

# #23118 - Planning, Projects & Communications Administrator #18463 - External

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## Planning, Projects and Communications Administrator - PUBLIC INFO & PERMIT ADMIN - 18463(Job Id 23118)

Location: US:NH:CONCORD

Category: PROFESSIONAL &  
MANAGERIAL

Employment Type:

Post Date: 11/22/2021

Close Date: 12/13/2021

Salary: 76,479.000-108,400.500  
USD

### Description

State of New Hampshire Job Posting  
DEPARTMENT OF ENVIRONMENTAL SERVICES  
COMMISSIONER'S OFFICE / PUBLIC INFORMATION AND PERMITTING UNIT  
29 HAZEN DRIVE, CONCORD NH 03301  
PUBLIC INFORMATION & PERMITTING ADMINISTRATOR  
LABOR GRADE 34  
Position #18463

**\*See total compensation information at the bottom of announcement.**

The State of New Hampshire, Department of Environmental Services, Commissioner's Office, Public Information and Permitting Unit has a full time vacancy for a Public Information & Permitting Administrator.

#### Summary:

Serves as the overall manager of NHDES environmental programs relative to international, federal, state, regional, and local agreements and partnerships, inclusive of policies for information access and dissemination, internal and external major project coordination, permitting administration, agency stakeholder response, public relations and media presence, and strategic planning to enhance achievement of agency goals and public participation in the development of statewide environmental programs and activities.

#### Responsibilities:

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in science, engineering, or environmental administration.

Experience: Ten year's professional experience in a high-level administrative environmental program position associated with the such specialties as environmental project development, multi-disciplinary environmental or engineering project management.

License/Certification: Current driver's license and/or access to transportation for statewide travel.

Special qualifications: Thorough knowledge of the principles and practices involved in operating complex environmental programs. Thorough knowledge of the Department of Environmental Services' administrative and technical policies and practices. Thorough knowledge of the procedures and practices in environmental programs. Ability to set up staffing patterns and establish programs that ensure the professional development of staff. Ability to promote, establish, and maintain effective working relationships with associates, division heads, the public, and other interested parties. Ability to establish long-range policies and programs.

DISCLAIMER STATEMENT: The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

Candidates with relevant experience are encouraged to apply and provide detailed information on that experience as it may be able to considered in lieu of required formal education. However, those same years of relevant experience that are considered in place of formal education cannot also be used to satisfy years of required experience.

Criminal background and driving record review required.

For further information please contact Pamela Sopczyk, HR Administrator at [pamela.c.sopczyk@des.nh.gov](mailto:pamela.c.sopczyk@des.nh.gov) or at 603-271-3441. Use apply button or submit a fully completed state application and accompanying documents by the closing date to NHDES PO Box 95 Concord NH 03302-0095 Attn. Human Resources. You may also contact Raymond Wilson, HR Coordinator at 603-271-1496 or at [raymond.j.wilson@des.nh.gov](mailto:raymond.j.wilson@des.nh.gov) .

[https://das.nh.gov/documents/hr/JobSearch/FINAL\\_TOTAL\\_COMP\\_STATEMENT\\_ISSUE.xlsx](https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx)

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<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

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EOE

TDD Access: Relay NH 1-800-735-2964