

ATTACHMENT 1

MINUTES
Executive Committee

Rockingham Planning Commission
January 25, 2017
RPC Conference Room, Exeter, NH

Committee Members Present: P. Wilson (Chairman); B. Kravitz (Vice Chair); M. Turell (Treasurer); J. Whitney (Secretary); G. Coppelman (Past Chair); P. Merrill, R. McDermott, D. Marshall, T. Moore, F. Chase (Members at Large)

Staff Present: C. Sinnott (Executive Director); A. Pettengill (Business Manager)

Chairman Wilson convened the meeting at 6 p.m.

I. Minutes November 30, 2016

*Turell moved to approve the Minutes of November 30, 2016 as presented; McDermott seconded. **SO VOTED.***

II. Financial Report – November & December 2016

Sinnott noted that the budget was at 50% on all fronts: expenditures, income and percentage through the year. Wilson asked about contracted services being 83% spent and Sinnott replied that it was mostly due to the 5310 contract direct contracted services not being included in the budget when it was originally approved. He stated that will be corrected in the first amendment to the budget.

III. Staff Update

Whitney moved and Turell seconded to enter into Non-public Session to consider Personnel matters per RSA 91-A:3, II(a);

Roll Call Vote Taken: The following members voted Yes to enter into Non-public Session: P. Wilson (Chairman); B. Kravitz (Vice Chair); M. Turell (Treasurer); J. Whitney (Secretary); G. Coppelman (Past Chair); P. Merrill, R. McDermott, D. Marshall, T. Moore, F. Chase (Members at Large)

*At 6:35 p.m. McDermott moved to leave Non-public Session; Turell seconded. **SO VOTED***

*Merrill moved to seal the minutes of Non-public Session until such time as it is no longer relevant to maintain the confidentiality of the subject discussed; Kravitz seconded. **SO VOTED.***

IV. Personnel Committee Update

Sinnott updated the Committee on the job search for GIS/Transportation Analyst to replace Tom Falk's position. Christian Matthews was hired. He has experience in field mapping and will be receiving his Master's Degree in August. His start date will be January 30th.

V. FY 17 Budget Update & Amendment #1

Sinnott referred to Attachment 3 and noted that at the September Executive Committee meeting possible amendment items had been discussed and Attachment 3 addresses those items. He reviewed detailed changes in funding, noting specifically adding Raymond's dues, a correction to TBG local contract amounts, an increase in the total PREPA funds rec'd this year, and a reduction of placeholder dollars since most had been used w/ new contracts, the addition of a CART contract, and changes to the Sourcewater Protection contracts for Seabrook and Regional Education, for a net operating funding increase of \$944. He also reviewed expense line items which included an increase to contracted services to account for the 5310 contract and several other reductions to expenses for a net operating expenses increase of \$944.

*Turell moved to approve Budget Amendment #1 and to also include a change to the "Miscellaneous" funding item to read \$2000; McDermott seconded. **SO VOTED.** Coppelman abstained.*

VI. Legislative Committee Report

Kravitz stated that the Legislative Committee met twice this month and she thanked Moore for keeping the Committee informed and for his work on the matrix of Bills of Interest. She also thanked Chase for his wonderfully annotated sheet. The next Committee meeting will be on Monday, Feb 13th and the Committee's positions on bills will be shared at the February Executive Committee meeting.

VII. Initial Planning for Annual Meeting

Various ideas for speakers included Fritz Weatherbee, Willam Lang, Steve Taylor. Possible venues: Portsmouth Country Club, Brookstone in Hampstead, Portsmouth Sheraton

VIII. Calendar Review

See attachment 4. No Commission meeting in February; Add Bylaw Committee meeting on Feb 8th at 4 p.m.; move May commission meeting to May 24th and the Executive Committee to May 17th

IX. Other Business

- A. February – No commission meeting
 - B. Bylaw Committee Update: Feb 8th; 4 p.m.
 - C. New Commissioner Orientation: After Executive Committee meeting May 17th at 7 p.m. (Executive Committee at 5 p.m.)
-

- D. Other: Add Riverwoods as possible venue for Annual Meeting; ask Steve Buckley to give new Board member training workshop for the RPC region, charge a \$20-25 fee to cover expense. Future meeting location suggestions: March-Atkinson or Brentwood, April-Raymond

X. Public Comment – None –

Meeting adjourned at 8:10 p.m.

