

## **Job Description: Nueces River Authority – Flood Plain Administrator**

### **General Description:**

Under the general direction of the Director of Planning - The Floodplain Administrator is responsible for coordinating with governmental entities and Nueces River Authority contracted entities to direct the implementation of their local floodplain ordinance to ensure that the community is complying with minimum National Flood Insurance Program (NFIP) standards and enforcing any locally imposed higher standards.

### **Duties and Responsibilities:**

1. Require, review, and evaluate floodplain development permit applications for all development located in a Special Flood Hazard Area (SFHA). This includes minor development (fences, accessory structures, grading, et al) that may not require building permits.
2. Provide information related to the Base Flood Elevation and answer general questions about floodplain/floodway boundaries.
3. Review elevation certificates for completeness and accuracy. Identify deficiencies before accepting as part of a development application.
4. Review development plans and specifications for compliance with the floodplain ordinance.
5. Discourage development in the floodplain when alternatives are possible and restrict development in the floodway (if allowed by local ordinance) to that which will not cause a rise in the elevation of the base flood. Review engineering analyses to ensure local regulations are being met.
6. Advise applicants of other State, federal or local permits or approvals that may be necessary when developing in a State Flood Hazard Area (SFHA).
7. Notify Federal Emergency Management Agency (FEMA) of any changes to watercourses within corporate limits.
8. Inspect floodplain construction to verify location relative to the floodplain/floodway and ensure compliance with local floodplain ordinance.
9. Educate community members and local officials about floodplain management.
10. Ensure building officials are fully aware of building code requirements related to floodplain development.
11. Maintain complete documentation and records of all floodplain activities. Records should be maintained indefinitely.
12. Be familiar with the local floodplain ordinances of Nueces River Authority contracted customers.
13. Investigate violations of the floodplain ordinance and coordinate corrective action with the proper governmental entity
14. Perform additional duties as assigned by supervisor.

**Minimum Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a Texas Class "C" divers license and a driving record acceptable to the Authority.

**Knowledge of:**

- Principles and practices of Floodplain Management.
- Personal Computer and software skills, including Microsoft Office, ArcGIS;
- Professional Customer Service skills;
- Proper English usage, spelling, grammar and punctuation;
- Standard office policies, procedures, and equipment;
- FEMA policies and procedures.

**Ability to:**

- Apply knowledge and training as a Certified Floodplain Manager to review tasks as related to development and subdivision applications;
- Manage staff to ensure timely, quality and coordinated work activities;  
Perform multiple tasks simultaneously in a timely manner;
- Record, and disseminate accurate information from telephone conversations and personal contact;
- Communicate clearly and concisely, both verbally and in writing;
- Understand and follow verbal and written instructions;
- Complete routine business correspondence;
- Effectively speak to small audiences to convey information;
- Properly interpret, understand, and make decisions in accordance with laws, regulations and policies;
- Conduct business with the public in a professional, courteous manner;
- Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
- Establish and maintain effective working relationships with those contacted in the course of the job;
- Demonstrate personal communication skills including effective telephone skills and public speaking;
- Operate equipment required to perform essential job functions;
- Work independently in the absence of supervision;
- Work in a safety-conscious environment and to follow and promote good safety practices;
- Handle exposure to potentially hostile individuals;
- Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

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

- Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading, and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.
- Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:
  - Walking, sitting, or standing for extended periods of time;
  - Lifting and carrying materials such as files or stacks of records;
  - Occasional climbing, stooping, crawling, squatting, &/or kneeling.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would provide the required knowledge and abilities, a typical way to obtain the knowledge and abilities would be:

**Experience:**

Two to three (2-3) years' experience in floodplain management and development permitting in a governmental office.

**Education:**

Bachelor's Degree (BA) in Business Administration or equivalent; or Associate's Degree (A.A.) from (2) two-year college in Business Administration or equivalent plus four years' experience. Each two (2) years' experience in an office environment may substitute for one year of education.  
High School diploma or equivalent.

**Licensing:**

Valid Texas Drivers License

CFM certification from the Texas Floodplain Management Association (or the ability to obtain certification within one year of hire).