

## SUPPLEMENTAL JOB DESCRIPTION

### POSITION INFORMATION

Job Title: 13-1190 Miscellaneous Business Operations Specialists-5	Job Code: 13119005	
Working Title: NBRC Program Specialist	Agency: BUS & ECON AFFAIRS DEPT	Agency Code: 22
Exempt Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Security Code: For DOP use only	
Position Number: 9T3346	Date Established: 2/28/24	
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: 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: <a href="https://apps.das.nh.gov/HRBroadGroupSpecifications/">https://apps.das.nh.gov/HRBroadGroupSpecifications/</a>		

### POSITION DUTIES AND RESPONSIBILITIES

**Scope of Work:** To serve as program specialist, evaluating work procedures and planning the development and modification of data and procedures for the Northern Borders Regional Commission (NBRC) grant programs, which provides funding for critical economic support and community development projects and supports the Office of Outdoor Recreation Industry Development (ORID) initiative. To coordinate internal fiscal and budgetary activities, as well as the external outreach, grant application and award process.

**Accountabilities:**

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.

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.

Supports outdoor recreation strategies and programs with industry partners, businesses, non-profits, and recreational user groups to connect our state's world-class outdoor assets to broad economic development strategies.

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.

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.

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.

Provides strategic counsel and links to resources for local community and economic development officials and grant candidates within the NBRC region.

In cooperation with state, local and federal partners, attends various BEA, NBRC and ORID meetings to include program and planning meetings, events, partner meetings and site visits.

Collaborates with the Office of ORID, agencies, and various organizations to facilitate the recruitment and sustained presence of a healthy outdoor recreation workforce, including creating and supporting initiatives focused on workforce development.

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:** Master's degree from a recognized college or university with major study in a field relevant to the program area in which position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' professional experience in a field or occupation relevant to the program area in which position is assigned, with responsibilities in program research, planning, monitoring, and evaluation.

OR

**Education:** Bachelor's degree from a recognized college or university with major study in a field relevant to the program area in which position is assigned.

**Experience:** Five years' professional experience in a field or occupation relevant to the program area in which position is assigned, with responsibilities in program research, planning, monitoring, and evaluation. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** Eligibility for New Hampshire driver's license, if necessary for travel throughout the state.

**PREFERRED QUALIFICATIONS**

Strong written, oral and time management skills.

**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.

	<b>Name and Title</b>	<b>Signature</b>	<b>Date</b>
I have reviewed the content of this supplemental job description with my supervisor.			
<b>Employee</b>			
I have discussed the work responsibilities outlined by this supplemental job description with the above employee.			
<b>Supervisor</b>			
<b>Agency Human Resources</b>			
<b>Appointing Authority or Designee</b>			
<b>Division of Personnel Approval</b>	Jodi Waddington Classification & Compensation Analyst		2/28/24