

FLOOD PLAIN ADMINISTRATOR

PURPOSE AND NATURE OF WORK

Position is responsible for administering a flood plain program in compliance with Federal Emergency Management Agency (FEMA) and National Flood Insurance Program (NFIP) regulations, as well as the Community Rating System (CRS) for NFIP. Work is administrative and technical in nature, and involves public contact work. The incumbent of this position works with substantial independence under the general direction of the Director of Development & Planning, and has no supervisory responsibility.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Provides flood information to the public, including homeowners, as well as real estate, insurance, and mortgage industries, by using maintained flood maps, letters of map changes, and other pertinent information. Explains building code enforcement related to flood zones to the public. Provides map and base flood elevation information to surveyors and engineers, and keeps records of said information. Reviews all permit applications, including residential, commercial, and mobile home/ camper applications for flood zone, floodway, and elevation requirements to ensure community compliance with NFIP regulations. Reviews and approves all flood elevation certificates. Reviews all submitted plats for Hearing Examiner, Planning Commission, and Boundary Line Adjustments to assure correct flood notes and information. Manages CRS program, maintaining associated records and providing associated information as needed. Gives informational presentations to media and civic groups. Serves as administrator for the Hazard Mitigation Plan. Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Considerable knowledge of FEMA and NFIP regulations regarding flood zones.
Considerable knowledge of the Flood Plain Ordinance.
Knowledge of engineering and surveying principles and practices.
Knowledge of engineering math.
Knowledge of applicable insurance practices and procedures.
Extensive map-reading skills and ability to scale accurate distances on maps and plats.
Ability to communicate effectively, to groups and individuals, both orally and in writing.
Ability to read and interpret federal regulations relating to flood zones.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Governmental/Environmental Studies, Planning, GIS, Hydrology/Hydraulics or related field and experience in surveying, insurance, or real estate work; or any equivalent combination of training and experience.

APPRENTICESHIP

Positions in this class are assigned to an apprenticeship as defined by Civil Service Rule IV, Section 6. This requires the employee to complete Certified Floodplain Manager certification from the Association of State Floodplain Managers within two (2) years and ongoing education requirements for continued employment.