

Job Description: Floodplain Manager/CRS Coordinator Asst.

Class No. 1230
Position No. 635-4705
Pay Group: 19

Department: Environmental Health
EEOC Category: Administrative Services
FSLA: Non-Exempt

SUMMARY OF POSITION

This position involves the administration of the Guadalupe County Flood Damage Prevention Order for the National Flood Insurance Program in Guadalupe County and other tasks associated with the Guadalupe County Environmental Health Office. This position requires constant interaction with the public, local, state, federal government agencies and engineering professionals. Employee must be able to communicate effectively, both verbally and in writing with these types of individuals

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health Director
2. Directs: Environmental Health Employees
3. Other: Has frequent contact with county departments, the general public, and local, state and federal agencies.

EXAMPLES OF WORK

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Duties include the following:

FLOODPLAIN DEVELOPMENT PERMIT APPLICATIONS:

- Review application for completeness and determine floodplain status.
- Determine if property meets subdivision regulation.
- Generate correspondence as required to complete application process.
- Circulate copies to other departments as required.
- Generate monthly floodplain permit report and distribute to various agencies.

FLOODPLAIN MANAGEMENT:

- Floodplain determinations
- Review and process flood studies and Letter of Map Revision submittals for accuracy and compliance.
- Ensure that any new development with Special Flood Hazard areas (SFHAs) meet the requirements of the Flood Damage Prevention Order.
- Maintain files on all structures within SFHAs and make periodic physical checks to verify they remain in compliance.
- Revise Flood Damage Prevention Order as needed to keep current with changes in legislature.
- Establish & update floodplain map information on current property maps and generate list of subdivisions and lots within SFHAs.
- Investigate violations and work with property owners to ensure compliance with Flood Damage Prevention Order.

Class No. 1230 (Cont.)

COMMUNITY RATING SYSTEM (CRS) COORDINATOR ASSISTANT:

Become familiar with the CRS's operation, prerequisites, and credible activities.

Assemble, coordinate, and maintain the documentation for the community's CRS application, modifications, cycle verification visits, and annual recertification.

Complete and sign the community's CRS Activity Worksheets.

Coordinate verification visits with the ISO/CRS Specialists. This includes lining up representatives from the offices that implement the credited activities so that they can participate in the visit.

OTHER REQUIREMENTS

Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Employee must have the ability to work well with others. Employee must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Requested accommodations to work hours and schedules are considered on an individual basis.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities of perform the essential functions.

While performing the duties of this position, the employee is required to walk, sit, stand, bend and stoop. May be required to lift, carry or push/pull supplies, materials, equipment and/or items weighing up to 10 pounds. Work is primarily conducted indoors. The noise level in the work environment is usually moderate. Staff work is normally reviewed and deadlines are to be met. It is left up to the staff to determine the method in which they complete their work.

REQUIRED EDUCATION AND/OR EXPERIENCE

High school diploma or general education (GED) is required. Minimum (2) two years' experience in floodplain management or related field is required. Requires substantial knowledge of county and federal regulations regarding the National Flood Insurance Program. The individual must be a Certified Floodplain Manger, or obtain certification within 12 months of employment. Individual will be required to complete periodic training to maintain CFM certification. Must be able to read various types of maps including: Flood Insurance Rate Maps, Property Maps, Topographical Maps, and Subdivision Plats. Must have knowledge of county subdivision regulation

CERTIFICATES AND LICENSES REQUIRED

Must be a nationally accredited Certified Floodplain Manager through the Texas Floodplain Managers Association and the Association of State Floodplain Managers. Must have a valid driver's license and maintain an insurable driving record during course of employment.

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DESIRED MINIMUM QUALIFICATION:

LANGUAGE SKILLS

Ability to communicate effectively with department heads and other agencies to accurately reflect activities of their department. Ability to read and interpret documents such as safety rules, operation, maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of citizens or employees of other departments or organizations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situation.

MATHEMATICAL SKILL

Ability to add, subtract, multiply, and divided in all units of measuring, using whole numbers, common fractions and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

COMMENTS

Guadalupe County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**JOB DESCRIPTION FOR POSITION:
1230-Floodplain Manager/CRS Coordinator Asst.**

NOTICE:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Regular attendance is required in this job.

All employment with Guadalupe County shall be considered "at will" employment. No contract of employment shall exist between any individual and Guadalupe County for any duration, either specified or unspecified.

I have reviewed this job description and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

This signed original will be placed in employee's Personnel File.