JOB VACANCY NOTICE

Senior State Flood Planner (Planner IV)

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

Texas Water Development Board’s Mission
Leading the state’s efforts in ensuring a secure water future for Texas and its citizens.

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 with an MOS or additional duties that fall in the fields of 15P Aviation Operations Specialist, 25A Signal Operations, IS Intelligence Specialist 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_PlanningResearchandStatistics.pdf

Job Description Summary
We are looking for a highly motivated and talented individual to join our team to support the development and delivery of Texas’ first and subsequent state flood plans.

Performs advanced (senior-level) planning and research work. The senior state flood planner will perform state flood plan project management, quality control and writing, assist the director to oversee the process of developing flood management evaluation, flood mitigation project, and flood management strategy rankings for the state flood plan, scope, procure services, and manage contracts to support state flood planning and regional flood planning process as needed. Coordinates closely with other flood planning division teams and coordinates across agency as needed to develop the state flood plan.

This planner will also develop flood planning administrative rules, technical guidance, and contract materials for plan development. Will provide technical and administrative assistance to regional flood planning groups, including assisting the groups in understanding and navigating the state flood planning framework, rules, and guidance, reviewing the draft flood plans, informing, and educating stakeholders including making presentations. May train

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.

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others. Works under limited supervision, with, considerable latitude for the use of initiative and independent judgment. Reports to the Director of the Flood Planning Division.

**Essential Job Functions**

- Performs state flood plan project management, quality control and writing including developing detailed task schedules, developing, and enforcing templates, tracking and reporting on overall as well as individual task progress and document development, compiling and checking document and related content, tracking and ensuring timely document/plan reviews across agency, and coordinating with agency communications division.
- Assists the director and oversees the ranking process for flood management evaluation, flood mitigation project and flood management strategies for state flood planning.
- Performs procurement of services and manages contracts to support state and regional flood planning efforts.
- Manages research and planning contracts for regional flood planning and related studies to assure products meet the intent of the scope of work, rules, and statutory requirements.
- Reviews team’s work outputs and provides oversight of quality control reviews of state flood plan, communications, and information dissemination.
- Compiles, reviews, analyzes, and evaluates flood planning data, prepares reports and responds to inquiries, and recommends appropriate action to resolve problems.
- Serves as project manager, monitoring project schedules, budgets, and requirements, and reviewing eligibility and approving payment requests.
- Performs other routine contract management duties such as reviewing and approving payment requests and ensuring timely processing of contract amendments, budget memorandums, or subcontracts.
- Assists with the development of internal policy and program development materials as needed.
- Assists in compiling, writing, and otherwise developing TWDB and policy items as well as the state flood plan and other program materials.
- Prepares and evaluates information and reports and makes presentations.
- Participates in technical, policy, and interagency planning meetings.
- Reviews and evaluates planning deliverables for contractual, rule, and statutory compliance and approval.
- Assists in providing quality control review of flood project prioritization information.
- May serve as the liaison (non-voting member) and provides direct technical and administrative assistance to multiple regional flood planning groups to facilitate the timely completion of their regional flood plans and studies, if needed.
- 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 course work in City or Regional Planning, Engineering, Hydrology, Geology, Economics, Geography, Business or Public Administration, or a related field.
- Four to five years of experience with planning-related work in engineering, hydrology, geology, or public administration.
- Relevant education and experience can be substituted on a year-for-year basis.

**Preferred Qualifications**

- Graduate degree from an accredited college or university with major course work in City or Regional Planning, Engineering, Hydrology, Geology, Geography or Public Administration, or related areas.
- Three years of professional experience in flood-related planning, mitigation, response or recovery, land-use planning, flood modeling and mapping, or closely related planning work.
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- Licensed as a Professional Engineer by the State of Texas.
- Floodplain Manager Certification from the Texas Floodplain Managers Association.

**Knowledge, Skills, and Abilities (KSAs)**
- Knowledge of local, state, and federal laws and regulations relevant to flood and planning; and of the principles and practices of public administration.
- Knowledge of hydrology, hydraulics, engineering, and planning principles relevant to Texas.
- Knowledge of Texas water laws and institutions and the process for regional and state flood planning.
- 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 writing and preparing reports and presentations.
- Ability to work in a self-directed, proactive environment.
- Ability to confidently speak in public settings including with media present.
- 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 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 25% 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.
- Ability to evaluate planning material.
- Ability to analyze and evaluate data.
- Ability to complete multi-disciplinary planning projects involving diverse groups and stakeholders.

**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.