

PART-TIME POSITION (.5 FTE) DEADLINE EXTENDED

CARBON COUNTY, MONTANA

POSITION: Floodplain Administrator

JOB DESCRIPTION: 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. Full job description available at <http://co.carbon.mt.us/employment>.

QUALIFICATIONS: Registration as a Certified Floodplain Manager (CFM) (or ability to obtain certification). Modern office administration and knowledge of standard computer applications (word processing, spreadsheet, data base). Deals effectively with the public and promotes effective public relations. Communicates effectively, both orally and in writing. Exercises significant and professional level independent judgment. Demonstrates strong organizational skills and the ability to prioritize and manage multiple tasks. Maintains accurate records and be able to write clear and concise reports.

WAGE: PROBATION RATE: \$17.19/hr (DOE); AFTER PROBATION: \$21.44/hr

APPLICATIONS: May be obtained from the Carbon County Clerk and Recorder's Office or online at <http://co.carbon.mt.us/employment>. Applications will be accepted until 5:00 p.m. on Friday, December 15, 2017 at the Carbon County Clerk and Recorder's office in the Carbon County Administration Building, 17 West 11<sup>th</sup> Street, Red Lodge, Montana or PO Box 887, Red Lodge, MT 59068.

Equal Opportunity Employer