

# CARBON COUNTY MONTANA

## JOB DESCRIPTION FORM

Job Title: Floodplain Administrator

Position#:

Department: Planning

Reports To: Carbon County Commissioners

Revised    New                       Regular    Temporary                       Non-Union    Union

Full-Time    Part-Time              Hours per week: 20.00                       Nonexempt    Exempt

Reason for opening:

Prepared By: Commissioners

Date: 11/9/17

<b>I.</b>	<b>PURPOSE OF THE JOB</b> (What are the end results or objectives of this position? Why does the job exist? What are the primary responsibilities?)
	Primary delegate responsible for administration and interpretation of County floodplain regulations. Reviews and processes all floodplain development permit applications. Principal authority on all floodplain related matters in the County.
<b>II.</b>	<b>ESSENTIAL FUNCTIONS</b> (What activities are required for the position to exist? Estimate the percentage of time spent in each.)
	Implements Carbon County Floodplain Regulations, Montana Floodplain statutes and administrative rules, and the Federal Emergency Management Agency (FEMA) Floodplain Code of Federal Regulations. Participates in the administration of community planning and development programs specific to floodplain management.  Reviews and approves/denies Floodplain Permit applications and requests for variance. Conducts field inspections as necessary.  Prepares ordinances, regulations, resolutions, and plans for review and approval by appropriate governing authorities. Coordinates with management to write department policies and procedures specific to floodplain and shoreline management.  Provides information, advice, and training to County staff and the general public specific to floodplain and shoreline management. Issues procedural information to the public, provides interpretations of plans and regulations; works toward resolution of conflicts.  Maintains a current knowledge of local, State, and Federal rules, regulations, and laws. Interprets regulatory standards specific to floodplain administration.
<b>III.</b>	<b>OTHER DUTIES AND RESPONSIBILITIES</b> (Responsibilities/important duties performed occasionally or in addition to the essential functions of the position.)
	May be responsible for administration of grant projects.  Other duties as assigned

<p>IV. <b>KNOWLEDGE AND SKILLS</b> (For each, indicate whether it is required, preferred, or desirable. Include licenses and certificates.)</p>
<p>Required:</p> <p>Registration as a Certified Floodplain Manager (CFM) (or ability to obtain certification).</p> <p>Modern office administration and knowledge of standard computer applications (word processing, spreadsheet, data base).</p> <p>Familiarity with Microsoft Office (Word, Excel, Access, Outlook, PowerPoint).</p> <p>Deals effectively with the public and promotes effective public relations. Communicates effectively, both orally and in writing.</p> <p>Exercises significant and professional level independent judgment.</p> <p>Establishes and maintains effective working relationships with staff, employees, supervisors, county officials, appointed boards, other agencies, and the public.</p> <p>Demonstrates strong organizational skills and the ability to prioritize and manage multiple tasks.</p> <p>Maintains accurate records and be able to write clear and concise reports.</p> <p>Learns to interpret County regulations and policies regarding the floodplain program and to coordinate and make recommendations for application and revision of regulations and policies.</p> <p>Ability to work independently with little supervision.</p> <p>Preferred:</p> <p>Knowledge of the Carbon County Floodplain Regulations, the Montana Floodplain and Shoreline statutes, administrative rules and related legislation, and the Federal Emergency Management Agency (FEMA) Code of Federal Regulations.</p> <p>Ability to establish and maintain effective working relationships with diverse individuals and groups.</p>
<p>V. <b>FISCAL RESPONSIBILITY</b> (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)</p>
<p>Prepares annual budget and monitors expenditures related to Floodplain Administration.</p>
<p>VI. <b>EXTENT OF PUBLIC CONTACT</b> (Within and outside the company)</p>
<p>Extensive contact with the public.</p>
<p>VII. <b>WORKING CONDITIONS AND ENVIRONMENT</b> (Necessary travel, unusual work hours, unusual environmental conditions, etc.)</p>
<p>The work requires the ability to walk over rough, uneven terrain and travel to remote work sites and meetings. Work schedule may be flexible with meetings before and after normal work hours.</p>

**VIII. PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS**  
 (The essential duties of this position involve the following level of physical activity:)

Physical Activity	Definition	Check one that best describes the frequency			
		Never	Occasionally	Frequently	Continually
Repetitive Motion	Repeating movements of arms, hands, wrists	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	Express or exchange ideas verbally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hearing	Perceive sound by ear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Seeing	Obtain impressions through the eye	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Activity Level	Definition	Check One
Sedentary	Occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects Sits most of the time Infrequent to occasional walking or standing	<input type="checkbox"/>
Light	Frequently lifting, carrying, pushing or pulling up to 10 pounds <i>and/or</i> occasionally lifting, carrying, pushing or pulling up to 20 pounds Frequent walking or standing or sitting most of the time and using arms or legs to push/pull	<input checked="" type="checkbox"/>
Medium	Occasionally lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 10-20 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling up to 10 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Heavy	Occasionally lifting, carrying, pushing or pulling 50-100 pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 20-50 pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 10-20 pounds Occasional to frequent walking or standing	<input type="checkbox"/>
Very Heavy	Occasionally lifting, carrying, pushing or pulling 100+ pounds <i>and/or</i> frequently lifting, carrying, pushing or pulling 50+ pounds <i>and/or</i> continuous lifting, carrying, pushing or pulling 20+ pounds Occasional to frequent walking or standing	<input type="checkbox"/>

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

For HR Use Only

Approved  Denied

By: Commissioners

Date: November 13, 2017

Comments: