

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

**SUPPLEMENTAL JOB DESCRIPTION**

|                  |                                    |                         |           |
|------------------|------------------------------------|-------------------------|-----------|
| Classification:  | <b>19-3050 Regional Planners-3</b> | Function Code           | 6995-002  |
| Position Title:  | <b>Planner</b>                     | Date Established        | 8/15/88   |
| Position Number: | <b>10019</b>                       | 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.

