



Floodplain Administrator

Category: Exempt
Pay Grade: E24
Job Code: 16430

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs specialized professional and technical work assisting in the development and implementation of the County's Floodplain Management program; performs work of moderate 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 County floodplain management regulations; assists in the development and implementation of other floodplain management related programs; directs program specific activities and assignments, coordinates with other County departments, develops and maintains community partnerships, and interacts with advisory boards, the public, and other organizations.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists in the coordination of the County's Floodplain Management Program ensuring that the County meets FEMA's minimum NFIP participation requirements;
- Assists in overseeing the County's FEMA Community Rating System (CRS) for flood insurance discounts and proactively develops a plan for improved rating;
- Assists in the application of the County's Floodplain Ordinance, regulations, policies, and procedures, and inspection processes related to the Floodplain Management Program;
- Promotes public awareness of the Floodplain Management Program through speaking engagements, advertising, and other programs;
- Provides routine field reviews, responds to specific complaints, and documents observations and investigations related to compliance with the County's Floodplain Ordinance;
- Assists in development and implementation of the Pinellas County Flood Risk Program for Public Information (PPI);
- Presents information to the Board of County Commissioners, Planning Commission, and Code Enforcement, Special Magistrate;
- Provides assistance in mediating complaints;
- Explains floodplain development requirements to community leaders, citizens, and the general public;
- Maintains records and documents that keep the community eligible to participate in the FEMA's NFIP and CRS program;
- Maintains the Community Floodplain Management Reference Library;
- Provides assistance to FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (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;
- Prepares and presents oral and written reports;

- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate; and seven (7) years of professional level experience in the assigned field of floodplain management; or a Bachelor's degree with major course work in physical or natural science, planning, emergency management, engineering, or related field and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- FEMA's Emergency Management Institute (EMI) E 273-Managing Floodplain Development through the National Flood Insurance Program class graduation.
- FEMA's Emergency Management Institute (EMI) E 278-National Flood Insurance Plan/Community Rating System class graduation.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge and background in FEMA and NFIP programs and regulations including CRS program participation requirements;
- Knowledge of FEMA regulations and guidelines for flood mitigation grant work and processes;
- Knowledge of the National Flood Insurance Program and the Community Rating System;
- Knowledge of applicable Florida Statutes and local resolutions and ordinances relating to floodplain permit requirements and inspection procedures;
- Skill in statistical analysis, and database management;
- Skill in mass media techniques and video presentations;
- 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 Floodplain Management Program with firmness, tact and impartiality;
- Ability to utilize various computer software programs such as Word, Excel, GIS (Arc View, etc.), and particularly those related to the NFIP permit requirements;
- Ability to plan, supervise, and evaluate the work and activities of professional and support personnel and establish and maintain effective working relationships with 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.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.

- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.