

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

Working Title: Floodplain and Shoreland Zoning Program Specialist
 Classification Title: Water Regulation and Zoning Specialist - Senior
 Work Location: Statewide

Position Summary:

This position has responsibility for working on major projects or assisting in completing program activities to fulfill requirements for managing Wisconsin's floodplain and shoreland programs. Floodplain Program goals are to protect life, health, and property, and Shoreland Zoning has the goal of protecting water quality, fish and wildlife habitat, recreation, and natural beauty.

Floodplain

The position assists in ensuring consistent local administration of floodplain zoning requirements under state statutes and Wisconsin Administrative Code, Chapter NR 116. It assumes responsibility for the planning and execution of several required activities in the Federal Emergency Management Agency (FEMA) Community Assistance Program – State Support Services Element (CAP-SSSE) Grant. The work includes review and approval of local community ordinance adoptions and amendments, development of education and outreach materials, promoting the FEMA National Flood Insurance Program (NFIP) and the Community Rating System program (CRS), and providing relevant floodplain information and zoning requirements to communities, stakeholders, and the public.

Shoreland

The position helps ensure consistent, efficient, and effective implementation and coordination of the Wisconsin Shoreland Zoning Program under state statutes and Wisconsin Administrative Code, Chapter NR 115. General duties include assisting the shoreland zoning team in reviewing and providing comments on county ordinance revisions for certification; collaborating with other team members to interpret questions received from counties, to review policy, and to provide meaningful responses. The position is also involved in providing training and excellent service to staff and stakeholders to build awareness and understanding of the shoreland zoning program.

The program specialist needs to work collaboratively with department staff from multiple programs, community officials and other governmental agencies at the state and federal level. The work also involves independent decision-making using program knowledge, and the interpretation of application of state statutes, administrative codes and department policies and procedures.

Geographic Scope and Travel Requirements:

This position can be located in the central office or any field office assuming office space availability and adequate business need. Anticipated overnight travel to in-state locations is less than 4-nights three to four times per year. Occasional out of state travel of up to one week to conferences may also be required one time per year.

Scope of Authority:

This position works under general supervision and reports to the Dam Safety and Floodplain Section Chief.

Goals and Worker Activities

- 35% A. **Provide technical assistance to cities, villages, and counties with floodplain zoning ordinance reviews.**
- A1. Compile necessary data for starting ordinance adoptions/amendments associated with the FEMA Letter of Final Determination (LFD) process.

- A2. Review local ordinances to confirm compliance with minimum state and federal standards and to determine that the adoption/amendment process complies with state requirements, within deadlines as established by FEMA.
- A3. Sustain ongoing communication with local government officials, staff and corporation counsel throughout their ordinance adoption/amendment process.
- A4. Ensure data from ordinance reviews is properly uploaded into the State Floodplain Analysis Database (FAD) and National Flood Insurance Program (NFIP) Community Information System (CIS) databases.
- A5. Ensure FEMA Conditional Letter of Map Revision (CLOMR) and Letter of Map Revision (LOMR) and State Dam Failure Analysis (DFAs) notifications to communities are tracked

25%

B. Provide technical assistance to counties and the shoreland zoning team.

- B1. Assist the shoreland zoning team by reviewing county ordinance revisions for certification. Provide comments to counties within a reasonable timeframe with the goal of 30 days or less. Collaborate with other team members and reach out to the Shoreland Zoning Team Leader when questions arise.
- B2. Contribute to reviewing policy and interpreting questions received from counties, as well as developing and distributing answers related to shoreland zoning.
- B3. Assist the shoreland zoning team, as needed.

15%

C. Provide floodplain and shoreland education materials for staff, partners, and the general public.

- C1. Craft articles for the quarterly “Floodplain and Shoreland Management Notes” newsletter within timeframes defined in the CAP-SSSE grant.
- C2. Manage the Department Floodplain Program email by responding to or delegating general floodplain inquiries.
- C3. Refresh, update, and order education outreach materials such as brochures, fact sheets, and supplies for trainings and conferences.
- C4. Join floodplain and shoreland conferences, Department-hosted trainings, and floodplain mapping community/stakeholder outreach meetings, as needed.
- C5. Assist with coordination with Office of Communications in providing content for social media posts and GovDelivery messages to deliver current program information internally and externally.

15%

D. Assist with managing additional deliverables of the CAP-SSSE Grant.

- D1. Collaborate with Floodplain Outreach and Communications Expert in carrying out responsibilities of the Community Rating System (CRS) Program. Encourage communities to join through written correspondence and promoting participation during trainings and conferences. Assist with required Community Assistance Visits (CAVs) as needed, and keep abreast of CRS Program updates and communications.
- D2. Collaborate with Floodplain Outreach and Communications Expert in encouraging local community participation in the NFIP. Write the annual sanctioned-communities letter, assist communities in joining, and serve as the primary point of contact for non-participating communities that are undergoing the FEMA LFD process.
- D3. Respond to general inquiries from DNR staff, local government officials, legislators, builders, realtors and the general public by providing information about floodplain management and related zoning requirements. Refer customers to outreach materials, local officials and other DNR staff, as appropriate.
- D4. Help ensure data such as General Technical Assistance contacts (GTAs) and workshops is properly uploaded into the State and NFIP CIS databases, and pull associated queries for grant quarterly and close-out reporting.
- D5. Complete or assist in completion of other FEMA CAP-SSSE grant deliverables, as needed.

- 10% **E. Fulfill other program responsibilities.**
- E1. Participate on special projects, committees, and teams, as assigned.
 - E2. Assist local communities and regional staff in flood recovery, as needed. Provide information on substantial damage assessment, flood mitigation opportunities and floodproofing requirements.
 - E3. Maintain expertise in floodplain management, flood mitigation, disaster planning and recovery, planning and zoning issues and public relations and involvement practices.

Knowledge, Skills and Abilities

Upon Appointment:

- 1. Knowledge of Wisconsin floodplain and shoreland regulations, including statutes, administrative codes and program guidance.
- 2. Knowledge of the National Flood Insurance Program and the Federal Emergency Management Agency Floodplain Regulations.
- 3. Knowledge of Wisconsin floodplain functions and diverse ecological, social and economic impacts to Wisconsin citizens.
- 4. Knowledge of biological and ecological principles as they relate to surface waters, wetlands, water quality, hydrology, stormwater, fish and wildlife management, and forestry.
- 5. Knowledge of environmental enforcement principles and procedures
- 6. Skill in oral and written communication, including public speaking and writing of technical reports.
- 7. Skill in project management.
- 8. Skill in the use of computer programs including Microsoft Word, Excel, PowerPoint, and Outlook.
- 9. Skill in effective problem-solving and conflict-resolution.
- 10. Ability to analyze, interpret, and apply general zoning law and principles, and to understand local government ordinance development, procedures and implementation.
- 11. Ability to build and maintain effective working relationships with a variety of individuals and organizations with diverse viewpoints.

Full Performance:

- 1. Certification in the Certified Floodplain Manager program, within one year of employment.
- 2. Skill in grant management.

Physical Requirements and Environmental Factors:

Occasional light work including lifting or carrying file boxes weighing 25 lbs. and walking outdoors.

Equipment Used:

Office equipment – computer, mobile phone, camera.

Telework Evaluation:

Some duties of this position may be appropriate for telework on achieving full performance.