

NATURAL RESOURCES FLOODPLAIN MANAGEMENT SPECIALIST

DESCRIPTION: Under limited supervision possess a complete understanding of the Floodplain Management Section, including its relationship to the department, State and Federal Government. Utilizes knowledge of state statutes and minimum standards as they relate to local floodplain management and National Flood Insurance Program. Will also utilize exceptional customer service skills in dealing with lenders, agents and the public; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provide program information to Insurance agents and lenders in a clear and concise manner.

Responds to public requests for floodplain management information using Flood Insurance Maps, Flood Insurance Studies and other related materials/sources.

Provides workshops to floodplain management administrator.

Assists Insurance agents in writing flood insurance policies.

Make Flood Insurance Rate Map determinations accurately when providing requested information.

Provide Floodplain Management Program assistance to communities and counties by reviewing status of existing local programs, providing guidance on program implementation, handling administrative procedures and answering questions about problems/concerns.

Maintains/develops several databases and internet site for the Floodplain Management Section. Databases may include community status, project scheduling, ice jam data inventories.

Handles database/clerical updating using knowledge of different software packages.

Performs initial review of projects to ensure compliance with floodplain management regulations.

Prepares reports detailing the findings of project compliance reviews.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the National Floodplain Insurance Program, general surveying principles, mathematics and map reading, plus PC computer applications to include database management.

Ability: communicate effectively through oral and written correspondence.

NATURAL RESOURCES FLOODPLAIN MANAGEMENT SPECIALIST (continued)

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: PC computer applications, map reading, and basic mathematics

Ability to: communicate effectively orally and in writing.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and/or abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

High school education or equivalent and some college coursework in geography, planning or pre-engineering.