

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF BUSINESS AND ECONOMIC AFFAIRS**

SUPPLEMENTAL JOB DESCRIPTION

Classification:	19-3050 Regional Planners-3	Function Code	6995-002
Position Title:	Planner	Date Established	8/15/88
Position Number:	10019	Date of Last Amendment:	3-20-2024

SCOPE OF WORK:

To provide training and technical assistance to the public and regional and local land use officials on planning issues and to research and prepare materials on diverse planning and land use topics.

ACCOUNTABILITIES:

- Responds to regional and municipal planning related inquiries, providing technical assistance as required.
- Participates and creates sessions to train regional staff and municipal officials in areas related to New Hampshire planning and land use regulations and land use issues.
- Prepares technical publications and webinars aimed at providing information and education about specific land use planning topics.
- Organizes and coordinates conferences, webinars, and workshops on planning and zoning related issues.
- Prepares and administers contracts with the regional planning agencies (RPAs) as part of the BEA Targeted Block Grant Program. Coordinates RPA's work programs, providing review, with other staff, of work products to assure completeness, and consistency between RPA and BEA plans.
- Reviews and prepares recommendations for updating planning documents and new planning initiatives and assists in the preparation of any related reports or presentations.
- Participates as a state agency team member in various planning and land use initiatives by other federal and state agencies as well as other organizations.
- Coordinates with other BEA staff related to the Council on Resources and Development (CORD)
- Works with the Senior Planner to prepare the State Development Plan and other reports.
- Provides staff support to other planning programs.
- Represents BEA Commissioner as a designee to, or member of, state and interstate boards and commissions.
- Other duties, as assigned.

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: Eligibility for NH driver's license or access to statewide transportation.

DISCLAIMER STATEMENT: 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 classification.

SIGNATURES:

I have reviewed the content of this supplemental job description with my supervisor.

Employee's Name Employee's Signature Date Reviewed

Supervisor's Name and Title: _____


I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature Date Reviewed

Agency Human Resources Date Approved/Revised

Appointing Authority's Signature Date Reviewed/Approved

Reserved for DOP and Designees Only

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JEM 3/20/2024
Division of Personnel Date Approved