

SUPPLEMENTAL JOB DESCRIPTION

POSITION INFORMATION		
Job Title: 11-9190 Miscellaneous Managers-7	Job Code: 11919007	
Working Title: Director of Planning and Community Development	Agency: BUS & ECON AFFAIRS DEPT	Agency Code: 22
Exempt Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	Security Code: For DOP use only	
Position Number: 41616	Date Established: 7/24/01	
Is position a Supervisor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Last Amendment: 5/22/24	
Direct Supervisor's Position Number: 9U265	GROUP SJD Version (if applicable):	
MAJOR GROUP: 11-0000 Management Occupations		
MINOR GROUP: 11-9000 Other Management Occupations		
BROAD GROUP: 11-9190 Miscellaneous Managers		
Broad Group Specifications: https://apps.das.nh.gov/HRBroadGroupSpecifications/		

POSITION DUTIES AND RESPONSIBILITIES
<p>Scope of Work: Administers agency objectives by authorizing and directing statewide housing, broadband, and planning programming and initiatives for the Department of Business and Economic Affairs (BEA), within the Division of Planning and Community Development, related to implementation and management of federal and state funded initiatives administered by the Office of Broadband Initiatives, the InvestNH and Housing Champion programs, and the Office of Planning and Development.</p>
<p>Accountabilities:</p> <p>Oversees the successful management, lawfully compliant administration, skilled operational performance, and financial integrity of all procedures, programs, and activities in accordance with state and federal requirements.</p> <p>Authorizes the development of policies and procedures that inform the development of the strategic vision and planning, implementation and oversight of specific housing, broadband, and planning initiatives consistent with BEA policies and strategies.</p> <p>Develops and facilitates community partnerships. Represents BEA at state, local and/or public meetings to promote BEA housing, broadband, and planning related policies and procedures.</p> <p>Manages and supervises professionals within the Office of Broadband Initiatives, the Housing Champion program, InvestNH Housing, and the Office of Planning and Development. Oversees the preparation and implementation of program specific budgets, preparation of state and federally required fiscal reports, contract/MOU management, requests for proposal (RFPs) and the monitoring of sub-contractors against contract/federal requirements, to meet deadlines and ensure compliance with state and federal regulations.</p> <p>Assures and regularly provides or presents adequate analytical information and data on the progress of programs and initiatives and evaluates grant initiatives against the agency's mission/strategic plan and with consideration of its ability to provide oversight with existing financial and staff resources. Recommends new or revised grant/program initiatives to the Commissioner, as appropriate.</p> <p>Proactively plans and coordinates with local, regional, and statewide stakeholders and partners to leverage resources, increase public awareness of BEA programming and ensure the success of those programs.</p> <p>Participates as a member of BEA senior leadership and reports directly to the Commissioner.</p> <p>Conducts performance evaluations for subordinate staff and performs other personnel management duties such as determining staffing requirements, hiring, discipline, and recommending staff development or training.</p>

MINIMUM QUALIFICATIONS

Education: Master's degree from a recognized college or university with major study in business administration, public administration, political science, workforce development, community development, communications, planning, or a related field.

Experience: Eight years' experience in business administration, public administration, workforce development, community development, communications, planning or a related field, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management, or related management experience.

-OR-

Education: Bachelor's degree from a recognized college or university with major study in business administration, public administration, political science, workforce development, community development, communications, planning, or a related field.

Experience: Nine years' experience in business administration, public administration, workforce development, community development, communications, planning, or a related field, five years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certification: Must possess a valid driver's license and/or access to transportation.

Special Requirements (optional):

PREFERRED QUALIFICATIONS

Experience in grant monitoring and/or preparation. Experience creating and revising policy and procedure related to housing, broadband, land use, planning, or related fields. Experience interpreting and providing policy options for implementation of State and Federal regulations and policies.

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.

	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	Jodi Waddington Classification & Compensation Analyst		5/22/24