

Floodplain Manger's Basic Checklist (“Must perform” basic duties)

- Issue permits for development in the community's floodplain and enforce the requirements of the community Floodplain Ordinance.
- Explain floodplain development requirements to community leaders, citizens, and the general public when requested.
- Explain the requirements of the National Flood Insurance Program and the community's program to the general public, elected and/or appointed community decision makers, developers, architects, engineers, land surveyors, planners, and the media.
- Maintain records and documents that keep the community eligible to participate in the FEMA's NFIP and Community Rating System (CRS), (if applicable)
- Review, approve or deny updates and revisions to the community's Flood Insurance Rate Maps (FIRM's).
- Assist elected officials in the preparation of Standard Operating Procedures (SOP) for the overall Floodplain Management Program as well as formally adopting and periodically updating the community Floodplain Ordinance/code.
- Facilitate community coordination and review of floodplain related projects, studies and plans initiated by Federal and State Agencies, non-profit organizations, and others. Provide technical guidance on the various mitigation methods available for citizens of the community including: acquisition and relocation; elevation; demolish and rebuild; floodproofing; and retrofitting.
- Provide floodplain management guidance related to community drainage improvements, flood protection, floodplain management, and flood prevention and mitigation projects.
- Assist and cooperate with FEMA and State Floodplain Manager representatives during Community Assistance Visits (CAV), Community Rating System (CRS) Program reviews (if applicable), and other floodplain management program actions for coordination.
- In emergency situations, including disaster response and recovery, participate on the Emergency Response Team in a capacity specified by the community's chief administrative officer.
- Prepare all required reports for all active FEMA mitigation grant projects for submission to the State NFIP and/or Emergency Management Office.
- Maintain a current call list and website address list of Federal and state agencies, such as FEMA national and regional offices, US Corps of Engineers districts, State NFIP Coordinators office, State Department of Transportation, River Authorities, Drainage and Flood Control Districts, and others.
- Coordinate and conduct damage assessment surveys in post disaster.
- Participate as member of local emergency management team to train local officials and volunteers in pre and post disaster prevention, notification and recovery.
- Develop and implement Floodplain Management portion of municipal website to provide instruction and prevention training to local residents and responders.