Calhoun County Job Description

Department: Emergency Management

Position Title: Floodplain Officer

FLSA: Non - Exempt

Job Description:

The purpose of the position is to assist the Emergency Management Coordinator/Floodplain Administrator with the daily operations of the Emergency Management/Floodplain program. Under the direction of the Emergency Management Director, implements the coordination, and maintenance of the emergency preparedness, response, recovery, and mitigation plans, exercises and procedures. Performs duties as a Floodplain officer reviewing development applications and issuing development permits. Reviews and enforces Subdivision regulations to meet county requirements. Additional duties include assistance with the Local Emergency Planning Group. This position requires a flexible work schedule during emergencies.

Essential Duties and Responsibilities

- Assists with updating and maintaining the Calhoun County Flood Damage Prevention Order and the Emergency plans and ESF's.
- Reviews and issues development permits to meet the counties Flood Damage Prevention order regulations and Subdivision Regulations to include platting requirements. Will be required to make site location visits for compliance.
- Prepares administrative reports as directed.
- Works with other agencies in the development of emergency and floodplain plans as needed.
- Attends various meetings with local, state and federal agencies.
- Attends training programs, including the required continuing education courses.
- Receives and answers the questions from the public, employees, citizens and other.
- Composes types and edits correspondence, reports, memoranda and other material.
- Maintains and updates the emergency notification program and social media pages as needed.

Knowledge Of:

- Public administration and government agencies
- Principles of emergency management administration.
- Policies, practices, procedures and terminology.
- Federal, State, Local, and County applicable laws, rules and regulations, codes, and guidelines.
- State and Federal regulatory or administrative requirements and practices.
- Budgetary and fiscal process.
- Online computer searching and internet.

- Computer software to include Windows and Microsoft Office Suite, word processing, spreadsheets and databases.
- Business letter writing, grammar and punctuation and report preparation.

Skilled In:

- Researching and analyzing emergency management related issues.
- Conflict resolution and community relations.
- Both verbal and written communication.

Ability To:

- Communicate effectively.
- Function calmly, effectively, and decisively in emergency situations.
- Reason and make sound judgements and decisions.
- Manage time well, perform multiple tasks, and organize diverse activities.
- Perform in stressful environment, while maintaining a professional manner.
- Work on a wide variety of tasks simultaneously and produce timely and tangible results.
- Utilize online resources.
- Prioritize needs, develop and implement plans of actions.
- Work as a team within a diverse organization.
- Establish and maintain effective working relationships with county staff and officials, private business people and general public.

Minimum Qualifications:

- Requires High School diploma or GED
- Requires two years' full time experience in administrative support, office/clerical or related work.

Special Requirements:

- Possession of a valid Texas Driver's License
- Must pass a criminal background check and drug test prior to employment
- Preferred Calhoun County residency due to 24/7 response capabilities.

Physical Demands:

- Physical requirements include lifting/carrying 20-50 pounds
- Regular attendance is required
- Visual clarity
- Speech, hearing hand and eye coordination.
- Manual dexterity necessary to operate a computer, monitor keyboard, printer, fax machine, copier, and basic office equipment.
- Subject to standing, walking, sitting, repetitive motion, lifting, carrying, crouching, crawling, vision to monitor, pushing, stooping/kneeling to perform the essential functions.
- Must be able to deal with constant contact with the public under duress, read, and compose complex documents in a rapid manner.
- Must be able to handle extreme stress in emergencies.

- Deployment to the Emergency Operations Center, or site locations, for extended periods of time, which may include overnight stays in alternative living conditions.

Work Environment:

- May work in inclement weather, including extreme heat and cold.
- Must be able operate emergency vehicles in all road conditions and traffic.