

REGIONAL PLANNER

The Southern New Hampshire Planning Commission (SNHPC) is seeking a confident, well-rounded, and communicative individual to complement our professional planning staff. The Regional Planner will work with the Commission's staff, municipalities, local and state agencies on a variety of land use and transportation programs and initiatives. The position requires a solid understanding of planning principles and practices, state and local land use and transportation programs knowledge of agency partners, familiarity with local and state planning regulations and requirements, project management skills, and experience in writing grants, reports, and other documents.

Education and Experience:

- Master's degree in urban planning with an emphasis in land use, community, or transportation planning or related field and three years of progressively responsible professional planning experience, or Bachelor's degree and five years of professional planning experience.
- Membership in the American Institute of Certified Planners (AICP) is preferred but not required.

Duties and Responsibilities:

- Apply planning principles, utilize innovative public engagement methods, assist communities with land use and transportation-related projects and programs, work with communities to develop land use regulations.
- Coordinate the development of studies/programs/plans including, but not limited to master plans, regional plans, hazard mitigation plans, transportation-related studies, and innovative land use studies and applications.
- Coordinate public and stakeholder input including governmental and private sector officials, civic groups, land use specialists and private citizens to ensure input and feedback throughout a program/study/plan's development.
- Complete needed research, gather credible data, develop and conduct surveys, process data and provide analysis on data.
- Develop and implement public outreach initiatives for planning programs via public presentation, social media, print, newsletter, press release, television, and/or radio, and other means.
- Organize, prepare and present well-written plans, reports, and analyses to municipal boards, commissions, and the public.
- Assist SNHPC municipalities and partner agencies in preparing grant applications to implement new planning projects and studies.

Related Skills:

- Understand and perform multiple planning projects simultaneously.
- Communicate with project team(s) and share ideas and insights, identify solutions for presented challenges by displaying initiative, judgment, and creativity.
- Establish and maintain effective working relationships with funding agencies, stakeholders, public officials, other employees, the general public, Commissioners, and fellow staff.
- Deconstruct complex information as necessary for presenting to different audiences; ability to speak effectively in public settings and give public presentations.
- Work independently or as part of a team and meet frequent deadlines.
- Proficient in Microsoft Office and related software tools for analysis and communication. Knowledge of Canva, Adobe Creative Cloud suite, and cartographic software platforms, including ArcGIS preferred.

Other Requirements:

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

Salary and Benefits:

The starting salary range for this position is \$60,000 to \$67,000 DOE.

The SNHPC offers competitive health and dental insurance benefits and participates in the New Hampshire Retirement System (NHRS) pension plan.

Applying for the Position:

Persons interested in applying for the position should submit a cover letter, resume, 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 with the subject heading "Regional Planner Position."

The Southern New Hampshire Planning Commission is an Equal Opportunity Employer. The position is open until filled.