*Respectfully submitted,
Annette Pettengill, Recording Secretary*

ATTACHMENT 2

TABLE 1
FUNDING BUDGET FOR FISCAL YEAR 2017
Rockingham Planning Commission
FY2018 - FIRST LOOK BUDGET

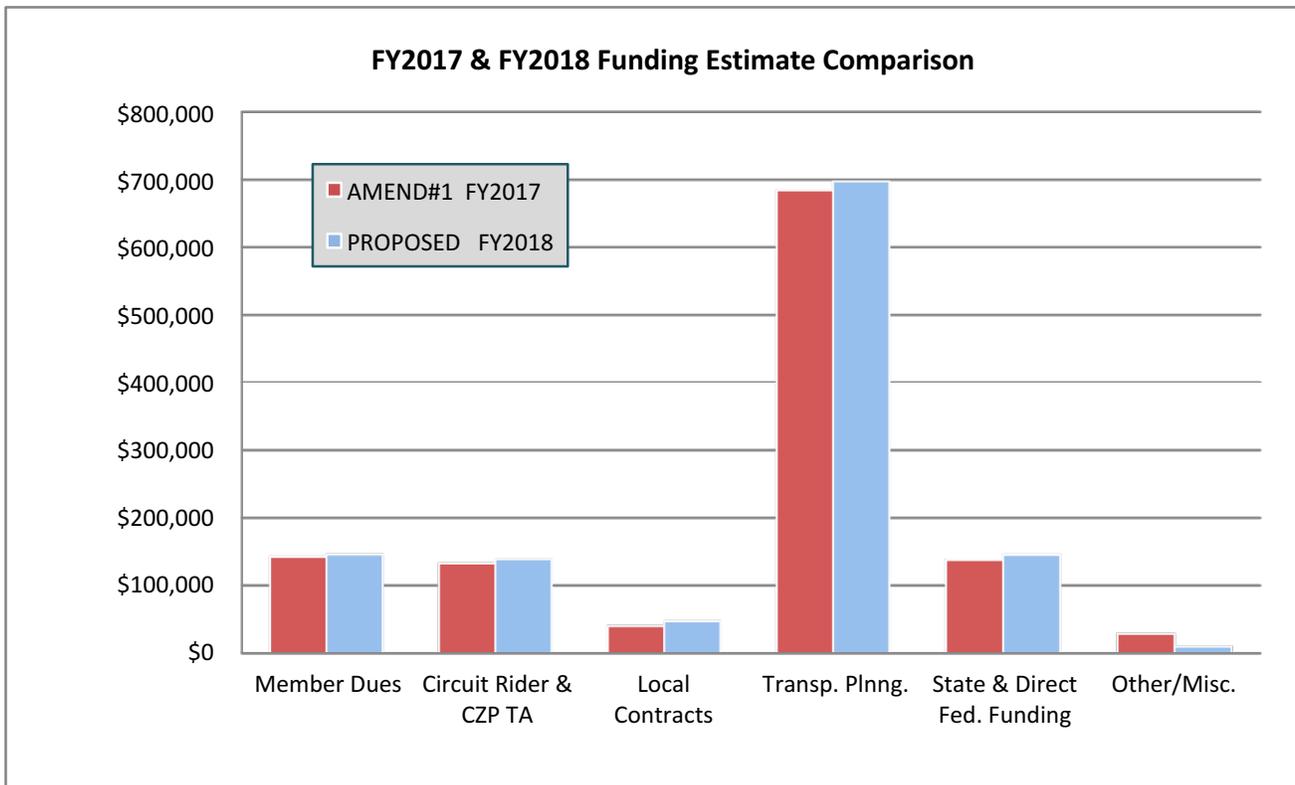
ATTACHMENT 2

FUNDING CATEGORY	ADOPTED FY2017	AMEND#1 FY2017	FIRST LOOK FY2018	\$ Change	% Change	Comments
I. LOCAL DUES AND SERVICES	\$331,006	\$314,981	\$331,767	\$16,786	5.3%	
Local Dues	\$142,306	\$142,306	\$145,828	\$3,522	2.5%	At 99 cent per capitat base rate; assumes no dues from Salem and
Circuit Rider Services	\$133,692	\$132,692	\$138,939	\$6,247	4.7%	
Plan Review Income (Tier 2); Admin	\$2,500	\$1,500	\$1,500	\$0	0.0%	estimate
Brentwood	\$19,282	\$19,282	\$20,200	\$918	4.8%	hourly rate - \$66/hr
East Kingston	\$10,416	\$10,416	\$10,912	\$496	4.8%	hourly rate - \$66/hr
Fremont	\$9,796	\$9,796	\$10,262	\$466	4.8%	hourly rate - \$66/hr
Kensington	\$9,238	\$9,238	\$9,678	\$440	4.8%	hourly rate - \$66/hr
Kingston	\$27,528	\$27,528	\$28,839	\$1,311	4.8%	hourly rate - \$66/hr
Newton	\$11,346	\$11,346	\$11,886	\$540	4.8%	hourly rate - \$66/hr
Atkinson	\$8,184	\$8,184	\$8,574	\$390	4.8%	hourly rate - \$66/hr
Hampton Falls CR/TA	\$17,360	\$17,360	\$18,187	\$827	4.8%	hourly rate - \$66/hr
N. Hampton CR/TA	\$18,042	\$18,042	\$18,901	\$859	4.8%	hourly rate - \$66/hr
