

TRAVIS COUNTY, TEXAS

Floodplain Project Manager

Transportation and
Natural Resources (TNR)



TRAVIS COUNTY

Travis County's Transportation and Natural Resources (TNR) department is seeking to fill the Floodplain Project Manager position with an authentic and dynamic leader. Come work for one of Forbes' 2019 Best Large Employers in Austin, Texas.

This position is eligible to work remote!



Job Summary

The County Floodplain Manager is looking for a new Floodplain Project Manager to join the Travis County team due to an internal promotion. This position develops and implements specific countywide floodplain management policies, procedures, and projects consistent with Travis County Floodplain Program and all regulatory requirements. Successful candidates will have knowledge of standard theory, principles, practices, and techniques of floodplain management; federal, State, Local and County applicable floodplain regulations and guidelines; methods, practices and techniques of inspections, compliance and enforcement.

This position will be responsible for the implementation of floodplain management techniques, specifications and management practices; local land development, transportation and roadway design; and implementation of floodplain management procedures within an organization. This role will require professionals to have the ability to research and analyze floodplain management related issues; conduct floodplain assessments and studies; convey complex and simple items relating to engineering and land development; research issues, compile comments, update databases, correspond by email; read and analyze complex engineering materials, evaluate complex issues regarding proposed development projects; assess the impacts of proposed land development and/or maintenance practices upon floodplain management; and analyze and interpret mapped and graphic data and plans for land management and capital improvement projects. Additional needs for this role include experience with grant technical writing and knowledge of grant guidelines, procedures and funding agencies.

In addition, the ideal candidate is one who has the ability to quickly acquire business acumen, successfully manage competing demands and priorities, empower and motivate diverse teams with varying skill sets, all while striving to deliver services in an innovative, efficient, and quality manner. The ideal candidate is (a)...

- Change Leader
- Relationship Builder
- Influencer
- Collaborator
- Resourceful
- Inclusive
- Politically Savvy
- Persuasive Communicator
- Cooperative
- Consensus-Building
- Results-oriented
- Motivator
- Coach
- Dependable
- Objective
- Resilient

Distinguishing Characteristics

This is a job classification within the Professional Support job family. This classification assists in the management of activities and overall performance and compliance related to floodplain management activities within the County. This classification may require a flexible work schedule in order to meet the needs of the department.

What will you be expected to do in this role?

You will:

- Performs as a project manager for countywide programs, projects and improvements. This includes developing, implementing, overseeing, and managing projects from start to finish including budgets, codes, specifications, policies and procedures.
- Supervises support staff, provides training and mentoring, evaluates staff job performance, coordinates and prioritizes schedules and assignments, and authorizes staff productive and non-productive work hours.
- Acts as liaison on floodplain matters. Performs County, interlocal and code enforcement coordination. Advises County staff, citizens and other agencies and consultants on floodplain matters relevant to County programs and projects. Resolves problems.
- Develops and implements floodplain education programs. Organizes and participates in damage assessment teams. Responsible for the systematic gathering and reporting of structure elevation information. Manages and oversees the preparation and submission of Travis County's Community Rating System (CRS) program.
- Manages and oversees the floodplain buyout programs and the demolition of structures. Oversees flood studies by functioning as a contract administrator and oversees consultant's administrative contract.
- Assists in the development of long-range County plans for flood mitigation related programs and projects. Develops, reviews, and recommends budget expenditures for County projects and grants, working with project managers and staff.
- Manages and oversees the preparation and submission of floodplain grant applications for new and continued funding of programs through Federal, State, Local and County sources. Develops and prepares contract documents.
- Develops, reviews, and recommends annual fiscal year expenditures involving contracts for flood mitigation projects, grants, construction design, construction, maintenance, compliance issues, and general items to complete projects within policies and procedures.
- Serves as subject expert by advising Elected and Appointed Officials, department heads, County staff, general public and other agencies, and consultants on environmental matters relevant to programs and projects.
- Coordinates with Elected and Appointed Officials, department heads for programs.
- Represents the County in attending meetings, advisory groups, neighborhood groups, boards and commissions, seminars, conferences, professional associations meetings, private organizations, and participates on related committees. Responds to difficult citizen inquires and complaints.
- Acts as back up for the Permits Program Manager, to include issuing permits and being on call for flood emergencies.



Minimum Qualifications

Bachelor's degree in Environmental Engineering, Biology, Botany, Natural Resources, Business Administration or a directly related field and four (4) years of experience in natural resources/ environmental analysis and grant management, including program and project development, implementation and grant administration, and including one (1) year of mid- to senior level supervisory or management experience; or any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job. If licensed in another state, must acquire license reciprocity in the State of Texas within six (6) months of date of hire.

What We Prefer

Certified Floodplain Manager (CFM)



Compensation and Benefits

The approved salary range for this position is **\$60,000 - \$77,000**. Travis County offers excellent benefits, including a retirement plan with Texas County & District Retirement System (TCDRS) with a 2.25:1 match (\$2.25 for every \$1 an employee deposits).

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For more information on employee benefits, visit the County's benefits page:

<https://www.traviscountytx.gov/human-resources/jobs/benefits>.

Application Process

The final filing date is Friday, April 15, 2022. To be considered, submit a cover letter, list of six work-related references (who will **not** be contacted without prior notice), and a resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months **and** years of beginning/ending dates of positions held. Submit the requested materials to: <https://www.cpshr.us/recruitment/1975>.



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Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the County. A final selection will be made upon completion of comprehensive reference and background checks.