



Job Description

TITLE: Floodplain Manager	JOB CODE: 3740
DEPARTMENT: Emergency Management	FLSA: Non-Exempt
PREPARED: November 2005	
UPDATED: August 31, 2020	LOCATION: Aztec, NM

Summary: Under general supervision, prepares, implements, and updates the Floodplain Management Plan; maintains and administers San Juan County Ordinance 58 – Flood Prevention Ordinance; issues and maintains all floodplain permits; maintains all other regulatory requirements pertaining to compliance with the National Flood Insurance Program; updates and maintains San Juan County National Flood Insurance Rate Maps; collects fees; assists the public with permitting, insurance information, and a variety of related information. The Floodplain Manager updates, maintains, and administers San Juan County Ordinance 69 – Manufactured Home Placement Permit, including the issue of permits and collection of fees. Other duties include updating and maintaining the San Juan County Mitigation Plan; updating and maintaining elements of the Community Rating System Program; updating and maintaining the Public Information Plan and other duties as assigned.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares, implements, and adopts the Floodplain Management Plan; presents the plan for approval and adoption.
- Maintains San Juan County Ordinance 58 – Flood Damage Prevention Ordinance and San Juan County Ordinance 69 – Manufactured Home Placement Permit Ordinance, including updating and presenting for adoption to the San Juan County Commission.
- Develops and implements a plan, including the Public Information Plan, for San Juan County to participate in the Community Rating System program in the National Flood Insurance Program.
- Serves as the designated Community Rating System Coordinator for San Juan County.
- Maintains and issues all floodplain related permits, determinations, inspections, and all other NFIP and San Juan County Ordinance 58 required documentation.
- Maintains and issues all Manufactured Home Placement permits, determinations, inspections, and all other required documentation for San Juan County Ordinance 69.
- Reviews new building plans and permit applications to ensure compliance with San Juan County floodplain ordinances and manufactured home placement ordinances.
- Maintains all records relating to floodplain permits, manufactured home placement permits and related issues.
- Assists the public with floodplain management and flood insurance information, education, and navigation of the National Flood Insurance Program process.
- Researches floodplain information and fields questions as they arise; investigates and documents incidents that occur within the floodplain.
- Provides educational outreach through presentations, brochures, mailings, social media, web site and any other opportunities.
- Updates the floodplain maps and flood data for the County, including submitting information to NFIP for the Letter of Map Amendment process.
- Documents flood-proof and elevated buildings within the floodplain areas.
- Documents, assists with prosecution, and testifies in court related to violations of San Juan County Ordinance 58 – Flood Prevention Ordinance and San Juan County Ordinance 69 – Manufactured Home Placement Permit Ordinance.
- Maintains San Juan County Office of Emergency Management web and social media sites.
- Must ensure compliance with WCAG 2.0 AA and other guidelines determined by the ADA Web Coordinator when making changes to any webpage.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the methods and practices of Emergency Management.

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Floodplain Manager

- Knowledge of laws and regulations related to floodplain management, manufactured home placement, and permitting.
- Knowledge of Geographic Information Systems and mapping.
- Knowledge of the Federal Emergency Management Agency program principles and practices.
- Knowledge of San Juan County policies and procedures.
- Skill in researching floodplain issues and documenting actions and practices.
- Skill in developing, updating, and maintaining floodplain records.
- Skill in providing a high level of customer service; strong work ethics.
- Skill in collection of fees using credit/debit card and e-check sales software.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently and/or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff, other municipalities and the general public.
- Skill in the use of a personal computer, G.I.S. software, and standard business software.
- Skill in the use of Social Media.

Education and Experience

- Bachelor's Degree in Community Planning and Zoning, Public administration or a related area and three (3) years of related work experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- State certification as a Floodplain Manager.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in both an office environment and out in the field; may be subject to repetitive motion such as typing, data entry, and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- May be subject to hiking, climbing, and walking on uneven ground.
- Full-time work hours for this position consists of nights, weekends, overtime, and responds to emergency calls as requirements for the operations of this department.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment and field equipment, including GPS, camera, and other GIS related equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____