

MODEL JOB DESCRIPTION FOR A COMMUNITY FLOODPLAIN MANAGER

1.0 Introduction:

DHS/FEMA's model ordinance and most community's flood damage prevention ordinances designate the "floodplain manager or administrator" as responsible for administering the community's floodplain management program.

The local floodplain manager could be an existing staff person, such as the building inspector, community zoning official, engineer, or planner. The community also might contract to have the job done by the county or parish, regional planning commission, another jurisdiction or authority, or a private firm.

The purpose of this document is to provide a community floodplain manager job description that can be amended as needed to fulfill the specific needs of the community, agency, or company that may include: minimum education and experience requirements, certifications, licenses or registrations.

2.0 Overview:

A floodplain manager is the principal community administrator in the daily implementation of *(give community name)* flood loss reduction activities including enforcing the community's flood damage prevention ordinance, updating flood maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP). The floodplain manager will:

- 2.1. Issue permits for development in the community's floodplain and enforce the requirements of the community Flood Damage Prevention Ordinance.
- 2.2. Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
- 2.3. Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).
- 2.4. Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the *(community name)* floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), elevation certificates (with original signature and seal).
- 2.5. Maintain the Community Floodplain Management Reference Library.
- 2.6. Review, approve or deny updates and revisions to the community's Flood Insurance Rate Maps (FIRM's).
- 2.7. Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall *(community name)* Floodplain Management Program as well as formally adopting and periodically updating the community Flood Damage Prevention Ordinance.
- 2.8. Review and community coordination of floodplain related projects, studies and plans initiated by Federal and State Agencies, non profit organizations, and others.
- 2.9. Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.

- 2.10** Function as the community representative for floodplain management studies, plans, and mapping activities initiated by Federal and State Agencies, Regional Planning Commissions, Flood Control and Drainage Districts, adjacent communities and others.
- 2.11** Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews, and other floodplain management program actions for coordination.
- 2.12** Monitor and coordinate other Federal and State Floodplain Management programs.
- 2.13** In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community's chief administrative officer.

3.0 Regular duties of the Floodplain Manager:

3.1. Floodplain Development, Permitting & Mapping

- 3.1.1.** Issue floodplain permits for structures within floodplains and inspect development to determine compliance with the community development standards and NFIP requirements. Duties include establishing base flood elevations (BFE's) in Zone A areas, prohibiting development within floodways; assisting in adoption, maintenance and enforcement of the community's Flood Damage Prevention Ordinance which may include fines and penalties. Duties include maintenance of records regarding development; building permit applications, receipt of fees paid, site plans, surveys, permits and approvals from other agencies, elevation certificates, LOMC's, appeals, appellant board actions, variances, correspondence, Certificate of Occupancy, and other related floodplain management actions.
- 3.1.2.** Review proposed development to assure that all necessary permits and approvals have been received from those governmental agencies from which approval is required by Federal or state law, including Section 404 of the Federal Water Pollution Control Act, modifications to designated historical structures, Executive Order 11988 (Federal floodplain management requirements), and Executive 11990 (protection of wetlands).
- 3.1.3** Explain the requirements of the National Flood Insurance Program and the community's program to the general public, elected and/or appointed community decision makers, developers, architects, engineers, land surveyors, planners, and the media.
- 3.1.4** Maintain a floodplain management reference library that includes current and previously published: Flood Insurance Study Reports; Flood Insurance Rate Maps; Flood Boundary Floodway Maps; Flood Hazard Boundary Maps; Drainage Master Plans, Comprehensive Master Plans, zoning requirements, Flood Mitigation Plans, Hazard Mitigation Action Plans, community permit procedures; floodplain management plans, studies, and publications related to the community and adjacent areas (county-wide); current and past copies of Flood Damage Prevention Ordinances and related ordinances; community codes and development procedures pertaining to drainage, land use and floodplain management; floodplain management correspondence files; building permit files; FEMA/NFIP Biennial Reports; Community Rating System (CRS) Program files; NFIP flood insurance policy and claims data; NFIP Repetitive Loss Lists; and community disaster response and recovery records. Maintain separate sensitive documents that contain Privacy Act information such as property owner's name, repetitive loss and NFIP claims paid information and handle in a confidential manner.
- 3.1.5** Review, approve and/or deny updates (revisions) to the community's Flood Insurance Rate Maps (FIRM's) which occur through remapping efforts such as FEMA Multi-Year Flood Hazard Identification Plan (MHIP) and FIRM map revision actions that include Letters of Change (LOMC), Letters of Map Amendment (LOMA), Conditional Letter of Map Amendment (CLOMA), Letter of Map Revision Based

on Fill (LOMR-F), and Conditional Letter of Map Revision Based on Fill (CLOMR-F). The floodplain manager will enforce the requirements described in FEMA/FIA Technical Bulletin 10-01 and FEMA's LOMR-F that require certification that structures built on fill in or near Special Flood Hazard Areas are "reasonably safe from flooding".