Newfields	\$0	\$0	\$0	\$0	--	Potential addition
TBG Local Grant Match	\$5,000	\$6,500	\$6,500	\$0	0.0%	basis for TBG match
Hampton Design Guidelines	\$0	\$2,500	\$0	-\$2,500	-100.0%	
Epping NRI	\$0	\$2,000	\$0	-\$2,000	-100.0%	
Sandown MS4 Impl.	\$0	\$2,000	\$0	-\$2,000	-100.0%	
Placeholder	\$5,000	\$0	\$6,500	\$6,500	--	assumes full subscription
Other Local Contracts	\$50,008	\$33,483	\$40,500	\$7,017	21.0%	
Newington MP update	\$0	\$0	\$12,000	\$12,000	--	new project (total: \$17,000)
Brentwood MP Update	\$0	\$0	\$11,000	\$11,000	--	new project (total: \$14,000; assumes \$3K in TBG)
Seabrook SRTS Travel Plan	\$7,258	\$0	\$0	\$0	--	assuming project not going forward
Exeter MP Update	\$0	\$2,000	\$0	-\$2,000	-100.0%	complete in FY17
No. Hampt. Hist. Resource mapping	\$1,500	\$1,500	\$0	-\$1,500	-100.0%	asume completion in FY17
Rye Visioning & MP	\$5,000	\$5,750	\$0	-\$5,750	-100.0%	continuation
Placeholder UPWP 50% match	\$5,000	\$5,000	\$5,000	\$0	0.0%	Assumes one RSMS;
Regional HHW Management	\$2,500	\$2,000	\$2,500	\$500	25.0%	fee for organizational services
PREPA Contracts	\$8,750	\$12,233	\$0	-\$12,233	-100.0%	project completed in FY17
Misc. Local Contracts	\$20,000	\$5,000	\$10,000	\$5,000	100.0%	Placeholder

