

Department of Business and Economic Affairs

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SUPPLEMENTAL JOB DESCRIPTION

Classification: Senior Planner Function Code: 8145-002

Position Title: Senior Planner Date Established: 08-15-88

Position Number: 10023 Date of Last Amendment: 08-25-14

**SCOPE OF WORK:** Senior staff position that administers agency policies and objectives for program activities in the areas of natural resources, land use planning, economic development, and related policy areas; initiates and directs data collection and management activities related to the State Data Center and the statewide geographic information system (GIS); supervises municipal and regional assistance programs, floodplain management, the State Data Center and GIS.

**ACCOUNTABILITIES:**

Carries out supervisory and administrative functions for the planning section of OPD. Prepares, in collaboration with program staff, overall annual work programs and ensures their implementation for municipal and regional planning, National Flood Insurance Program, geographic information system, and the State Data Center. Works with the Finance Director to develop budgets and with staff to implement program budgets.

Participates in state agency coordination activities related to land use planning, demographics, smart growth, floodplain management, and community development.

Serves as the state coordinator for FEMA's National Flood Insurance Program (NFIP) and Risk Mapping, Assessment, and Planning (Risk MAP) program in NH.

Prepares and administers contractual agreements with other units of government and private firms, necessary to the achievement of agency objectives.

Collaborates on the design and implementation of a geographic information system and other research/data collection projects and analytical techniques essential to OEP's programs and GRANIT's functions. Collaborates with other state agencies and organizations on securing long term funding for GRANIT maintenance and support.

Serves as the lead contact to the Census Bureau on the population estimates program and other census activities.

Supervises the annual population estimates and periodic population projections released by OEP

In coordination with other OEP staff, oversees and directs the ongoing State Development Program

In coordination with the Finance Director, prepares grant applications to secure funding from other

sources to prepare statewide planning documents to help municipalities plan for growth and development. Responsible for the research and design of these studies and their reports.

Evaluates program areas under supervision and makes recommendations to Director on any necessary changes to policies, legislation and/or work programs.

Represents the Commissioner 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:** Six years' experience in professional planning.

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:** Seven years' experience in professional planning.

**License/Certification:** None required.

**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.

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Supervisor's Signature

*Janya Mitchell*

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Date Reviewed

06-15-2022

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Agency Human Resources

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Date Approved/Revised

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Appointing Authority's Signature

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Date Reviewed/Approved

Reserved for DOP and Designees Only

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Division of Personnel

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Date Approved