



PROJECT MANAGER

Temporary 12-Month Position, 32 Hours/Week

The Southern New Hampshire Planning Commission (SNHPC) is seeking an experienced Project Manager to complement our professional planning staff. The Project Manager will work with the Commission's staff, municipalities, and state and federal partner agencies on the implementation of land use, environmental, and transportation planning projects. The Project Manager will supervise the work of other planning staff and work closely with the Executive Director and Deputy Executive Director in managing project-level budgets and deliverables. 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.

This is a temporary 12-month position at 32 hours per week. While there is no guarantee of employment beyond the 12-month period, the position may be extended, made full-time, or made permanent based on the future workload and budgetary capacity of the SNHPC.

Education and Experience:

- Master's Degree in Urban or Regional Planning, Business Administration, or related field and five (5) years of progressively responsible professional experience, or Bachelor's Degree in Urban or Regional Planning, Business Administration, or related field and seven (7) years of progressively responsible professional experience.
- Local Public Agency (LPA) certification from the NH Department of Transportation is desirable.

Duties and Responsibilities:

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

- Lead the development of local and regional plans and studies including, but not limited to transit-oriented development plans, build-out analyses, municipal land use ordinance updates, and municipal capital improvement programs.
- Organize, prepare, and present plans, reports, and analyses to municipal boards, commissions, and the public.
- Organize and facilitate a variety of committee and public participation meetings to develop consensus on plans, projects, and programs.
- Coordinate procurement processes to select consultants using Qualifications-Based Selection (QBS) procedures.
- Review invoicing and progress reporting associated with local, state, and federally-funded planning projects.

- Assist SNHPC municipalities and partner agencies in preparing grant applications to implement new land use, transportation, and environmental planning projects and studies.

Related Skills:

- Comprehensive knowledge of the principles, practices and techniques of urban and regional land use, environmental, and transportation planning.
- Ability to establish and maintain effective working relationships with funding agencies, stakeholders, public officials, other employees, and the general public.
- Ability to speak effectively in public settings and give public presentations.
- Ability to prepare well-written professional reports for publications and presentations.
- Ability to work independently, meet frequent deadlines, and coordinate the completion of multiple projects.

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 starting wage range for this position is \$27.18/hour to \$32.82/hour depending 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 Project Manager 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-O'Brien@snhpc.org with the subject heading "Project Manager Position."

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.