



## **TOWN OF SURFSIDE COMMUNITY RATING SYSTEM COORDINATOR / FLOODPLAIN PLANS EXAMINER (PART TIME)**

**DEPARTMENT: BUILDING**

**NON-EXEMPT**

### **GENERAL DESCRIPTION:**

This position's primary function is to assist in the development and implementation of the Floodplain Management and Community Rating System (CRS) programs. Work is done under the direction of the Building Official or designee.

### **ESSENTIAL JOB FUNCTIONS:**

1. Supports all tasks and obligations of the Floodplain Manager and Floodplain Administrator.
2. Records management of CRS, NFIP, and other flood-related activities.
3. Plans review for approval or denial of permits, based on Land Development Code, Floodplain regulations, FEMA guidelines, and other laws as applicable.
4. Assists and performs site visits and inspections to advise as to conditions of structure compliance for floodplain management purposes.
5. Communicates effectively with the public in stressful situations.
6. Assists and performs research for historical data on old building permits and advises the public.
7. Assists in preparation of and administration of community rating system.
8. Holds meetings as requested to discuss FEMA regulations with contractors, surveyors, etc.
9. Handles FEMA and variance monthly reports.
10. Acts as County liaison to State and Federal personnel.
11. Composes correspondence and inputs data into computer, such as certificates of elevation, variances, violations, and demolition requirements.
12. Utilizes multiple databases to complete assigned tasks.
13. Administers the floodplain Certificate of Compliance Program.
14. Assists with the substantial damage determinations; working with property owners whose properties are substantially damaged; and coordinate permitting of those structures.
15. Through email or phone, contacts the public, realtors, homeowner associations, surveyors, architects, engineers, contractors, and additional entities to advise reasons for plan failures and requests necessary corrections to permit applications.
16. Performs other duties as assigned.

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(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Florida Building Codes
- Knowledge of permitting process.
- Knowledge of plan reading and interpretation skills.
- Knowledge of state laws pertaining to floodplain management.
- Knowledge of general office procedures including filing and basic record keeping.
- Knowledge of construction terminology and documents.
- Knowledge of basic mathematics
- Knowledge of business letter writing and typing formats.
- Knowledge of telephone etiquette.
- Knowledge of the uses of a computer and equipment.
- Ability to work effectively with various people.
- Ability to communicate effectively with customers.
- Ability to work under pressure and meet deadlines.
- Ability to follow directions.
- Ability to follow through on designated tasks.
- Ability to handle numerous tasks at once.
- Skill in typing, filing and research techniques.
- Skill in operating office equipment.
- Skill at accessing, inputting and retrieving information from a computer.

**EDUCATION AND EXPERIENCE:**

Associate's degree; five (5) years of related work experience; Building Code Enforcement, Zoning and/or Planning department experience desired, or any acceptable related combination of relevant education, training and experience.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Certified Floodplain Manager  
Notary Public preferred  
Valid Florida Driver's License required.

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate orally and through written means.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to sit at a desk and view a display screen for extended periods of time.
- Ability to enter data at a prescribed rate of speed.
- Ability to lift or carry weight regularly of 20 pounds and on occasion weight of up to 40 pounds.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

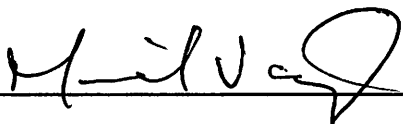
(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

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Revision History: New: 4/25/2024

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  4/29/2024