



**DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES
DIVISION OF WATER RESOURCES**

901 South Stewart Street, Suite 2002

Carson City, Nevada 89701-5250

(775) 684-2800 • Fax (775) 684-2811

<http://water.nv.gov>

March 11, 2015

Non-classified Position Announcement
Floodplain Management Program Mapping Coordinator

The Department of Conservation and Natural Resources, Division of Water Resources of Nevada is seeking qualified applicants for the position of Floodplain Management Program Mapping Coordinator for the Cooperating Technical Partners Program. This is a non-classified, full-time position within the Division of Water Resources under federal grant funds.

Recruitment: This is an open competitive recruitment, open to all qualified persons.

Approx. Annual Salary: Approximately \$45,560 to \$67,692 (Salary reflects retirement (PERS) contributions by both employee and the employer. An employer paid contributions plan is also available with a reduced gross salary.) Please note: Furlough leave is mandatory for Nevada State Employee and will result in a reduction of income of approximately 2.3%. The salary listed above does not reflect the reduction from the required furlough.

Resumes Will Be Accepted Until: Recruitment Needs Are Satisfied.

Qualified individual are encouraged to apply immediately. Hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of resumes are received or a hiring decision has been made.

Recruiting For: An immediate vacancy in Carson City, Nevada.

The Position: Responsibilities include providing technical support, flood hazard and floodplain management information through public outreach activities. Solicit, review and document local flood hazard mapping needs through coordination and assistance by input into FEMA's Coordinated Needs Management Strategy for communities that participate in the National Flood Insurance Program. Provide liaison relationship between the local communities and the federal agencies involved in floodplain management as the Cooperating Technical Partner (CTP). Participate in hazard mitigation planning support activities for State and Local Hazard Mitigation and Emergency Management Planning by utilizing HAZUS analyses, GIS analyses and other analyses of flood hazard and flood mitigation data. Assist in other hazard mitigation planning efforts related to flooding, floodplain management and mitigation grants. Participate on the State Assessment and Review Team and be available to deploy on request of the Nevada Division of Emergency Management for post flood assessments.

Skills Required: Must be able to work independently with minimal supervision as well as in a team environment in collaboration with engineers, floodplain managers, and division staff; compile and

summarize information and prepare periodic or special reports related to the CTP and Floodplain Management Program; and contribute effectively to the accomplishment of the team or agency goals, objectives and activities. Must possess skills in effective written and verbal communication (periodic public speaking is required); required skills also include planning, prioritizing and executing timelines without the need for supervision. Must be professional, well-organized, self-motivated, and must possess ArcGIS mapping skills, and some knowledge of FEMA's National Flood Insurance Program (NFIP).

Minimum Qualifications: The minimum qualifications for this position require a Bachelors degree from an accredited college or university with major course work in engineering or closely related field and two years of professional level experience with mapping, ArcGIS, basic engineering principles and practices related to water resources, floodplain management and ability to interpret, analyze and summarize federal and State laws, regulations, technical reports and other sources of information pertaining to floodplain management and the NFIP.

Special Notes: 1) Candidates are required to possess and maintain as a condition of employment a valid Nevada driver's license.

Submit Cover letter and Resume/Direct Inquiries To:

Robin Palmer

Nevada Division of Water Resources

684-2800

Email: rkpalmer@water.nv.gov