- 3.1.6** Review all floodplain related projects received from Federal and State Agencies, such as the U.S. Army Corps of Engineers, Natural Resource Conservation Service, Federal and State Department of Transportation (DOT), community departments, and others to ensure compliance with Federal Emergency Management Agency (FEMA), National Flood Insurance Program (NFIP), and (community name) Flood Damage Prevention Ordinance requirements.
- 3.1.7** Function as the community representative for all floodplain management and flood mitigation projects. Duties include preparation of applications for funding, supervision of project design, construction management, project implementation, and project close out, for FEMA Hazard Mitigation Grant Program (HMGP), FEMA Flood Mitigation Assistance (FMA) Program, FEMA Pre-Disaster Mitigation (PDM) Program, Hurricane – Property Protection Mitigation (HPPM), 406 Mitigation (Public Assistance), and other Federal and state funded floodplain management or mitigation programs.
- 3.1.8** Ensure that the Floodplain Manager's Office is equipped with sufficient copies of the current community and/or county-wide Flood Insurance Study, Flood Insurance Rate Maps, available GIS, topographic and aerial mapping, Elevation Reference Mark (ERM) data, and floodplain management reference materials. These documents are to be reviewed and updated annually, or as studies and publications become available.
- 3.1.9** Conduct educational programs for realtors, lenders, builders, engineers/land surveyors, general public, and other interested groups on a scheduled basis. Coordinate these training efforts with the State NFIP Coordinator, FEMA Regional Office, State or National Floodplain Management Associations, Regional Planning Commission, and others to capitalize on ongoing training activities. Maintain a supply of floodplain management publications to distribute to the development community and local citizens.
- 3.1.10** Maintain a current call list and website address list of Federal and state agencies, such as FEMA national and regional offices, USA Corps of Engineers districts, State NFIP Coordinators office, State Department of Transportation, River Authorities, Drainage and Flood Control Districts, and others.
- 3.1.11** Disseminate information, data, status reports, and situation reports to the (Community name)Mayor/City Manager/County Judge/Parish President/Chairman, Department of Public Works, the Planning Director, the Community Office of Emergency Management and other affiliated community or agency representatives who deal with flooding.
- 3.1.12** Coordinate and conduct damage assessment surveys in post disaster.
- 3.2. Mitigation Activities** (In some communities this may be a separate or subordinate position)
 - 3.2.1** Conduct an annual review of the FEMA "Repetitive Loss" list to identify properties, located within the community, to verify accuracy and establish priorities for possible mitigation. Correspond with FEMA to verify the "Repetitive Loss" list accuracy as requested.
 - 3.2.2.** Function as the community representative for FEMA mitigation projects (HMGP, FMA, PDM and other Federal and State Programs) that are submitted by the community or by citizens of the community. Duties include preparation of funding applications, oversight for project design, construction, implementation, and closeout for all community mitigation projects. Maintain approved FEMA mitigation grant records and project documentation required by the State NFIP and/or State Emergency Management Office and FEMA for project closeout and audit and future reference.

- 3.2.3. Provide technical guidance on the various mitigation methods available for citizens of the community including: acquisition and relocation; elevation; demolish and rebuild; floodproofing; and retrofitting.
- 3.2.4. Work with the community planning and public works departments on projects and activities that reduce flood damages and respond to Federal and State directives and other pertinent references in order to comply with National Flood Insurance Program requirements at the Federal and State levels. Assist in drafting updated community plans and procedures.
- 3.2.5. Prepare all required reports for all active FEMA mitigation grant projects for submission to the State NFIP and/or Emergency Management Office.
- 3.2.6. Review, edit, and process all periodic invoices received from contractors performing mitigation projects, to the appropriate community accounting office for payment as well as preparing subsequent reimbursement requests to the State NFIP and/or Emergency Management Office to recover the FEMA (Federal) share for all mitigation projects.
- 3.2.7. Any other duties as prescribed by the (Community name) City Council/Commissioners Court/Police Jury/Board of Alderman.
- 3.2.8. Initiate, manage and document community CRS activities to maintain and improve, when possible, the community CRS classification.

4.0 Necessary Skills and Qualifications:

[Note- Community requirements should be inserted into this section and include items such as background check, testing, etc.]

Ability to prepare and present clear, concise reports both orally and in writing.

Ability to establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.

Ability to learn and utilize various computer software programs such as Word, Excel, GIS (Arc View, etc), and particularly those related to the NFIP permit requirements.

Must possess a valid driver's license.

Must pass a pre-employment physical and drug test once position has been offered, and prior to starting work.

Ability to manage efficient and effective documentation and records systems.

Equipment - will need to utilize office and field deployed machines such as computers, photo-copiers, fax machines, calculators, cameras, and personal computers.

Basic knowledge of principles of surveying, building construction, hydrology and hydraulics.

Knowledge of basic computer software programs.

Skills in public speaking and interpersonal relations with the public.

5.0 Hours of Work:

[Insert specific community requirements here]

40 hour week - Normal work hours, Monday thru Friday. Employee is subject to 24-hour call and must respond in a timely manner during an emergency. This position may require evening and week-end duty.

6.0 Location of Work:

[Insert specific community requirements here]

The duty station or location of the work is (Insert physical address of office). The Floodplain Manager will operate throughout the community to complete work assignments. Duties of the Floodplain Manager require fieldwork duty, as well as office duty.

7.0 Minimum Qualification Requirements:

[Insert specific community requirements here]

Minimum requirements:

Training in the National Flood Insurance Program (NFIP) with a possession of a Certified Floodplain Manager (CFM®) certificate, or will obtain and maintain such a Certificate within (6) months of beginning employment. High school diploma or GED supplemented by vocational/technical training in a related field. Previous experience and/or training involving floodplain management is preferred but not required.

Preferred requirements:

College degree with a minimum of an Associates degree, Bachelors' preferred, in a related field of study including floodplain management, emergency management, planning, environmental studies, engineering, hydrology/hydraulics, Geographic Information Systems (GIS), governmental studies, etc. or commensurate experience.

8.0 ADA Compliance:

Physical Ability: [Insert specific community requirements here]

Tasks involve the ability to exert physical effort in sedentary to light work activities and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Some tasks may involve the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). In conformance with the *(Community name)* standard operating procedures for emergencies the Floodplain Manager is subject to 24 hr. on-call and extended work hours.

9.0 Sensory Requirements:

[Insert specific community requirements here]

Some tasks require oral communications ability and some tasks require visual perception and discrimination.

This document was prepared by the ASFPM Certification Board of Regents.