

Opening Date: September 17, 2021
Closing Date: Open Until Closed
Work Location: Houston, TX
Posting Number: 22-04
Monthly Salary: \$3,293.42 - \$4,791.67*
Group/Class: B18/1571 or B19/1572
Travel %: 60%
Division/Department: WSC/FS&CA/Community Assistance Program
Number of Positions: 1
*** Salary commensurate with experience and qualifications**

JOB VACANCY NOTICE

Flood Outreach Specialist (Program Specialist II/III)

*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*

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of OS – Operations Specialist, 611X – LDO – Deck, Surface, OSS – Operations Systems Specialist (Warrant) or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at
https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Job Description Summary

Performs moderately complex to complex (journey-level) outreach and technical assistance to support floodplain management and flood outreach programs in Texas. Work involves serving as a liaison between federal and local governments, giving presentations/conducting trainings concerning floodplain management, planning, and mitigation in Texas. Communicates directly with other state or federal agency personnel, the general public, and elected and appointed officials. Work specifically focuses on assisting and evaluating communities participating in, or seeking participation in, the National Flood Insurance Program (NFIP), or seeking to enhance floodplain management standards by participating in the Community Rating System (CRS) Program. Assists in maintaining information and in coordinating floodplain management requirements between state, federal, and local communities. May train others. Works under general supervision, with limited to moderate latitude for the use of initiative and independent judgment. Reports to the Manager of the Community Assistance Program Department.

Essential Job Functions

- Develops relationships with community leaders and provides technical and administrative support to communities and applicants participating in or seeking assistance with agency flood programs, including the NFIP.
- Conducts reviews of local floodplain management programs within Texas to determine compliance with local, state, and federal regulations.
- Conducts community assistance site visits and community assistance contacts to support the NFIP.
- Provides training and technical assistance on the NFIP, floodplain management, and grant funding opportunities.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, 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.

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.

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 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Assists political subdivisions in making applications to the Federal Emergency Management Agency (FEMA) for participation in the NFIP and CRS.
- Compiles and prepares technical information or maps related to the NFIP and floodplain management.
- Provides specialized assistance to communities undergoing post-disaster recovery.
- Provides presentations to technical and non-technical audiences.
- Serves as a liaison for the Texas Water Development Board (TWDB) at meetings with federal, state, and local entities or the public.
- Writes and reviews memos, meeting and study reports, work process, and other documents.
- 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.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major coursework in Natural/Physical/Environmental Science or Engineering, Planning, Public Administration, Communications, or a related field.
- **Program Specialist II** – one to two years of professional experience in a floodplain management, natural resources, environmental analysis, planning, or a related field.
- **Program Specialist III** – three or more years of professional experience in a floodplain management, natural resources, environmental, planning, or a related field.
- Relevant experience and education may be substituted for one another on a year-for-year basis.

Preferred Qualifications

- Graduate degree from an accredited college or university with major coursework in Natural/Physical/Environmental Science or Engineering, Planning, Public Administration, or a related field.
- Previous experience as a floodplain administrator.
- Certified as a Certified Floodplain Manager (CFM), or willing to obtain within six months of hiring.
- Experience in outreach, including interacting with customers/stakeholders, creating educational content, and teaching or presenting at public meetings.
- Experience in using Geographic Information Systems (GIS).

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to Floodplain Management, the National Flood Insurance Program; and of the principles and practices of public administration.
- Knowledge of the NFIP and FEMA flood grant programs as well as knowledge of floodplain management and floodplain mapping.
- Knowledge of hydrologic/hydraulic principles and procedures as applied to floodplain management.
- Knowledge of disaster response.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in giving presentations to elected bodies, public officials, and the general public.
- Skills in writing and preparing reports and presentations.
- Skills in explaining complicated technical problems in simple, non-technical language.

Job Vacancy Notice (cont.)

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- 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.
- 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 with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to analyze, interpret, and understand technical data and information.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks at once.
- 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 and willingness to travel 60% of the time, primarily within the State of Texas.
- 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 work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

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.