

AdSUPPLEMENTAL JOB DESCRIPTION**POSITION INFORMATION**

Job Title: 43-6010 Secretaries and Administrative Assistants-3		Job Code:4361003
Working Title: GIS Data Assistant	Agency: BUS & ECON AFFAIRS DEPT	Agency Code: 22
Exempt Status (Exempt/Non-Exempt): Non-Exempt	Security Code: For DOP use only	
Position Hours: 1950	Date Position Established: 03/17/2026	
Position Number: 8T3383	Date of Last Amendment:	
Position is a Supervisor (Yes/No): NO	Agency GROUP SJD Version:	
Direct Supervisor's Position Number: 41616	DOP Standard SJD Version:	
MAJOR GROUP: 43-0000 Office and Administrative Support Occupations		
MINOR GROUP: 43-6000 Secretaries and Administrative Assistants		
BROAD GROUP: 43-6010 Secretaries and Administrative Assistants		
Broad Group Specifications: https://apps.das.nh.gov/HRBroadGroupSpecifications/		

DETAILED DESCRIPTION:

Assists the Principal Planner in performing work activities in the State Data Center, including collecting and maintaining data used to meet statutory and division objectives, and collection and mapping of Geographic Information System (GIS) data to assist state and regional agency objectives.

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

Supports the Principal Planner in maintaining and regularly updating GIS data layers, including datasets related to recreation, water access points, and geographic place names, ensuring accuracy and completeness.

Monitors the release of statistical data and assesses their relevance and application to planning efforts across state, regional, and local levels. Maintains detailed documentation of methodologies used for datasets and integrates this information into the State Data Center library for transparency and reproducibility.

Utilizes GIS software to support Division of Planning and Community Development (DPCD) initiatives, including managing mapping and analysis for the Federal Emergency Management Agency's National Flood Insurance Program, tracking BEA grant projects, analyzing survey data, and fulfilling related mapping requirements.

Applies GIS tools to support BEA programs by mapping the locations of financial incentive initiatives such as Economic Revitalization Zones, tax incentive programs, Northern Borders Regional Commission eligibility zones, and other relevant areas as needed.

Updates and maintains Census geographic data in accordance with agreements with the U.S. Census Bureau, ensuring compliance and data integrity for planning and analysis purposes.

MINIMUM QUALIFICATIONS:

Education/Experience: Equivalent combination of 2 years of education and experience after completion of high school. Education and experience must be in in planning, geography, information systems, environmental science, natural resource management, community development, or related field.

License/Certification:

Other Requirements:

Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and ArcGIS Pro.
Strong written and verbal communication skills, excellent organizational and time-management skills, and the ability to multitask and prioritize as necessary. Responsibility, reliability, communication skills, problem solving, and initiative.

Trainee Option: Not applicable

PREFERRED QUALIFICATIONS: None

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:

	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	Marianne R. Rechy Classification & Compensation Administrator New Hampshire Division of Personnel		03/17/2026
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