban and Regional Planners-3	Job Code: 19305003	
Working Title: Principal Planner	Agency: BUS & ECON AFFAIRS DEPT	Agency Code: 22
Exempt Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Security Code: For DOP use only	
Position Number: 9T3356	Date Established: 6/4/24	
Is position a Supervisor: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date of Last Amendment:	
Direct Supervisor's Position Number:	GROUP SJD Version (if applicable):	
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/		

POSITION DUTIES AND RESPONSIBILITIES

Scope of Work: Assists with the coordination and implementation of the state's Floodplain Management Program by providing technical assistance, analysis, 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.

Conducts research, analysis, interpretation and 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.

Develops and provides 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.

Special Requirements (optional):

PREFERRED QUALIFICATIONS

Familiarity with floodplain management and/or NFIP desirable.

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.

	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	<i>Jodi Waddington</i>	6/4/24