



Lincoln County Emergency Management/Floodplain Administration
250 W. College Drive, Troy, MO 63379
Office - 636.528.6182
www.lcmoema.com

Emma Eplin-Birdsell – Emergency Management Director, Floodplain Administrator

FLOODPLAIN MANAGER/EMA ADMINISTRATIVE ASSISTANT

Resumes and cover letters can be submitted to the Emergency Management Director at emd@lcmoema.com by July 15, 2017.

STARTING SALARY: BASED ON QUALIFICATIONS

Full benefits include health, dental, vision plan, retirement plan, employees accrue paid personal leave, and paid vacation.

FLOODPLAIN MANAGER DUTIES

A Floodplain Manager/Administrative Assistant is the principal community administrator in the daily implementation of Lincoln County flood loss reduction activities including enforcing the community's flood damage prevention ordinance, updating maps, plans, and policies of the community, and any of the activities related to administration of the National Flood Insurance Program (NFIP) and Lincoln County Emergency Management. The Floodplain Manager/Administrative Assistant reports directly to the Emergency Management Director/Floodplain Administrator.

The Floodplain Manager/Administrative Assistant will:

- Issue permits for development in the community's floodplain and enforce the requirements of the Lincoln County Floodplain Ordinance.
- Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
- Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS).
- Create a database of all floodplain management files and property.
- Maintain community floodplain management files, the Flood Insurance Rate Map (FIRM) files, the Lincoln County floodplain management program documents, building permits, variances, FEMA map revisions (LOMC's), and elevation certificates.
- Review, approve or deny updates and revisions to the community's Flood Insurance Rate Maps (FIRM's).
- Assist in the preparation of Standard Operating Procedures (SOP) for the overall Lincoln County Floodplain Management Program as well as formally adopting and periodically updating the Lincoln County Ordinance.

- Review and coordinate floodplain related projects, studies and plans initiated by Federal and State Agencies, nonprofit organizations, and others.
- Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood mitigation projects.
- 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.
- 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.
- Monitor and coordinate other Federal and State Floodplain Management programs.
- Identify ways to mitigate future flooding.
- Perform inspections when requested.
- In ALL emergency situations, including disaster response and recovery, participate in the Emergency Operations Center in a capacity specified by the Emergency Management Director.
- Assist the Emergency Management Director in daily activities, coordinate projects and community organizations, understand and utilize software included but limited to the following badging, WebEOC, Nixle and ArcGIS.
- Perform mapping analysis utilizing ArcGIS within Lincoln County, especially in the floodplain.
- Perform other duties as assigned.

NECESSARY SKILLS AND QUALIFICATIONS

- 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 (ArcGIS, etc), and particularly those related to the NFIP permit requirements and Emergency Management.
- Must possess a valid driver's license.
- Ability to manage efficient and effective documentation and records systems.
- Equipment will need to utilize office and field deployed machines such as computers, tablets, photo-copiers, calculators, and cameras.
- 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.
- Be able to pass a criminal background check and drug screening.

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.

LOCATION OF WORK:

The duty station or location of the work is at 250 West College St., Troy, MO 63379. The Floodplain Manager will operate throughout the community to complete work assignments. Duties of the Floodplain Manager/Administrative Assistant require fieldwork duty, as well as office duty.

MINIMUM QUALIFICATION 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 (12) months of beginning employment.

High school diploma or GED supplemented by vocational/technical training in a related field.

PREFERRED REQUIREMENTS:

College degree with a minimum of an Associate's 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. Experience and training in Floodplain Management and Emergency Management/Response is highly preferred by not required.

PHYSICAL ABILITY:

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 Lincoln County SOP for emergencies the Floodplain Manager is subject to 24 hr. on-call and extended work hours at emergency locations.

The Lincoln County Emergency Management Agency is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status.