



## JOB DESCRIPTION

### FLOODPLAIN ADMINISTRATOR

**CLASS NO. 2103**

**EEOC CATEGORY: Technicians**

**PAY GROUP: 103**

**FLSA: Non-Exempt**

### SUMMARY OF POSITION

Enforces and administers regulations of the National Flood Insurance Program; issues permits; and investigates complaints of violations of county regulations.

### ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Environmental Health Director
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with federal, state, and local agencies and the general public.

### EXAMPLES OF WORK

*For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.*

#### Essential Duties:

- Responds to questions and inquiries concerning floodplain management, the national flood insurance program, and related regulations;
- Issues permits for corporations such as battery storage plants, wind turbine farms, solar panels, and chemical plants;
- Assists with Emergency Management, STP, and FEMA in drills and exercises, opening up the Reception Center;
- Evaluates proposed building site plans and plats for subdivisions in relation to floodplain requirements and septic system requirements and makes recommendations accordingly;
- Processes required floodplain applications and issues building permits and electrical permits;
- Maintains building permit files, FEMA floodplain maps (paper and digital) as permanent records;
- Tours County to inspect building sites, red tags unpermitted structures, and investigates citizen complaints;
- Files complaints with the Justice of the Peace office and appears in court periodically on cases that have been filed;
- Collects permit fees;

- Works with county officials like the County Attorney, Commissioners, County Constables, Texas Water Development Board, and the Army Corp of Engineers;
- Assists and exchanges information with other local and state agencies and/or organizations involved with floodplain management; and
- Works with the 911 addressing department, uses GIS/ARC view to look up addresses and property parcels.

Other Important Duties:

- Required to attend continuing education as required by law and/or Environmental Health Director;
- Serves as a supervisor at a radiation decontamination center;
- Committee member of HGAC Flood Council; and
- Performs such other related duties as may be assigned.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.*

Ability to lift up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Frequent reaching with arms; bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant use of sitting and the use of the computer and office equipment.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*Knowledge of:* National Flood Insurance Program and related regulations; floodplain management techniques and related subdivision policies; and general construction techniques

*Skill/Ability to:* operate a computer, using standard word processing software; demonstrate proficiency in both oral and written; operate standard office equipment, including typewriter, calculator, and copier; establish and maintain effective working relationships with other county employees; understand and apply related federal, state, and county regulations.

**ACCEPTABLE EXPERIENCE AND TRAINING**

High school diploma, or its equivalent;

*Or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Certified Floodplain Manager (CFM) with Texas Floodplain Management Association (TFMA)

**CERTIFICATES AND LICENSES REQUIRED**

Appropriate Texas driver's license.