FUNDING CATEGORY	ADOPTED FY2017	AMEND#1 FY2017	FIRST LOOK FY2018	\$ Change	% Change	Comments
II. TRANSPORTATION PLANNING	\$556,650	\$684,112	\$697,288	\$13,176	1.9%	see below
UPWP (FHWA/FTA/SPR)	\$528,550	\$547,162	\$600,088	\$52,926	9.7%	based on UPWP submission
FTA 5310 RPC Admin	\$8,100	\$7,200	\$7,200	\$0	0.0%	8% of passthrough
FTA 5310 Passthrough to COAST/RR/TAS	\$0	\$90,000	\$90,000	\$0	0.0%	new transit provider added
Highway Perf. Standards Pilot Proj.	\$20,000	\$22,500	\$0	(\$22,500)	-100.0%	project ends in FY17
CART Planning Services	\$0	\$17,250	\$0	(\$17,250)	-100.0%	service end in FY17
III. OTHER STATE & FEDERAL FUNDING	\$136,820	\$137,662	\$145,194	\$7,533	5.5%	--see below--
Targetted Block Grant	\$11,111	\$11,111	\$11,111	\$0	0.0%	2nd year of biennium
Coastal Program TA	\$12,500	\$12,500	\$12,500	\$0	0.0%	continued (reduced) CZP funding level
NHHSEM FY2016 Plan Updates (Ports., Plaistow, No. Hampton)	\$23,500	\$15,667	\$7,333	(\$8,333)	-53.2%	75% of income in FY17
NHDES EPA Brownfields (D'Agostino Rose Farm; passthrough)	\$0	\$3,201	\$0	(\$3,201)	-100.0%	project completed in FY17
NHDES/PTAPP Pollution Tracking (604B)	\$10,000	\$0	\$0	\$0	--	Expected continuation of project with 604B funding, but uncertain
NHDES/604B Epping Green Infrastructure	\$2,500	\$4,060	\$0	(\$4,060)	-100.0%	balance of grant in FY17
NHCP/NERRS C-RISE	\$15,713	\$17,873	\$0	(\$17,873)	-100.0%	Project ends in FY17
NHDES Sourcewater Protection - Seabrook	\$6,500	\$9,500	\$0	(\$9,500)	-100.0%	Expect project complete in FY17
Fremont Source Water Protection	\$7,500	\$5,250	\$3,750	(\$1,500)	-28.6%	Assume \$9000 project; balance in FY18
NHDES Sourcewater Protection - Regl. Ed.	\$10,000	\$0	\$10,000	\$10,000	--	Assume \$10,000 project; 50% in FY18
NOAA PSM SAIL & Exeter Resil.	\$22,996	\$35,000	\$70,000	\$35,000	100.0%	Confirmed Projs. - \$105K over 18 mon.; 46.5K passthrough
NOAA PSM High Water Mark Proj.	\$14,500	\$8,500	\$17,500	\$9,000	105.9%	Confirmed Proj. (\$26K 18mo.)
NHDES 604B - Powwow Watershed Plng	\$0	\$15,000	\$13,000	(\$2,000)	-13.3%	Approved application; \$28,000 over 18
IV. OTHER	\$51,392	\$28,562	\$9,700	(\$18,862)	-66.0%	
REDC -- CEDS	\$5,325	\$5,325	\$5,500	\$175	3.3%	assumes same scope of work
ERLSLAC Tech. Assistance	\$2,000	\$2,000	\$2,200	\$200	10.0%	T. Walker assistance to ERLSLAC
NE Oceans Research Council- Tides/Storms Imple.	\$17,567	\$21,237	\$0	(\$21,237)	-100.0%	\$49567 Nov-15 to 09-16
MS4 Regional Assistance Prog.	\$20,000	\$0	\$0	\$0	--	NHCF grant not funded; trying CDFA i2i
Miscellaneous	\$6,500	\$0	\$2,000	\$2,000	--	pass through items no longer shown here
TOTAL/PROJECTED FUNDS**	\$1,075,868	\$1,165,317	\$1,183,950	\$18,633	1.6%	
PASS-THROUGH OR CONTRACTED	\$74,590	\$163,095	\$170,870	\$7,775	4.8%	See section IV of Expense Budget)
OPERATING BUDGET	\$1,001,278	\$1,002,222	\$1,013,080	\$10,858	1.1%	

SUMMARY - FY 2016 & 2017

FUNDING SOURCE	ADOPTED FY2017	AMEND#1 FY2017	PROPOSE D FY2018	FY-17 vs. FY-18		NOTES
Member Dues	\$142,306	\$142,306	\$145,828	\$3,522	2.5%	\$0.97/per capita rate; includes Raymond; no Salem or Danville
Circuit Rider & CZP TA	\$133,692	\$132,692	\$138,939	\$6,247	4.7%	Pending contracts based on old rate of \$62/hr.
Local Contracts	\$55,008	\$39,983	\$47,000	\$7,017	17.5%	wrong direction!
Transp. Plnng.	\$556,650	\$684,112	\$697,288	\$13,176	1.9%	2nd year of UPWP; adds SHRP-2 & 5310
State & Direct Fed. Funding	\$136,820	\$137,662	\$145,194	\$7,533	5.5%	2 NOAA Special Merit Projs approved, one at lower budget
Other/Misc.	\$51,392	\$28,562	\$9,700	(\$18,862)	-66.0%	MS4 TA program removed
TOTAL	\$1,075,868	\$1,165,317	\$1,183,950	\$18,633	1.6%	
PASS-THROUGH & CONTRACTED	\$74,590	\$163,095	\$170,870	\$7,775	4.8%	
OPERATING BUDGET	\$1,001,278	\$1,002,222	\$1,013,080	\$10,858	1.1%	



