

FLOODPLAIN COORDINATOR

Job Code	Pay Grade
16430	CL22

Nature of Work

This is specialized professional and technical work assisting in the development and implementation of the County's Floodplain Management program. Under the general supervision of the County's Floodplain Administrator, the position performs work of moderate difficulty, gathering, analyzing and interpreting National Flood Insurance Program (NFIP) requirements; ensuring compliance with NFIP requirements, proactive participation in the Community Rating System (CRS) Program; compliance with county floodplain management regulations, and assisting in the development and implementation of other floodplain management related programs. The incumbent directs program specific activities and assignments, coordinates with other county departments, develops/maintains community partnerships, and interacts with advisory boards, the public and other organizations. The incumbent exercises a great deal of independent judgment in a variety of work situations.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- 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.
- Extensive knowledge and background in FEMA and NFIP programs and regulations including CRS program participation requirements.
- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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.

FLOODPLAIN COORDINATOR (continued)

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Illustrative Tasks (continued)

- Provides assistance in mediating complaints, as directed by the Floodplain Administrator or Building Official.
- 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 work (including weather or other extreme emergency duties) as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of FEMA regulations and guidelines for flood mitigation grant work and processes, and 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; 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.

For official use only

Created	EEOC Code	Overtime Code
2/15	Technicians	Classified