



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602
(512) 581-7120

An Equal Opportunity Employer

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| Title: Floodplain Administrator | Opening Date: September 15, 2022 | Application Deadline: Open Until Filled | Job #: 220350 |
| Department: Development Services | Starting Salary: \$23.06-\$26.06/hour | Location: Bastrop, Texas | Travel: N/A |

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: This position is responsible to the Bastrop County Commissioners Court and the County Engineer for the administration and operation of the County's Floodplain Management Program and Development Permitting Procedures.

General Knowledge, Skills, and Abilities: Must possess the knowledge, skills and abilities necessary to perform the operations, services and activities associated with the principles and practices of a Certified Floodplain Manager. Apply knowledge and training to review tasks as related to development and subdivision applications. Manage staff to ensure timely, quality and coordinated work activities; Perform multiple tasks simultaneously in a timely manner; Record, and disseminate accurate information from telephone conversations and personal contact; Communicate clearly and concisely, both verbally and in writing; Understand and follow verbal and written instructions; Complete routine business correspondence; Effectively speak to small audiences to convey information; Properly interpret, understand and make decisions in accordance with laws, regulations and policies; Conduct business with the public in a professional, courteous manner; Function independently, exercise good judgment, manage multiple projects, and meet deadlines; Demonstrate personal communication skills including effective telephone skills and public speaking; Operate equipment required to perform essential job functions; Work independently in the absence of supervision; Work in a safety-conscious environment and to follow and promote good safety practices; Handle exposure to potentially hostile individuals; Maintain confidentiality of information encountered in work activities at all times; Establish and maintain effective working relationships with those contacted in the course of the job.

Minimum Qualifications: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. Two to three years experience in Floodplain Management and development permitting in a governmental office. Bachelor's Degree (BA) in Business Administration or equivalent; or Associate's degree (A.A.) from a two-year college in Business Administration or equivalent plus four years' experience. Each two years' experience in an office environment may substitute for one year of education. High School diploma or equivalent and Valid Texas Drivers' License

Preferred Qualifications: CFM certification from the Texas Floodplain Management Association (or the ability to obtain certification within one year of hire date).

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed/submitted at: [Bastrop County Job Applications](#) A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602 OR email applications to apply@co.bastrop.tx.us. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <https://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Floodplain Administrator

Department: Engineering

FSLA Status: Non-Exempt

Reports To: County Engineer

SUMMARY: This position is responsible to the Bastrop County Commissioners Court and the County Engineer for the administration and operation of the County's Floodplain Management Program and Development Permitting Procedures.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from County Engineer.

Supervises Permit Review Administrative Assistant and GIS 911 Addressing Technician.

DUTIES AND RESPONSIBILITIES include the following:

1. Review development application, site plan and specifications to assure that the proposed project will meet federal and local rules and regulations.
2. Review subdivision plats for compliance with federal and local regulations governing floodplain management and flood protection.
3. Implement, manage and promote the County's Community Rating System through progressive development of county activities.
4. Attend continuing education courses and other activities to maintain certification and to stay technically current and competent.
5. Provides exceptional customer service to County employees and the public;
6. Manage staff to ensure timely, quality and coordinated work activities.
7. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.** **NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Principles and practices of Floodplain Management.
Personal Computer skills and software, including Microsoft Office, ArcGIS, Excel;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Apply knowledge and training as a Certified Floodplain Manager to review tasks as related to development and subdivision applications;
Manage staff to ensure timely, quality and coordinated work activities;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three (2-3) years experience in Floodplain Management and development permitting in a governmental office.

Education:

Bachelor's Degree (BA) in Business Administration or equivalent; or Associate's degree (A.A.) from (2) two-year college in Business Administration or equivalent plus four years' experience. Each two (2) years' experience in an office environment may substitute for one year of education. High School diploma or equivalent.

Licensing:

Valid Texas Drivers License

CFM certification from the Texas Floodplain Management Association (or the ability to obtain certification within one year of hire date).

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

***** This position is subject to reasonable suspicion and/or post-accident testing for drugs and alcohol.**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.