

MODEL JOB DESCRIPTION FOR A COMMUNITY FLOODPLAIN MANAGER

1.0 Introduction:

Department of Homeland Security (DHS)/Federal Emergency Management Agency's (FEMA) 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 Digital Flood Insurance Rate Map (DFIRM) files, the (community name) floodplain management program documents, building permits, variances, FEMA map revisions (Letter of Map Changes/Amendments (LOMC/LOMA), Elevation Certificates (with original signature and required seal).

2.5 Maintain the Community Floodplain Management Reference Library.

2.6 Review, approve or deny updates and revisions to the community's Digital Flood Insurance Rate Maps (DFIRM'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.

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 Digital 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, State Hazard Mitigation Officer, 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 office, State Emergency Management Agency offices, USA Corps of Engineers

[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 Pennsylvania 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:

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.

[Insert specific community requirements here]

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

Section 3.03 Duties and Responsibilities of the Floodplain Administrator

A. The Floodplain Administrator shall issue a Permit only after it has been determined that the proposed work to be undertaken will be in conformance with the requirements of this and all other applicable codes and ordinances.

B. Prior to the issuance of any permit, the Floodplain Administrator shall review the application for the permit to determine if all other necessary government permits required by state and federal laws have been obtained, such as those required by the Pennsylvania Sewage Facilities Act (Act 1966-537, as amended); the Pennsylvania Dam Safety and Encroachments Act (Act 1978-325, as amended); the Pennsylvania Clean Streams Act (Act 1937-394, as amended); and the U.S. Clean Water Act, Section 404, 33, U.S.C. 1344. No permit shall be issued until this determination has been made.

C. *OPTIONAL*: In the case of existing structures, prior to the issuance of any Development/Permit, the Floodplain Administrator shall review the history of repairs to the subject building, so that any repetitive loss issues can be addressed before the permit is issued.

D. During the construction period, the Floodplain Administrator or other authorized official shall inspect the premises to determine that the work is progressing in compliance with the information provided on the permit application and with all applicable municipal laws and ordinances. He/she shall make as many inspections during and upon completion of the work as are necessary.

E. In the discharge of his/her duties, the Floodplain Administrator shall have the authority to enter any building, structure, premises or development in the identified floodplain area, upon presentation of proper credentials, at any reasonable hour to enforce the provisions of this ordinance.

F. In the event the Floodplain Administrator discovers that the work does not comply with the permit application or any applicable laws and ordinances, or that there has been a false statement or misrepresentation by any applicant, the Floodplain Administrator shall revoke the Permit and report such fact to the [*Board, Council, etc.*] for whatever action it considers necessary.

G. The Floodplain Administrator shall maintain all records associated with the requirements of this ordinance including, but not limited to, permitting, inspection and enforcement.

H. The Floodplain Administrator shall consider the requirements of the 34 PA Code and the 2009 IBC and the 2009 IRC or latest revisions thereof.