JOB VACANCY NOTICE
Flood Mitigation
Grant Coordinator
(Grant 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

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer 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 are highly encouraged to apply. This position does not have military equivalent occupational specialty codes.

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

Job Description Summary
Performs complex to highly complex (journey to senior-level) grant development and coordination, technical assistance, and administration work to plan, administer, implement, and closeout federal and state-funded grants within Texas. Work involves marketing, developing, implementing, and closeout of FEMA’s Flood Mitigation Assistance and state flood grant programs both programmatically and financially, and providing technical assistance to political subdivisions, other agencies, and the public to ensure effective implementation of grant programs. Assists in preparing, coordinating, reviewing, and evaluating the applications to be included in the state’s annual Flood Mitigation Assistance grant application to FEMA. Also assists in reviewing, evaluating, and implementing state flood grants. Serves as a contract manager of the flood grants, maintains information required to perform grant program responsibilities, and assists in the coordination of grant requirements between state, federal, and local communities. Serves as a liaison and gives presentations, or conducts training, concerning floodplain planning, management, and mitigation. May train or supervise the work of others. Works under general or limited supervision, with moderate to limited latitude for the use of initiative and independent judgment. Reports to the Manager of the Grant Coordination Department.

Essential Job Functions
- Assists in the administration of FEMA’s Flood Mitigation Assistance grant program and state flood grant programs.
- Provides technical and administrative assistance on state and federal flood grant and financial assistance programs, including assistance to political subdivisions in developing grant applications.

The Texas Water Development Board (TWDB) does not discriminate on the 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.

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).

HR-002 (Non-Supervisory)
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Job Vacancy Notice (cont.)
Posting number 22-53

- Promotes federal and state flood grant and financial assistance by explaining resources, eligibility, and performance requirements to elected officials, community representatives, the public, and other interested parties.
- Conducts site visits, inspections, and monitoring reviews to ensure compliance with state and federal regulations.
- Serves as a contract manager for grant contracts related to state and federal flood grants to include the submission of grant applications, monitoring contract agreements, grant activities, reviewing and approving grant expenses, quarterly reporting, performance and financial reports, deliverables, and grant contract closeouts to ensure compliance with state and federal regulations.
- Conducts and develops presentations, training, workshops, and grant implementation guidance for technical and non-technical audiences on floodplain management, planning, and mitigation funding opportunities offered by the TWDB and other state agencies to local and state officials, professional organizations, and other interested parties.
- Serves as a liaison for the TWDB at public meetings and meetings related to flood grants with federal, state, and local entities or the public.
- Initiates and coordinates cross-functional work groups composed of internal and external stakeholders to develop grant program objectives, work plans and budgets.
- Assists, prepares, and reviews grant closeout materials for federal flood grant funding programs.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hardcopy versions) are appropriately maintained and disposed of in accordance with agency and federal grant records retention procedures and schedule.
- Maintains required certifications and licenses. Meets the continuing education requirements of the position including attendance of mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- May perform work outdoors, possibly during inclement weather or under hot/cold temperatures.
- May require workdays to occasionally exceed 8 hours, including early morning, late nights and weekends.
- Performs other duties as assigned.

Minimum Qualifications
- Graduation from an accredited four-year college or university with major course work in Hydrology, Water Resources, Natural/Physical/Environmental Science, Geography, Planning, or a related field.
- One to three years of experience in professional environmental work, floodplain management, flood mitigation, project management or flood planning.
- Relevant experience may be substituted for education on year-for-year basis.

Preferred Qualifications
- Experience leading or conducting flood mitigation projects, project management, or contract administration.
- Experience in administering or implementing state or federal flood mitigation grant programs.
- Certified as a Certified Floodplain Manager (CFM).
- Certified as a Certified Texas Contract Manager (CTCM).
- Certified as a Certified Texas Contract Developer (CTCD).
- Grants Management Certificate.
- Experience interacting with elected and governmental officials and stakeholders.
- Experience presenting technical or program requirements at public meetings, conferences, webinars, and workshops.

Knowledge, Skills, and Abilities (KSAs)
- Knowledge of local, state, and federal laws and regulations relevant to flood mitigation grants and/or contract
administration, of business administration principle and practices, and of research and budgeting processes.

- Knowledge of FEMA Hazard Mitigation Assistance programs.
- Knowledge of state and federal contract and grant management guidelines and procedures, including Title 2 Code of Federal Regulations Part 200, Title 44 Code of Federal Regulations and Title 31 Texas Administrative Code Section 355.
- Knowledge of hydrologic/hydraulic principles and procedures as applied to floodplain management and development of structural and non-structural mitigation solutions.
- Knowledge of the principles and practices of grant administration including project management and contract administration.
- Knowledge of Geographic Information Systems and/or hydrologic/hydraulic modeling and related software and tools.
- Knowledge of, or the ability to rapidly assimilate information related to state and federal regulations, legislation, guidelines, policies, procedures, grant eligibility, and reporting requirements.
- Skill in grant preparation, development, evaluation, and monitoring; in reporting writing; in budget development and monitoring; and in the use of federal grant administration programs.
- Skills in writing technical memos, reports, and work process and policy documents.
- 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.
- Ability to interpret guidelines, policies, procedures, and regulations; to evaluate financial data for reasonableness, necessity, and conformity with grant requirements; to communicate effectively; and may supervise the work of others.
- Ability to learn and effectively apply working knowledge of government organizations, operations, and flood mitigation funding programs at the federal, state and local levels.
- Ability to exercise poise, tact, diplomacy, and an ability to establish and maintain positive, working/professional relationships with internal and external customers.
- 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 adapt 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 provide prompt, courteous, and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- 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 approximately 30% 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.