



**City of Columbus - Bartholomew County Planning Department
Job Announcement & Description**

“FLOODPLAIN MANAGER”

Position: Floodplain Manager

2018 Salary Range: \$40,800 - \$58,803 (based on qualifications)

Department: Planning

Supervisor(s): Planning Director

Supervises: None

Employee Type: Salary / Exempt

Applications Due: February 19, 2018

Introduction:

The City of Columbus - Bartholomew County Planning Department is currently accepting applications for a full-time “Floodplain Manager”. The Planning Department is housed within the City of Columbus and provides development review and land use policy guidance for both the City of Columbus and Bartholomew County.

Thoughtful, pro-active floodplain management is essential for our growing community, which is located at the confluence of several major streams with almost 2,000 square miles of upstream watershed. That floodplain management is guided by the innovative Columbus Flood Risk Management Plan, for which the City received the 2013 Indiana Association for Floodplain & Stormwater Management (INAFSM) Excellence in Floodplain Management Award. That Plan, the companion Flood Response & Evacuation Plan, and additional information about the City’s approach to floodplain management are available on the City’s website at www.columbus.in.gov/planning/flood-hazard-information/

Columbus, population 47,000, is a regional center for financial services, health care, employment, entertainment, and shopping. The community is recognized nationally for its architectural design quality, vibrant downtown, quality parks and recreation amenities, and overall high quality of life. For more information about our community visit our visitor center website at www.columbus.in.us and our City government website at www.columbus.in.gov

Summary:

The Floodplain Manager serves as the Planning Department’s primary source of knowledge on community floodplain management, the National Flood Insurance Program, and floodplain development regulations. This includes serving as the primary point of contact with the Indiana Department of Natural Resources and the Federal Emergency Management Agency. It also includes maintaining a detailed understanding of IDNR and FEMA requirements, policies, programs, training opportunities, and resources. The Floodplain Manager shall also be responsible for the implementation and periodic review and update of the Columbus Flood Risk Management Plan and the Columbus Flood Response and Evacuation Plan. The Floodplain Manager shall further oversee the administration and enforcement of all local floodplain regulations. They shall also have responsibility for Department files, reports, and data regarding floodplain issues, programs, developments, and regulations.

Typical Duties:

1. Serving as the primary Planning Department point of contact with IDNR, FEMA, the United States Geological Survey, the National Weather Service, the Bartholomew County Department of Technical Code Enforcement, the Bartholomew County Drainage Board, the Bartholomew County Soil and Water Conservation District, and other local, state, and federal agencies involved in floodplain management and/or floodplain development review.
2. Maintaining all Planning Department files, documents, reports, and other materials related to floodplain programs, policies, regulations, and development.
3. Discussion of floodplain issues and development regulations with the public, property owners, developers, land surveyors, elected officials, and others. This includes both serving as a specific resource on development projects and promoting a general awareness of floodplain issues and resources.
4. Participation in periodic training activities and educational opportunities.
5. Applying floodplain regulations to development proposals, communicating applicable regulations and options to developers and property owners, and documenting approvals and determinations.
6. Participating, with the Bartholomew County Department of Technical Code Enforcement and Emergency Management Agency, in post-flood documentation and assessments. This includes applying floodplain regulations to flood-damaged structures and providing guidance to affected property owners.
7. Documentation and application of all IDNR and FEMA regulation updates, floodplain-related determinations, and approvals.
8. Providing for the periodic review and update of local floodplain development regulations, including the necessary coordination with IDNR and FEMA.
9. Managing all City and County CRS (Community Rating System) activities, including providing the necessary local training and information, documenting local activities and CRS-related conditions, and providing necessary reporting to FEMA. This includes identifying and implementing programs, trainings, and other methods of maximizing City and County CRS scores and thereby reducing community flood insurance rates.
10. Consultation with City and County engineers on matters relevant for floodplain management.
11. Management and implementation of the City of Columbus Flood Risk Management Plan, including development of recommended local resources, coordination with other applicable departments, project funding identification, and facilitating periodic reviews and updates.
12. Monitoring of the ongoing relevance and accuracy of the Columbus Flood Response and Evacuation Plan and facilitation of updates to the Plan's supporting data and floodplain mapping. This includes the monitoring and documentation of flood events, including road closures, areas of inundation, etc. to verify and improve the accuracy of the Plan. It also includes providing periodic trainings on the plan (in coordination with the Bartholomew County Emergency Management Agency) for local emergency response and relief organizations.
13. Consultation, upon request, with the Bartholomew County Emergency Management Agency, in anticipation of and during flood events.
14. Consultation and coordination with other communities located in the watersheds affecting Columbus and Bartholomew County in support of watershed management and watershed-based planning.
15. Participation as appropriate in new floodplain related projects, including County efforts to manage flood risk and prepare for and respond to flood events.

16. Providing long-term use and management guidance for local properties purchased specifically for flood risk reduction.
17. Participation in regular project scheduling meetings and coordination of assignments with related Department projects and development applications.
18. Representation of the City, County, and/or Planning Department as a liaison to one or more planning and/or floodplain-related interest groups.
19. Serving as project manager or project support for a variety of other Planning Department initiatives, including potentially floodplain-related topics such as wetlands, dam breach inundation areas, natural resources, transportation, and growth management.
20. Driving at times in a City vehicle to various locations on behalf of the Planning Department and to work-related events.
21. Other duties, as assigned by the Planning Director. *This description is intended to provide a general overview of typical duties, as well as the complexity of the work to be performed by this staff member. It is not intended to be an exhaustive list of duties, responsibilities or specific tasks and other duties are typically assigned dependent upon the needs of the office.*

Qualifications:

The Floodplain Manager shall possess a bachelor's degree in urban planning, civil engineering, geography, natural resources, public policy, or a related field of study. Working knowledge of word-processing, data management, and mapping computer software is required. They shall also demonstrate general knowledge of floodplain management and local government operations. Excellent verbal and written communication skills are also required. Certified Floodplain Manager (CFM) certification is encouraged for this position, but is not a prerequisite and may be obtained after employment.

Further Qualifications: Due to the required use of a City vehicle, this employee must also have a valid Indiana Driver's License or the ability to obtain one upon being hired, and must have a driving record acceptable to the City's insurance carrier. The Driver's License and insurability must be maintained at all times during employment by the City of Columbus. The use of a City vehicle makes this a safety-sensitive position and subject to pre-employment drug/alcohol screen as well as a drug/alcohol screen for cause (accidents) and randomly.

Application Instructions:

A City of Columbus job application can be downloaded and printed from the following website: www.columbus.in.gov/careers/how-to-apply/

Interested candidates should submit (1) a cover letter, (2) a resume and (3) a completed application by mail or email to:

Personnel Department
City Hall
123 Washington Street
Columbus, Indiana 47201
Email: humanresources@columbus.in.gov

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