ATTACHMENT 3

RPC Executive Director Recruitment Process

ATTACHMENT 3

23 January	Non-public Personnel Committee Meeting Review & Agree on Process to Recommend Review Position Description & Posting
25 January	Executive Committee Meeting Announcement and initial discussion of process
31 January	Staff Meeting CMS announces his intention to retire with Staff PEW / Pers. Comm. Discusses recruiting plans, timetable Invitation for Interested Staff to Apply PEW & CS notify Commissioners
By 20 February	PEW recruits Non-Personnel Com Individuals to participate on the Search Committee (Rick Taintor; Laurel Bistany, Tim Moore confirmed)
22 February	Executive Committee Meeting Review & Adopt: Recruiting Process Position Description & Posting Appoint Search Committee – superset of Personnel Committee
By 1 March	Search Committee Organizational meeting Post Position: NHMA (online) Northeast Chapter of APA (online) NH Planners Association (online) NH OEP (online)
31 March	Deadline for Receipt of Applications
By 12 April	Search Committee Meeting Reduce Candidate Pool to 3-5
By 3 May	Complete 1 st Interviews (off-site) Search Committee Meeting Reduce Candidate Pool to 2
By 15 May	Complete 2 nd Interviews (at RPC with Tour, etc.) Search Committee Meeting Select Final Candidate Agree Offer Terms & Conditions to Recommend
17 May	Executive Committee meeting to approve Search Committee recommendation
24 May	Commission Meeting to approve candidate and terms/conditions (or Commission delegates approval to Executive Comm.)
By 1 June	Draft Offer Letter & Extend Offer
1 August 2017	Start Date of New Executive Director

RPC Executive Director Recruitment Process

DRAFT POSITION POSTING

Ver. 5 - 01-18-17

The Rockingham Planning Commission, the regional land use and transportation planning agency for southeast New Hampshire, is seeking to fill the position of Executive Director beginning August 1, 2017.

The Executive Director's role offers candidates an exceptional opportunity to lead a dynamic planning organization in New Hampshire's Seacoast Region -- a vibrant, growing area of New England. The RPC is one of nine regional planning commissions in the State of New Hampshire. The Executive Director concurrently serves as Executive Director of the Metropolitan Planning Organization ("MPO") for the region.

The Recruiting (Search?) Committee is seeking a highly qualified, outstanding Executive Director to lead the evolution of the RPC/MPO to continue the exemplary work of the Commission, to meet future needs of its member communities, and to develop the requisite organization to meet these needs.

Above all the successful candidate will demonstrate the desire and ability to lead, motivate and support a committed group of highly skilled, professional members of the staff. He or she will have know how in interpersonal, communications, technical and management areas. These are necessary to develop the vision, strategies, organization and relationships with member communities to lead the RPC in successfully adapting to a changing environment for regional planning commissions and metropolitan planning organizations.

He or she will also have the know how to sustain and develop successful relationships with member municipalities and with external stakeholders – including state and federal agencies, and other public and private regional organizations. Job responsibilities includes representing the agency on, and participating in, external organizations as needed to represent the interests of the region.

Authorized by State statute, the RPC serves in an advisory role to local governments to promote coordinated planning, orderly growth, efficient land use, transportation access, economic development, and environmental protection.

The RPC is a respected and influential voice in the region and New Hampshire's planning community. The agency serves 27 communities in Rockingham County, NH, which voluntarily join the Commission and appoint its Commissioners. In aggregate, member communities have a population of just over 200,000. The region, which encompasses all municipalities on New Hampshire's seacoast, as well as the many growing, communities as far west as I-93 is diverse, dynamic and officers a high quality of life.

Minimum qualifications for the position, unless otherwise determined by the Commission, are a Master's Degree in planning, public administration or a related field and seven (7) years of professional experience, two or more of which have included managerial responsibilities. Please see www.rpc-nh.org/ for specific qualifications and responsibilities.

Compensation, including a comprehensive benefits package, will be competitive and based on the qualifications and experience of the successful candidate.. To apply, send a letter of interest and resume via email by close of business on March 31, 2017 to *Mr. Phil Wilson, Chair, RPC Executive Director Search Committee*, at: exec_dir_search@comcast.net.

RPC Executive Director Recruitment Process

Rockingham Planning Commission

EXECUTIVE DIRECTOR - DESCRIPTION OF DUTIES AND RESPONSIBILITIES

As chief administrative officer of the Rockingham Planning Commission the Executive Director leads, manages and directs operations of the Commission within parameters established and approved by the Commission.

Leadership responsibilities include working with the Executive Committee and the Commission as a whole to develop and articulate a vision, strategy and work program for the RPC, to execute the work plan or program approved by the Commission, to monitor and report on progress, and to identify modifications as needed.

As the principal representative of the RPC to municipalities in the region, the Executive Director leads efforts to attract new member communities, to build and sustain relationships with current members, ensures financial sustainability of the agency, assesses members' expectations and needs, promotes the work of the RPC to assist members in achieving their development and conservation goals, and regularly evaluates the RPC's performance in serving them. The Executive Director also has lead responsibility for developing and maintain strong cooperative relationships with partner agencies and organizations at state and regional levels.

