

## **CHIEF OF POLICY AND PLANNING**

Position #9U752

\$87,373.00 - \$104,562.00 - \$121,751.00

Interested parties should submit a current resume and a letter of interest, addressed to Commissioner Robert L. Quinn, to [Sandra.S.Lambert@dos.nh.gov](mailto:Sandra.S.Lambert@dos.nh.gov)

External posting link: <https://lmkp.nhfirst.nh.gov/lawtaprd/xmlhttp/shorturl.do?key=ARW>

The State of New Hampshire, Department of Safety, Office of the Commissioner has a full-time vacancy for Chief of Policy and Planning.

**SCOPE OF WORK:** Under the direct supervision of the Commissioner or his designee, this position oversees the overall execution and efficacy of the policy and planning programs within the Department of Safety. Collaborates with appropriate divisions directors and stakeholders to facilitate program development regarding active shooting threats and other like events, establishing best industry guidance documents, develops a communication plan for supporting statewide implementation efforts, ensures regulatory compliance and promotes continuous process improvements.

### **ACCOUNTABILITIES:**

Develops best practices, procedures and guidelines in the area of large-scale active threat events and other public safety services involving law enforcement, fire safety, emergency medical services, and communications.

Oversees implementation, makes recommendations for improvement in efficiency, operational effectiveness utilizing performance management systems for quality improvement.

Reviews and updates policies and procedures, as required to strengthen public safety. Identifies and facilitates funding opportunities to implement best practices, procedures, and guidelines in the area of large-scale active threat events and other public safety related services.

Develops programs that support the implementation of accepted national incident management techniques.

Utilizes excellent verbal and written communication skills to create a collaborative environment towards implementing best industry practices surrounding public safety services.

Researches, reviews and analyzes studies and current data to develop policies, procedures and governance structure for planning emergency response activities.

Maintains excellent organizational skills and attention to detail surrounding assigned programs and managing projects with the collaboration of local, state, federal and private sector partners.

Performs such other duties as may be assigned.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university. Master's degree highly preferred. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Five to ten years of/or Government, Corporate, Business and Management experience. Two years in a leadership role required.

**License/Certification:** Must possess a valid driver's license.

**PREFERRED QUALIFICATIONS:** Experience working in collaborative working groups. Excellent verbal and written communication skills. High level of organizational, project management problem solving skills. Proficient with Microsoft Office Suite or related software to prepare reports, presentations, proposals and presents as required to support the mission of the Department of Safety.

**SPECIAL REQUIREMENTS:**

1. Selected candidate will undergo a fingerprint-based criminal background check and motor vehicle record check in order to ensure suitability for exposure to confidential information.
2. Must attend conferences, meetings and workshops as required, appropriate and/or requested. Travel in-state and out-of-state is a function of the position.
3. On occasion, must be willing to work an extended and/or flexible schedule, and may be required to report for work with little notice, during activation of the State Emergency Operations Center, or as otherwise determined by Emergency Management/Department of Safety administration.
4. Must carry a cell phone or other mobile notification device.

**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.

For further information please contact Sandra Lambert, Administrative Assistant II, at [Sandra.S.Lamber@dos.nh.gov](mailto:Sandra.S.Lamber@dos.nh.gov) or (603) 223-3898.