



# Fairbanks North Star Borough

---

## Human Resources

HumanResources@fnsb.gov  
Main: (907) 459-1202  
Fax: (907) 459-1187

**POSITION TITLE:** Flood Plain Administrator  
**STATUS:** Regular Full Time  
**SALARY:** 14A \$31.47/hr  
**FLSA:** Non-Exempt  
**PCN:** CP0316  
**UNION STATUS:** 01 APEA  
**REPORTS TO:** Deputy Director Community Planning  
**POSITIONS SUPERVISED:** None

**Closes:** **Open until Filled**

### **BASIC FUNCTION:**

Administer the Flood Plain Management Program for the borough

### **TYPICAL DUTIES:**

1. Administer the FNSB Flood Plain Management Program. Advise on technical aspects of flood plain management planning.
2. Maintain/update a post disaster flood response program satisfying state requirements and FEMA guidelines, including a substantial damage determination process, post disaster permitting process, repetitive loss analysis, documentation of flood elevations, etc.
3. Create and implement a formal flood plain management public awareness and outreach plan. Maintain and update floodplain information on Borough website. Provide public with technical interpretations of Borough zoning, land use, flood zone, comprehensive plan, subdivision and related codes.
4. Provide flood plain coordination between state, local and federal agencies to ensure legal requirements are met. Recommend improvements to the program as needed to ensure compliance.
5. Perform field inspections and gather field data to be used in enforcing and/or monitoring development in the floodplain and to ensure compliance with flood plain permits and after flood activity review.
6. Monitor flood plain permit process. Review and authorize zoning permits, flood plain permits and base flood elevation certificates.



7. Investigate flood plain related complaints; develop corrective recommendations for identified problems and determine action needed to effect compliance with established program standards.
8. Secure funding for program by writing and securing grants and working with other agencies. Provide project management and grant coordination. Provide periodic status reports as required by grant provisions.
9. Gather and analyze data, prepare staff reports and formulate department recommendations regarding land use flood hazards; including providing written and oral presentations. Propose revisions and updates to the flood plain ordinance as necessary.
10. Create and implement plans to prepare for FEMA Community Assistance Visits (CAV) and to resolve floodplain management issues identified in the CAV report.
11. Maintain databases and files pertaining to flood plain management activities.
12. Work with land management agencies to review land disposal efforts to reduce or limit disposal of property within the flood plain.
13. Coordinate flood map revisions for the Borough.
14. Perform other tasks and projects as assigned. Provide backup for other planning staff

#### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in planning, natural resources, hydrology, geography or closely related field and two years of experience in flood plain management planning. A graduate degree in planning or a closely-related field of study may be substituted for one year of the experience requirement.
2. Have (or the ability to obtain within 6 months of hire) and maintain ASFM "Certified Flood Plain Manager" certification.
3. Demonstrated ability to prepare, evaluate and implement plans, studies and statistical data and to present facts and conclusions clearly and effectively in oral, written and graphic form.
4. Demonstrated ability to operate a personal computer. Proficient with MS Word, MS Access (or other database), MS Excel, MS PowerPoint, and Geographic Information Systems (GIS) are required. Prefer experience with Global Positioning Systems (GPS) and flood plain modeling programs.
5. Must have and be able to maintain a valid driver's license. Must meet insurance standards and maintain insurability under the Borough's insurance program. If

personal automobile is used for Borough business, proof of automobile insurance at statutory limits must be provided. (A CURRENT COPY OF DRIVING RECORD WILL BE REQUIRED UPON REQUEST.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of land use planning theory, practice, process, ordinances and their applications.
2. Knowledge of the principles and practices of planning and Federal and State laws and guidelines as relates to the flood plain management process, the National Flood Insurance Program (NFIP) and floodplain mapping.
3. Ability to deal with the public in a pleasant and courteous manner under adverse and stressful conditions.
4. Ability to work independently, set priorities and organize workload.

### **OTHER**

0. A PROFICIENCY TEST MAY BE ADMINISTERED.
2. This position requires a criminal background check.

### **JOB CONTACTS:**

Continuous interdepartmental business contact; continuous routine public contact and frequent contact involving outside organizations/agencies.

### **JOB RESPONSIBILITY:**

Does not supervise; experiences many minor problems daily with virtually no supervision. The consequences of error, carelessness or mistaken judgment require serious effort to recover.

### **WORK ENVIRONMENT:**

General office with good, clean conditions; while performing field work experiences somewhat disagreeable conditions with minor accident probability and undesirable elements or factors; requires short periods of light lifting, pushing or pulling (1-25 lbs.); stooping, walking on uneven terrain in inclement weather conditions, bending, crouching are other physical elements of the position.

### **Application Procedure:**

### **Apply Online**

Individuals interested in applying for this position must submit a completed online application on or before the closing date and time as specified in the Job Posting. Online applications can be located [www.fnsb.gov](http://www.fnsb.gov) by clicking the "Find a Job" button.

For additional information please call (907) 459-1202 or the Borough Direct Job Line at (907) 459-1206.

The Borough complies with the Americans with Disabilities Act (ADA). If you need an accommodation to participate in the application/interview/selection process, contact the Human Resources Office at (907)459-1202 or the EEO office. The EEO Compliance Officer can be contacted at (907) 459-1309.

**AN EQUAL OPPORTUNITY EMPLOYER**

Updated: 06/18/21 mm