Specific duties of the Executive Director, some of which may be delegated to others as appropriate, include: 1) hiring, supervising, evaluating, developing and, when appropriate, releasing employees; 2) directing daily office operations and functions; 3) ensuring administrative compliance with all grants and contracts received by the Commission and compliance with related Federal and State regulations; 4) preparing and managing the budget; 5) acting as spokesperson for the Commission; 6) managing work of the Executive Committee and other sub-committees; 7) planning and organizing Commission meetings, 8) informing the Commission on regional and State planning issues and assisting in formulating policies related to such issues; and 8) carrying out Commission directives and policies.

Minimum qualifications for the position are a Master's Degree in planning, public administration or a related field and seven (7) years of professional experience, two or more of which are in an administrative position.

ATTACHMENT 4

ARTICLE III Position Classification, Description and Salary Grades

A. Position Classifications: All full-time and regular and special part-time employment positions maintained by the Commission are classified by category and position according to function, qualifications and performance as shown below. Positions are filled and maintained on an as needed basis.

1.	MANAGEMENT AND ADMINISTRATION	SALARY GRADES
	Position: Executive Director	7
	Assistant Director; Program Directors	6
	Business Manager	4
2.	LAND USE PLANNING	
	Position: Senior Planner	4
	Regional Planner	3
	Assistant Planner	2
3.	TRANSPORTATION PLANNING	
	Position: Transportation Program Manager	5
	Senior Transportation Planner	4
	Transportation Planner	3
	Assistant Transportation Planner	2
4.	SUPPORT	
	Position: Administrative Assistant I-II	2-2
	Secretary (Non-exempt)	1
	GIS Systems Manager	4
	GIS/Transportation Analyst I-II	3-4
	Information Technology Specialist I-II	2-3
	Planning/GIS/Transportation Technician I-II	1-2

SALARY GRADE	POSITION TYPE	JOB TITLES		
		Land Use	Transportation	Support
7	Executive Director	Executive Director		
6	Assistant Director	Assistant Director		
6	Director	Program Director	Program Director	NA
5	Manager	Land Use Program Manager	Transportation Program Manager	Sr. Business Manager
4	Senior	Senior Planner	Senior Transp. Planner	Business Manager GIS Systems Manager
3	Planner/Analyst	Regional Planner	Transp. Planner	Sr. Admin Assistant GIS/Transp. Analyst IT Specialist
1 & 2	Assistant/Technician	Assistant Planner	Assistant Transp. Planner	Admin Assistant Secretary IT Technician Planning Technician

B. Position Description and Qualifications:

For each of the positions listed below, the job requirements include attendance at night meetings and possession of a valid motor vehicle driver's license or otherwise possess the means for independent travel to out-of-office meetings as may be required.

1. Management and Administration

- a) Executive Director: The Executive Director is the chief administrative officer and is responsible for overall management and direction of Commission operations. Specific duties include: 1) hiring, supervising, evaluating and releasing Employees; 2) directing daily office operations and function; 3) ensuring commission administrative compliance with all grants and contracts and with related Federal and State regulations; 4) preparing and managing the budget; 5) acting as the spokesperson for the Commission; 6) managing the work of the Executive Committee and other sub-committees; 7) informing the Commission on regional planning issues and assisting in the formulation of policies relating to such issues; and 8) carrying out Commission directives and policies. Unless otherwise specified, minimum qualifications are a Master's Degree in planning or related field and five (5) years of professional experience, two or more which are in an administrative position.
- b) Assistant Director: The Assistant Director is responsible to the Executive Director to assist in the overall management of agency operations and to assume the responsibilities of the Executive Director in his or her absence. The Assistant Director maintains a working knowledge of budgeting, accounting and contract management detail of Commission operations and performs program management, personnel management, planning duties and such other assignments made by the Executive Director. The Assistant Director has lead responsibility for developing and maintaining local technical assistance and education programs provided to communities by the Commission, for training and preparation of staff, assists with the preparation of staff meetings and activities and provides support as needed to one or more of the standing committees of the Commission. Minimum qualifications are a Bachelor's degree in planning or a related field and four (4) year professional experience. A Master's Degree is highly favored and may substitute for up to one (1) year of required experience.
- c) Business Manager: The Business Manager is responsible for maintaining and monitoring the Commission's financial, accounting, personnel, benefits management and grants management systems. This position requires working knowledge of lease agreements, labor laws, grant requirements and audit requirements. This position provides administrative support to the Executive and Assistant Director and others as assigned and is responsible for ordering supplies, word processing and supervising clerical staff when necessary. In addition, this position is responsible for organizing and recording of Commission meetings, updating agency handbook and major equipment purchases and may have other duties as assigned by the Director. Jobs skills required include proficiency with general accounting procedures, cost allocation methods, automated accounting systems, budget and cash flow tracking and benefits management. Additional job

skills include proficiency with accounting and office productivity software and managing contact and project databases and other records, ability to take minutes and dictation, and to compose correspondence and utilize business document formats. Job requirements include the ability to lift boxes, files and the like. Minimum qualifications include an Associates Degree in related field and three (3) years of progressive business experience. A Bachelor's degree in business management, finance or accounting is highly preferred

