

## 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 (Exempt/Non-Exempt): Exempt	Security Code: For DOP use only	
Position Hours: 1950	Date Position Established: 08/15/1988	
Position Number: 16673	Date of Last Amendment: 01/23/2026	
Position is a Supervisor (Yes/No): No	Agency GROUP SJD Version:	
Direct Supervisor's Position Number: 10023	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: <a href="https://apps.das.nh.gov/HRBroadGroupSpecifications/">https://apps.das.nh.gov/HRBroadGroupSpecifications/</a>		

**DETAILED DESCRIPTION:** 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.

**DETAILED TASKS (STANDARD):**

**DETAILED TASKS (AGENCY/POSITION-SPECIFIC):**

Implements the state's Floodplain Management Program, which includes FEMA's National Flood Insurance Program (NFIP) and Risk Mapping, Assessment and Planning (Risk MAP) process, by developing and managing the annual grant activities for both.

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, website 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 DPCD Director as a designee to, or member of, state and interstate boards, commissions, and committees as needed.

**MINIMUM QUALIFICATIONS:**

Education/Experience: Bachelor's degree and 2 years of experience OR equivalent combination of 6 years of education and experience after completion of high school. Education and experience must be in planning, geography, natural resources management, natural resources planning, environmental science, environmental law, community development, architecture, professional planning, or related field, including at least 2 years of professional planning work.

License/Certification: Valid Driver's License

Other Requirements: None

Trainee Option: Not applicable

**PREFERRED QUALIFICATIONS:**

Familiarity with floodplain management, hazard mitigation, disaster recovery, education and training on technical topics, public outreach and/or the NFIP.

**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:**

	<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>	Jennifer Entsua-Mensah Classification & Compensation Analyst		01/23/2026