



## SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

### **JOB TITLE: Planner**

The Southern New Hampshire Planning Commission (SNHPC) is seeking an experienced Planner with project management skills to complement our professional planning staff. The Planner will work with the Commission's staff, municipalities, state, and federal agencies on the implementation of transportation, land use, and environmental planning projects. The position will work with other planning staff, the Deputy Executive Director and Executive Director in assisting with management of projects, tracking budgets, and developing high quality deliverables.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Graduation from a recognized college or university with a Bachelor's or Master's degree in Urban or Regional Planning or a related field, supplemented by three years professional planning experience in a recognized planning office; or an equivalent combination of training and experience.

#### **Duties and Responsibilities:**

The following duties and responsibilities are not all inclusive. Other duties may be assigned on an as-needed basis.

- Participate in the development of local and regional plans and studies including, but not limited to transportation related plans, land use plans related to various topics including economic development, environmental planning, energy management, or other topics, master plans, regional housing needs assessments, Brownfields programs, municipal land use ordinance updates, and municipal capital improvement programs.
- Work with staff to organize, prepare, and present plans, reports, and analyses to municipal boards, commissions, and the public.
- Work with staff to organize and facilitate a variety of committee and public participation meetings to develop consensus on plans, projects, and programs. Include outreach to vulnerable populations ensuring DEI as part of the public participation process.
- Assist in the review of invoices and progress reports associated with local, state, and federally-funded planning projects.
- Assist SNHPC municipalities and partner agencies in the preparation of grant applications to implement new land use, transportation, and environmental planning projects and studies.

#### **Important Skill Set:**

- Knowledge of the principles, practices and techniques of urban and regional land use, transportation, and environmental planning.
- Ability to work on a team with staff effectively and efficiently, as well as be self-motivated and responsible to work independently.
- Strong organizational and project management skills, meet frequent deadlines, and coordinate the completion of multiple projects.

- Ability to establish and maintain effective working relationships with funding agencies, stakeholders, public officials, other employees, and the general public.
- Ability/willingness to speak in public settings and give effective public presentations.
- Ability to prepare well-written professional reports for publications.
- Ability to learn and adapt quickly, problem solve, and provide creative solutions.

**Other Requirements:**

This position requires a current, valid driver's license. The position requires travel throughout the region and occasional night meetings.

**Salary and Benefits:**

The salary is dependent on qualifications and experience.

The SNHPC promotes a work environment that is both personally and professionally fulfilling and encourages continued professional development in an atmosphere that allows a healthy work/life balance.

**Applying for the Position:**

Persons interested in applying for the Planner position should submit a cover letter that describes experience and skills needed for the position, resume outlining relevant work and education, and three references to:

Linda Moore-O'Brien, Office Administrator  
Southern New Hampshire Planning Commission  
438 Dubuque Street  
Manchester, NH 03102

Or submit electronically to [lmoore@snhpc.org](mailto:lmoore@snhpc.org) with the subject heading "Planner Position."

As a Regional Planning Commission and designated Metropolitan Planning Organization for the greater Manchester, NH region, the SNHPC prepares local and regional plans, and provides planning-related technical assistance to 14 member municipalities. The Southern New Hampshire Planning Commission is an Equal Opportunity Employer. The position is open until filled. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.