2. Land Use Planning

- a) Senior Planner: The Senior Planner is responsible for initiating, coordinating and carrying out planning projects within multiple program areas. The Senior Planner is expected to supervise the work of other planning and support personnel when appropriate, be capable of performing complex planning tasks, and gain training and proficiency in emerging planning topics and technologies. The Senior Planner may be asked to represent RPC on workgroups, committees or commissions of external organizations to represent the interests of the region. A Senior Planner must have extensive work and project management experience, and advanced writing, public speaking and facilitation skills related to job responsibilities. Minimum qualifications are a Bachelor's Degree in planning or closely related field and five (5) years of experience. A Master's Degree is highly preferred and may substitute for up to one (1) year of experience.
- b) Regional Planner: A Regional Planner is responsible for the research and preparation of regional and community planning documents, including community plans, capital improvement programs, land use regulations and other project-specific documents. Areas of responsibility may include planning related work on one or more of the following: water/natural resources, solid waste, hazard mitigation, climate change, transportation, GIS, land use regulation, public education, impact assessment, and circuit-rider planning.
- Minimum qualifications for this position include a Bachelor's Degree in planning or closely related field and two (3) years of experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.
- c) Assistant Planner: An Assistant Planner is responsible for assisting Regional and Senior Planners in implementing planning projects and in all phases of planning work, including research, analysis and writing. Minimum qualifications are a Bachelor's Degree in planning or closely related field and one (1) year of experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

3. Transportation Planning

- a) Transportation Program Manager: The Transportation Program Manager is a member of the agency management and is responsible for overseeing all aspects of the MPO transportation planning program and reports to and

is supervised by the Executive Director. The purpose of the position is to manage the Transportation Planning functions of the Metropolitan Planning Organization for the Rockingham Planning Commission. The Transportation Program Manager works with considerable independence in the performance of regularly assigned duties, is expected to supervise the work of other transportation planning and support personnel when appropriate and be capable of performing general transportation planning tasks required of the other transportation planners. Direct responsibilities include the development, maintenance and monitoring of the Unified Planning Work Program, recommending staffing assignments within the Transportation Program, monitoring the program budget and the preparation of core MPO documents (including the Long Range Plan, Transportation Improvement Program, Annual List of Obligated Projects, MPO Performance Reports, Air Quality Conformity and Financial Constraint Documents, the MPO Prospectus). In addition, the Transportation Program Manager will work closely with the Assistant Director and the Senior Land Use Planners to coordinate and implement land use-transportation projects. (2/9/11)

- b) Senior Transportation Planner: The Senior Transportation Planner is responsible for initiating, coordinating and carrying out transportation planning projects within one or more program areas. The Senior Transportation Planner is expected to supervise the work of other transportation planning and support personnel when appropriate and be capable of performing general transportation planning tasks required of Transportation Planners and Assistant Transportation Planners. A Senior Transportation Planner must have extensive work experience related to job responsibilities. Minimum qualifications are a Bachelor's Degree in transportation planning or closely related field and four (4) years experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.
- c) Transportation Planner: A Transportation Planner is responsible for the research and preparation of local and regional transportation planning documents and other project-specific documents. Job responsibilities include the ability to install and remove traffic counting equipment on roadways, which requires lifting loads of approximately fifty (50) pounds. Areas of responsibility may include MPO transportation planning related work on one or more of the following: general highway planning, transit planning, data collection and analysis, modeling, air quality assessment, traffic impact analysis, highway capacity analysis and other transportation projects. Minimum qualifications are a Bachelor's Degree in transportation planning or closely related field and two (2) years experience. A Master's Degree is highly preferred and may substitute for one (1) year of experience.

