The Floodplain Specialist is the principal designee for the daily implementation of activities related to the National Flood Insurance Program (NFIP) including updating related maps, plans, and works with the community floodplain managers to ensure compliance of the program.

1. Explains the requirements of the National Flood Insurance Program and the community's flood damage prevention ordinance to the general public, elected and/or appointed community decision makers, engineers, land surveyors, and planners;

2. Verifies records and documents that keep the community eligible to participate in the NFIP and/or the NFIP Community Rating System (CRS);

3. Assists elected officials in the preparation of Standard Operating Procedures (SOP) for the overall (community name) Floodplain Management Program as well as maintaining a compliant and updated Flood Damage Prevention Ordinance;

4. Reviews all floodplain development related projects received from the U.S. Army Corps of Engineers, Mississippi Department of Transportation (MOOT), Mississippi Department of Environmental Quality (MDEQ), and community departments to ensure compliance with Federal and local guidelines;

5. Prepares or assists with Hazard Mitigation Grant Program, Flood Mitigation Assistance Program, and Pre-Disaster Grant Program applications;

6. Maintains an up-to-date Flood Insurance Rate Map (FIRM) inventory, floodplain management program documents, permitting records, and elevation certificates;

7. Meets with FEMA, State and other local representatives for Community Assistance Visits (CAV), Community Rating System (CRS) reviews, and other actions for coordination; and,
8. Monitors all other Federal and State floodplain management related programs.

9. Provides flood zone determinations to community citizens, insurance agents, lending institutions, and real estate brokers, when requested.

10. Maintains a NFIP reference material.

11. Conducts educational programs for realtors, lenders, builders, engineers/land surveyors, and other interested groups on a scheduled basis. Selects and organizes the appropriate in-house educational materials to be used.

12. Maintains a current call list of Federal and State agencies, such as FEMA Region IV, the appropriate Corps of Engineers District, the Mississippi Emergency Management Agency, the Mississippi Department of Environmental Quality, Mississippi Department of Marine Resources, etc.

13. Ability to prepare and present clear, concise reports both orally and in writing.

14. Ability to establish and maintain effective working relationships with governmental/private/public officials and employees, and the general public.

15. Ability to learn and utilize various software programs, particularly those related to the NFIP permit requirements.

16. Ability to follow oral and written instructions, meet deadlines and conduct independent research studies and investigations.

Interested applicants should submit their state applications through the MS State Personnel Board website no later than the close of business Thursday, June 25, 2020. You can access their website at [www.mspb.ms.gov](http://www.mspb.ms.gov). All interested parties are encouraged to apply. MEMA is an equal opportunity employer.