

Opening Date: August 28, 2019
Closing Date: September 5, 2019
Work Location: Austin, Texas
Posting Number: 19-96
Monthly Salary: \$3,763.17 - \$4,956.08*
Group/Class: B20/0271
Travel %: 15 %
Division/Department: WSC/FS&CA/Flood Mapping
Number of Positions: 1

*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE

Flood Mapping GIS Specialist (Geographic Information Specialist II)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142*

Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

(INTERNAL POSTING)

Job Description Summary

Performs complex (journey-level) geographic information system work for the Texas Water Development Board's (TWDB) newly created statewide floodplain mapping program in support of regional and state flood planning and the activities of the Federal Emergency Management Agency (FEMA) Cooperating Technical Partners (CTP) program. Work involves executing technical projects to support floodplain mapping tasks. Work also involves the compilation and documentation of data and source information; application of set processes and standards for mapping; analysis and interpretation of results; writing reports; and providing presentations. Serves as a liaison concerning floodplain modeling and mapping in the state. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Flood Mapping Department.

Essential Job Functions

- Creates and disseminates floodplain maps and associated data according to agency approved technical standards and procedures.
- Assists in developing technical standards and procedures for floodplain modeling and mapping.
- Supports activities of the FEMA Cooperating Technical Partners (CTP) program.
- Coordinates with federal, state, and local entities to collect NFIP and RiskMAP engineering data in support of floodplain mapping needs.
- Creates geospatial indexes, catalogs, databases, maps, and datasets.
- Writes, reviews, and evaluates scopes of work, memos, reports, work process, and policy documents.
- Serves as a liaison for the TWDB at meetings with federal, state, and local entities or the public throughout Texas to support floodplain modeling and mapping.
- Provides presentations to technical and non-technical audiences.
- Manages contracts related to floodplain modeling and mapping.
- Provides quality customer service from the department to both internal and external stakeholders.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 07/01/2019

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Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Engineering, Hydrology, Water Resources, Natural/Physical/Environmental Science, Geographic Information Systems Technology, or a related field.
- Three years of experience using geographic information systems analysis and in cartography.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Experience working with Lidar and geospatial datasets and software.
- Experience with the Federal Emergency Management Agency (FEMA) flood hazard mapping.
- Experience with the National Flood Insurance Program (NFIP).
- Certification as a Certified Floodplain Manager (CFM).

Knowledge, Skills, and Abilities

- Knowledge of local, state, and federal laws and regulations relevant to floodplain management and of the principles and practices of public administration.
- Knowledge of the National Flood Insurance Program (NFIP), FEMA flood hazard mapping, Flood Insurance Rate Maps (FIRMs), Flood Hazard Boundary Maps, the National Flood Hazard Layer, and floodplain management.
- Knowledge of terminology related to geographic information systems, including legal descriptions, cartography, engineering, construction plans, aerial photography, and orthophotography.
- Possesses necessary skills and comprehensive knowledge to perform the job.
- Skills in reading and interpreting engineering documents, surveys, topographic information, and aerial photography.
- Skills in scientific data management, analysis, and interpretation, especially of geospatial datasets and geodatabases.
- Skills in using applicable programming and/or scripting languages such as Python, *etc.*
- Skills in working with Lidar and with spatial data analysis software (*e.g.*, ArcGIS, *etc.*).
- Skills in writing technical memos, reports, work process, and policy documents.
- Skills in project management and grant/contract administration, including developing scopes-of-work and progress reports.
- Skills in communicating with elected, local, state, and federal officials, stakeholders, and the media.
- Skills in mediation and facilitation to assist stakeholders throughout the state.
- Skills in using Microsoft Office programs such as Word, Excel, PowerPoint, Outlook, SharePoint, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, database software, and in the use of standard tools of the profession.
- Ability to create professional quality cartographic maps.
- Ability to lead projects and perform duties as assigned without direct supervision.
- Ability to meet public/government officials to initiate studies and to request data pertinent to studies.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.

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- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly, and in order with infrequent errors or persist until tasks are completed.
- Ability to complete tasks and projects in a timely manner and persists until tasks are completed.
- Ability to interpret policies, procedures, and regulations, such as the Code of Federal Regulations and the Texas Water Code.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to agency staff, as well as to employees of other political entities and the public, both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
- Ability to manage multiple tasks and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to train others.
- Ability to assign and/or supervise the work of others.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to perform work outdoors possibly during inclement weather or under hot /cold temperatures.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability and willingness to travel up to 15% of the time, primarily within the State of Texas.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.