4. Support

- a) GIS Manager: The GIS Manager is responsible for initiating, coordinating and carrying out GIS and spatial data and analysis projects within one or more program areas. This position both performs general GIS planning tasks required by planning staff and supervises the work of the GIS/Transportation Analyst position(s) and technical support personnel when appropriate. A GIS

Manager must have extensive work experience related to job responsibilities which include: GIS mapping and cartography including map composition, GIS implementation and management, computer system management, graphics production, and database management. The required skills include the ability to understand mapping and GIS analysis needs for projects, to compose effective map products, to create, manage, maintain and manipulate GIS data, to manage and prioritize multiple projects and to supervise staff as required. The GIS manager must also demonstrate and maintain proficiency in the ESRI suite of tools, as well as working knowledge of open source GIS tools. Minimum qualifications include a Bachelor's Degree in geography, planning, computer science, GIS, or related field and a thorough understanding of cartographic principals, an understanding of geodesy, GPS, field collection methods, data methods, data quality and documentation, as well as five (5) years of experience in a production GIS environment.

- b) GIS/Transportation Analyst: Provides the agency with spatial, cartographic, data collection and modelling expertise to support and assist with transportation and other planning analyses. Responsibilities include collecting, managing, mapping and analyzing transportation systems and other data, primarily for use by other transportation planning staff. Data collection and related responsibilities may include managing the agency traffic counting program, congestion management system, maintaining the road system inventory and traffic system inventories. Position is also responsible for managing, maintaining and utilizing the computerized travel demand model for the region and for developing, maintaining and utilizing GIS data layers necessary to support transportation planning projects. Job responsibilities include the ability to install and remove traffic counting equipment on roadways, which requires lifting loads of approximately fifty (50) pounds. Minimum qualifications are a Bachelor's Degree in transportation planning, engineering, geography, spatial science or other technical discipline, demonstrated proficiency in data management and analysis and two (2) years of professional experience.
- c) Planning Technician: Assist the land use planning, transportation or administrative staff by performing tasks in support of these areas of work. These areas include manual cartography, graphics, photo interpretation, traffic counting, demographic analysis, surveys, general research and other duties as assigned. Qualifications will be set based on specific requirements of the tasks to be assigned; however, will ordinarily include a degree from a technical college or an Associate's Degree in a related field.
- d) Administrative Assistant: The Administrative Assistant is responsible for assisting general administrative and logistical functions of the office to include managing the flow of communications, scheduling and providing administrative support to RPC staff as assigned. This position maintains the office calendar and an internal "calendar tracking system" for projects and correspondence other than those financial in nature. In addition, this position is responsible for filing correspondence and other documents, for file system maintenance, for administrative database management, for library cataloguing and maintenance, for organization and recording of transportation committee meetings and internal staff meetings and others as assigned; maintains RPC responsibilities as a State Data Center/Census Affiliate; maintains and updates information on the agency website, prepares legal notices as directed,

coordinates the preparation and distribution of a newsletter, carries out mailing a variety of informational materials, as well as other duties as assigned. Job skills required include typing at 50 wpm, dictation, minute taking, composing correspondence, file maintenance and knowledge of proper grammar, spelling, punctuation and business document formats. Also, required is the ability to effectively use word processing, database, spreadsheets and network software and to use tools associated with editing and maintaining content on the agency website. Job requirements include the ability to lift boxes, files and the like. Minimum qualifications include an Associate's Degree in Business Administration or related field and three (3) years of progressively responsible administrative experience.

- e) Secretary: The Secretary is responsible for assisting Planning and Administrative staff in the preparation of documents and reports, in word processing, editing, copying and filing. Other duties include telephone and office reception, library maintenance, committee minutes and transcription, file maintenance and other duties as assigned. In the absence of the Business Manager, the Secretary will perform necessary office management functions. Minimum qualifications include a High School diploma and one (1) year of secretarial experience.

- f) Information Technology Specialist: The Information Technology (IT) Specialist is a part time position and may be fulfilled by a part time employee, by an outside consultant or as a component within another principal job function. The IT Specialist will have overall responsibility in maintaining office computers, network, equipment and servers, including hardware and software maintenance updates and replacements. This work may include the following functions and components: Assess IT infrastructure on a regular basis to ensure it continues to meet agency needs; provide day-to-day troubleshooting and support for users; ensure adequate on site and off site backups of server and individual workstations are carried out and maintained; ensure security of office computers and servers from "hacking" and other unauthorized access through encryption, secure data storage and other necessary means; coordinate the services of outside IT vendors or consultants as needed; Assist with the installation of new hardware and software and help train employees on its use; research available and potentially useful open source packages and utilize where appropriate; perform other IT related duties as assigned. Job requirements include the ability to lift boxes, files, manipulate computer equipment and the like. Experience with multiple operating systems and server and client software and devices is desirable. Minimum qualifications include an Associate's Degree in Computer Science, or related field and three (3) years of progressively responsible administrative experience.