



## POSITION DESCRIPTION

<b>POSITION:</b>	<b>FLOODPLAIN COORDINATOR</b>	<b>CIVIL SERVICE:</b>	<b>YES</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY DEVELOPMENT</b>	<b>FLSA EXEMPT:</b>	<b>YES</b>
<b>DIVISION:</b>	<b>PLANNING</b>	<b>UNION:</b>	<b>N/A</b>
<b>REPORTS TO:</b>	<b>COMMUNITY DEVELOPMENT DIRECTOR</b>	<b>PAY GRADE:</b>	<b>N13</b>

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### **FUNCTION:**

Performs specialized professional and technical work assisting in the development and implementation of the City's Floodplain Management program; performs work of moderate to complex difficulty, gathering, analyzing, and interpreting National Flood Insurance Program (NFIP) requirements; ensures compliance with NFIP requirements and proactive participation in the Community Rating System (CRS) Program; maintains compliance with City floodplain management related programs; assists in the development and implementation of other floodplain management related programs; directs program specific activities and assignments, coordinates with other City Departments, develops and maintains community partnerships, and interacts with advisory Boards, the public, and other organizations.

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### **SUPERVISES:**

### **EQUIPMENT USED:**

Standard office and communication equipment

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### **PRINCIPAL DUTIES AND RESPONSIBILITIES (examples, not all inclusive):**

- Manages the City's Floodplain Management Program ensuring that the City meets FEMA's minimum NFIP participation requirements;
- Oversees the City's FEMA Community Rating System (CRS) Program for flood insurance discounts and proactively develops a plan for improved rating;
- Oversees the application of the City's Floodplain Ordinance, regulations, policies, and procedures, and inspection processes related to the Floodplain Management Program;
- Reviews flood studies and floodplain permits and approves/denies/accepts them on behalf of the City;
- Promotes public awareness of the Floodplain Management Program;
- Provides routine field reviews, responds to specific complaints, and documents observations and investigations related to compliance with the City's Floodplain Ordinance;
- Presents information to the City Council, Plan and Zoning Commission, Zoning Board of Adjustment and various other Boards and Commissions;
- Explains floodplain regulations to community leaders, citizens and the general public;
- Maintains records and documents that keep the community eligible to participate in the NFIP and CRS programs;

- Maintains the Community Floodplain Management Reference Library;
  - Coordinates with and provides assistance to FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), CRS program reviews, and other floodplain management program activities;
  - Monitors and coordinates other Federal and State Floodplain Management programs;
  - Appears as a witness involving floodplain violations;
  - Assists the Director in the development and maintenance of the Department budget;
  - Performs other duties as assigned.
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#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and background in FEMA and NFIP programs and regulations including CRS program participation requirements;
  - Knowledge of applicable Iowa Statutes and local resolutions and ordinances relating to floodplain permit requirements and inspection procedures;
  - Skill in statistical analysis and database management;
  - Skill in public speaking and public relations and ability to communicate effectively, orally and in writing, with a variety of audiences;
  - Ability to enforce and interpret the Floodplain Management Program with firmness, tact and impartiality;
  - Ability to utilize various computer software programs such as Word, Excel, GIS (ArcGIS) and particularly those related to the NFIP permit and CRS program requirements;
  - Ability to plan, supervise, and evaluate the work and activities of professional and support personnel and establish and maintain effective working relationships with City, County, State and Federal officials, contractors, staff, volunteers, and the general public;
  - Ability to work independently on complex tasks and deal with non-routine matters;
  - Ability to use small office equipment, computers, and highly technical computer applications.
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#### **ENTRY REQUIREMENTS:**

- A Bachelor's degree with major course work in engineering, emergency management, physical or natural sciences, urban planning or a related field, and one (1) year of professional level experience in the assigned field of floodplain management; or an equivalent combination of education and experience.
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#### **REQUIRED SPECIAL QUALIFICATIONS:**

- Certification as a Floodplain Manager (CFM) by the Association of State Floodplain Managers (ASFPM) within one year from date of hire.
  - Shall be able to maintain a valid motor vehicle operator's license issued by the State of Iowa.
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#### **WORKING CONDITIONS:**

- Works in a typical office environment;

- Works in field or off-site locales;
  - Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs;
  - Expected to participate in off-hour meetings.
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**PHYSICAL REQUIREMENTS:**

- Work requires occasional exertion of up to 25 pounds of force;
- Must be sighted;
- Must be insurable;
- Must be able to hear a normal conversation;
- Must be able to speak clearly at normal rate of conversation;
- Must be able to kneel, squat, and walk;
- Must keep regular and reliable attendance at work.